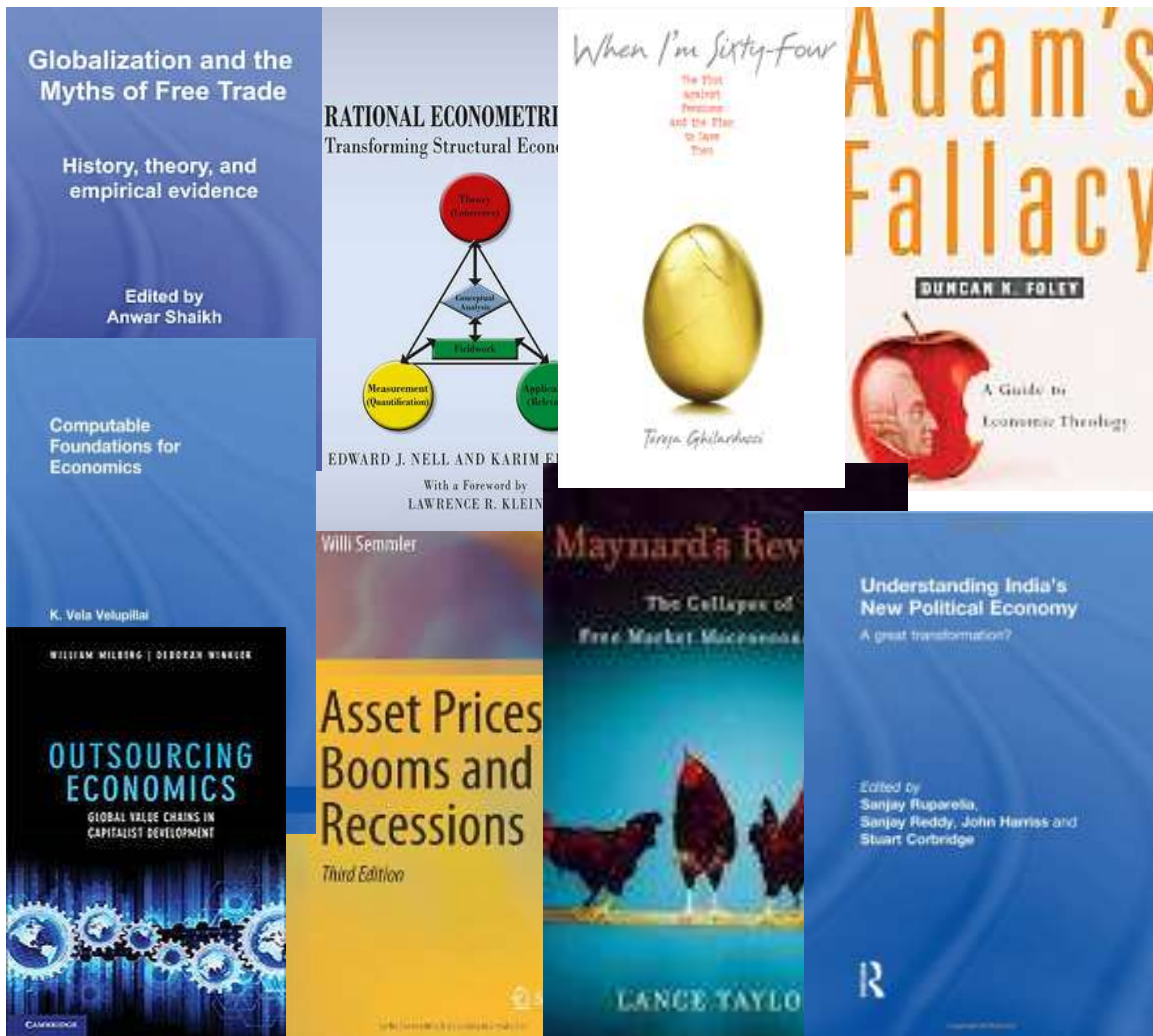


2015-2016

Department of Economics

Procedures Guide



New School for Social Research

This *Economics Department Handbook* is a general reference to graduate study in the department. It includes information on academic programs, program requirements, teaching and research assistant-ships, and other matters related to your academic progress. It is designed to help your life as a graduate student proceed as smoothly as possible and to enable you to anticipate each stage in your graduate career.

The *Economics Department Handbook* accompanies the *NSSR Catalog*. The *Catalog* is the official source of information about the rules, regulations and requirements of the University, the NSSR, and the Department. As a companion to the *Catalog*, this handbook is designed to clarify NSSR and Departmental policy, and provide you with resources for solving any problems that may arise as you pursue your graduate studies.

The information published here represents the plans of the New School for Social Research at the time of publication. The division reserves the right to change any matter contained in this publication, including but not limited to policies, degree programs, names of programs, course offerings, academic activities, academic requirements, faculty and administrators.

For further assistance, please contact the Economics Department Student Advisor, the Department Secretary, or your faculty Advisor.

Table of Contents

Listing of Faculty and Other Department Contacts	4
Degree Programs	6
Advising and Assessment of Progress	6
MA in Global Political Economy and Finance	7
Course Requirements	7
Electives (3 courses):	8
MA in Economics	9
Courses Requirements	9
Internship or Mentored Research.....	9
Electives.....	10
MS in Economics	11
Course Requirements	11
Electives.....	11
Examination	12
Credit Limit	12
Credit Limit	12
Admission into the PhD program	12
PhD in Economics	14
Required Coursework	14
Mathematics Requirement	15
Distribution of Credits	15
Directed Dissertation Study	15
Independent Study	15
Seminar Course	16
Language Requirement	16
MA or MS degree in the process of studying for the PhD	16
PhD Qualifying Examination	16
PhD Oral Defense of the Dissertation Proposal (PhD Oral Examination)	19
PhD Candidate Status	21
PhD Dissertation	21
Summary of PhD degree requirements	23
Fast Track PhD in Economics	23
Master of Philosophy in Economics	24
Summary of MPhil. degree requirements	24
Satisfaction of the PhD Dissertation Requirement in Economics Extra Muros	24
General Department Procedures and Information	25
Economics MA Checklist	27
Economics PhD Checklist	28
Appendix	30
I. Institutional Financial Aid, Scholarships, and Assistance	30
II. Academic Resources	30
III. Academic Policies	31
V. Grading Policy	31
VI. University Policies, Values and Standards	32

Listing of Faculty and Other Department Contacts

Full-time Faculty:

Lopamudra Banerjee	BanerjeL@newschool.edu
Duncan Foley	FoleyD@newschool.edu
Teresa Ghilarducci	GhilardT@newschool.edu
William Milberg	MilbergW@newschool.edu (on leave)
Sanjay Reddy	ReddyS1@newschool.edu
Paulo dos Santos	DossantP@newschool.edu
Willi Semmler	SemmlerW@newschool.edu
Mark Setterfield	SetterfM@newschool.edu
Anwar Shaikh	Shaikh@newschool.edu (chair)
Darrick Hamilton	HamiltoD@newschool.edu
K. Vela Velupillai	VelupilK@newschool.edu

Visiting Professors:

Genarro Zezza	Gennaro.Zezza@newschool.edu (Associate Professor, fall semester)
Christian Schoder	SchoderCh@gmail.com (Assistant Professor, 2015-2016)

Professors Emeritus

Edward Nell	NelleE@newschool.edu
Lance Taylor	TaylorL@newschool.edu

The **Department Chair** oversees the operation of the department, acts as emissary between the department, central administration, and the heads of various NSSR offices (e.g. Dean's Office, Office of Academic Affairs). The Chair also approves various documents such as graduation petitions, dissertation oral and defense paperwork, and registration holds and releases. If you have a problem, first speak with the Department Secretary or the Student Advisor to see if they can resolve the issue. If they cannot, contact the Chair for an appointment.

Chair 2015-16: Anwar Shaikh

E-mail: shaikh@newschool.edu

The **Department Secretary** is Barbara Herbst. The Secretary coordinates the operation of the Department Office and schedules rooms for PhD students' oral (proposal) and dissertation defenses, as well as special events. If you have questions regarding faculty schedules or class schedules you can contact the Department Secretary at:

Phone: (212) 229-5717, extension 3044

Fax: (212) 229-5724

E-mail: GFEcon@newschool.edu

The **Student Advisor** is Mohamed Berrada. The student advisor provides (1) guidance on the academic requirements, (2) information and help on departmental procedures such as Qualifying Examinations, Dissertation Defenses and (3) assistance in registration. The Student Advisor traditionally has been nominated by the ESU for approval by the Department Chair and the Director of Academic Support.

Phone: (212) 229-5717, extension 3049 (takes messages)

E-mail: econadv@newschool.edu

As noted throughout, several issues and items may require information from or petitions to be filed with the **Office of Academic Affairs**.

Phone: (212) 229-5712

Office: 6 16th Street, Room1007

Web-site: <http://www.newschool.edu/nssr/subpage.aspx?id=9240>

Degree Programs

Summary: The Economics department offers comprehensive Master's and PhD programs that provide students with a deep and critical understanding of both traditional and alternative approaches in economics. Topics are studied in the context of our long tradition of a critical approach to theory, economic history and the history of economic thought.

The Department of Economics offers two Master of Arts degrees: MA in Global Political Economy and Finance (MAGPEF) and MA in Economics (MA Econ) and one Master of Science degree in Economics (MS Econ). The Economics Department does not require any specific undergraduate work as a prerequisite for matriculation into the Master's program, but familiarity with Economics at the level of undergraduate introductory courses and with Mathematics at the level of undergraduate first-year calculus is highly recommended. Please consult your faculty advisor if you have questions about your level of preparation.

In addition, students who have an interdisciplinary orientation can benefit from a variety of courses in other departments of the New School for Social Research and at the Milano School of International Affairs, Management, and Urban Policy. Students who have completed one year of full-time graduate study may take certain courses at Columbia University, New York University, Fordham University, Princeton University, Rutgers University, Stony Brook University and City University of New York, through the Inter-University Doctoral Consortium with the approval of the Chair. Please contact the Office of Academic Affairs for more information.

Advising and Assessment of Progress

Every matriculated student, part-time or full-time, will be assigned a Faculty Advisor to help him/her through the program. Please note that a student's Faculty Advisor is not necessarily his/her dissertation supervisor. Students may request and, if possible, be given advisors of their choice. To arrange an appointment to see your Faculty Advisor, please check his/her office door for a direct phone line and schedule of office hours. Students are required to consult their Advisors at least once a semester to discuss their choice of courses and their academic progress.

Your progress will be formally reviewed by the department each semester. All students will receive the results of their review by email. An unsatisfactory review may require the student to meet specific criteria set forth by the Economics Department and the Office of Academic Affairs.

MA in Global Political Economy and Finance

The MA in Global Political Economy and Finance provides students with a sophisticated understanding of the world economy in historical context, the political economic analysis of the dynamics of contemporary world capitalist society, and state-of-the-art tools of political economic and financial analysis of the dynamics of contemporary world capitalist society.

A total of 30 credits are required for the MA in Global Political Economy and Finance. Most NSSR courses are 3 credits.

Course Requirements

The MAGPEF consists of seven required courses and three electives. Core courses must be completed within the Economics Department at the NSSR.

Core (3 courses)

GECO6190 Graduate Microeconomics

GECO6191 Graduate Macroeconomics

GECO6181 Graduate Econometrics

(GECO6189 Mathematical Methods in Economics or the approval of the instructor is a prerequisite to GECO6181.

With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (6200-level) courses for these core requirements).

Political Economy (2 courses)

GECO5104 Historical Foundations of Political Economy I

GECO5108 World Political Economy or GECO 5250 Rethinking Capitalism

Finance (one of the following courses)

GECO6269 Financial Economics

GECO6253 International Economics

GECO 6269 International Finance

Internship or Mentored Research (one of the following)

GECO6198 Internship (to be arranged by the student with the approval and advice of the Department Chair), or

GECO6993 Mentored Research

Internship or Mentored Research: The policies regarding the internship or mentored research degree requirement are identical to those outlined in the following section for the Masters of Arts in Economics degree. Please refer to that section for details.

Electives (3 courses):

Three electives may be chosen from the graduate level courses taught or cross-listed by the Economics Department. Exceptions may be offered for students wishing to take parts of their electives in other departments at NSSR or in the Milano School of International Affairs, Management, and Urban Policy. The student's Faculty Advisor must approve the elective program.

MA in Economics

The MA in Economics provides the analytical skills of a master's level program in economics with the flexibility of a wide range of elective choices, allowing each candidate to shape an individual program or concentrations.

A total of 30 credits are required for the MA in Economics. Most NSSR courses are 3 credits.

Courses Requirements

The requirements for the MA in Economics consist of: five required courses, including an internship or mentored research, and five elective courses, up to three of which can be taken in other departments of the New School for Social Research. Some courses offered at Milano and GPIA may also be taken as electives. Core courses must be completed within the Economics Department at the NSSR.

Core (four courses):

GECO6190 Graduate Microeconomics

GECO6191 Graduate Macroeconomics

GECO5104 Historical Foundations of Political Economy I

GECO6181 Graduate Econometrics

(GECO6189 Mathematical Methods in Economics or the approval of the instructor is a prerequisite to GECO6181.

With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (6200-level) courses for these core requirements.)

Internship or Mentored Research (one of the following)

GECO6198 Internship (to be arranged through the Department Internship Coordinator) or

GECO6993 Mentored Research

Internship or Mentored Research

There are two alternative courses through which students can synthesize and apply the knowledge they have gained in the program, *Internship or Mentored Research*.

Internships arranged by students will be carefully screened by the Department Chair to ensure that they involve students actively and critically in topics relevant to economics and to ensure a good match between the needs of the firms offering the internships and the students who occupy them. Internships offer students an opportunity to test the concepts discussed in courses in real-world situations and to develop skills important to economic analysis. Working as a teacher or a teaching assistant is generally not acceptable as an internship; the final approval is up to the Department Chair. Students submit a 2,500 word essay (which can be based on a journal) describing the internship experience and its educational value together with a letter from the internship sponsor certifying the period and length of the internship to the Department Chair. Internship is graded Pass/Fail. Each student may take a maximum of three Internship credits.

Mentored Research offers the student the opportunity to engage in an independent research project on an economic topic with the guidance of a faculty member. The project should culminate in a 7,500 word essay. The *Mentored Research* offers an alternative path to the synthesis of the program material through a critical confrontation with a concrete problem in contemporary economics.

The following are the guidelines for Mentored Research:

Before registration for Mentored Research:

The student discusses the proposed Mentored Research project with one or more faculty members before the term she or he intends to do it.

Registration:

The student provides the faculty member who has agreed to supervise the Mentored Research with a preliminary proposal of about 1-2 pages indicating the aims of the research, with a preliminary bibliography, prior to registration. Registration for Mentored Research requires the signature of the sponsoring faculty member and the department chair. The Independent Study Contract Form (available from the Student Advisor) is used for this purpose. The student's preliminary proposal must be included with the Independent Study form.

Mentored Research projects should be tailored to the interests and capacities of the individual student. Mentored Research papers need not make original contributions to knowledge (though they must represent the original work of the student according to generally accepted standards of scholarly integrity). A careful critical survey of a relevant subset of the literature on a problem is a suitable aim of a Mentored Research. The grade on the Mentored Research reflects both the success of the student in meeting his or her own individual goals in the project and the level of the student's achievement in relation to generally accepted standards of work at the student's level of study.

Electives

Of the five elective courses required for the MA in Economics two must be taken from the courses offered or cross-listed by the Economics Department, and three may be courses at the graduate level offered by other departments of the New School for Social Research. Exceptions may be offered for students wishing to take parts of their electives in the Milano School of International Affairs, Management, and Urban Policy. The student's Faculty Advisor must approve the elective program.

MS in Economics

The MS in Economics provides students with a solid grounding in the history and contemporary development of political economic tools and, through education in the contemporary quantitative tools of analysis, extends this training to include a significant part of the required PhD analytical core. It is designed for students who are interested in pursuing economics in more depth than the MA allows, without being committed to completing a PhD degree.

Students who receive a Master of Arts (MA) degree from the Economics Department are not eligible for the Master of Science (MS) degree.

Course Requirements

The requirements for the MS in economics includes six core courses, nine elective courses (for a total of 45 credits), and the passing of the MS examination. Core courses must be completed within the Economics Department at the NSSR.

Core Courses (four courses):

GECO 6190 Graduate Microeconomics

GECO 6191 Graduate Macroeconomics

GECO 5104 Historical Foundations of Political Economy I

GECO 6181 Graduate Econometrics

(GECO6189 Mathematical Methods in Economics or the approval of the instructor is a prerequisite to GECO6181.

With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (6200-level) courses for these core requirements)

Plus any two of the following courses:

GECO 6281 Advanced Econometrics I

GECO 6200 Advanced Microeconomics I

GECO 6202 Advanced Macroeconomics I

GECO 6204, Advanced Political Economy I

GECO 6205, Advanced Political Economy II

GECO 6206 Post-Keynesian Economics

Electives

Of the nine elective courses required for the MS in economics, three must be taken from the courses offered or cross-listed by the Economics department, and six may be courses at the graduate level offered by other departments of the New School for Social Research. Exceptions may be offered for students wishing to take parts of their electives in the Milano School of International Affairs, Management, and Urban Policy. . The student's Faculty Advisor must approve the elective program.

Examination

The MS in economics requires that a student pass the MS examination, which will be offered twice a year. Students should file a *Petition for Examination* form with the Student Advisor at the beginning of the semester. Students who have petitioned to take the MS exam will receive a study guide at least six weeks prior to the exam date. A qualifying paper may be substituted for the MS examination with departmental approval.

PhD students may substitute the 1st PhD Qualifying Exam for the MS Exam. A student who changes status to the PhD program from the MS may substitute the MS exam for the 1st Qualifying Exam.

Credit Limit

Students with MS status may not register for more than 45 credits.

There is no language, seminar, comprehensive exam, or thesis requirements for the MAGPEF and MAECON degrees.

Credit Limit

Students with MA status may not register for more than 30 credits.

Note: Students are not eligible to receive the MA in Economics or the MA in Global Political Economy unless they complete at least 27 credits towards that degree at the NSSR

Admission into the PhD program

A student who enters the Department of Economics as a Masters student is not automatically accepted for study toward the PhD degree. Separate admission in the PhD program must be obtained.

Students already matriculated in the MAGPEF or MAECON programs

Students matriculated into the MAGPEF or MAECON programs can petition for admission to PhD status after they have completed 18 credits in the NSSR. A departmental subcommittee reviews student records and makes decisions on acceptance for PhD status. Students will be notified in writing of rejection or acceptance. In the case of rejection, students may appeal the committee's decision to the department, but the department's decision will be final. The following conditions must be fulfilled for the petition to be considered:

- completed at least 18 credits in the courses for which he/she has registered,
- Petitioner's cumulative GPA must be 3.5 or better, including grades of 3.5 or better in all econometrics courses taken

- The 18 credits must include at least one PhD core theory course (see required courses below) with a minimum average grade of 3.5, and at least one graduate-level econometrics course with a minimum average grade of 3.5
- At least one member of the faculty must recommend the petitioner for the PhD program based on evidence of the student's ability and preparedness to undertake high-level research in economics.

For students admitted before Fall 2013, the last requirement listed above is not mandatory, but highly recommended.

A student whose petition is denied can appeal to the department through the chair to review their decision. Students who have not been accepted for continued PhD study may register for no more than 30 credits with MA status or 45 credits with MS status. Note that all internal admission to the PhD are 'provisional' pending completion of the MA requirements and continued good academic standing.

Students with graduate work or an MA degree from other institutions

Students who wish to transfer into the NSSR from other institutions must have obtained an overall average of 'B' (3.0) or better in their prior graduate work and the courses cannot be more than 10 years old from the date of matriculation.

PhD in Economics

Summary: The department offers a distinctive PhD program in economics. Required core courses in microeconomics, macroeconomics and econometrics are supplemented by core courses in Political Economy and Post-Keynesian theory.

In addition to core theory courses, each student chooses two areas of concentration. The Department of Economics regularly offers the following areas of concentration:

Advanced Macroeconomics

Advanced Microeconomics

Advanced Political Economy

Economic Development

Finance

History of Economic Thought

International Economics

Labor Economics

Money and Banking

Students not wishing to select both areas of concentration from the above list may define one area for themselves. Students may also define an interdisciplinary area of concentration. If a student chooses to do so, permission must be obtained from the department. See Faculty Advisor or Student Advisor to initiate the process.

Required Coursework

A total of 60 credits are required for the PhD degree, including the 30 required for the MA degree or the equivalent. Of these 60 credits, at least 30 must be earned at the NSSR. Core courses must be completed within the Economics Department at the NSSR.

The student must complete four PhD Theory Core Courses:

GECO6200 Advanced Microeconomics I

GECO6202 Advanced Macroeconomics I

GECO6281 Advanced Econometrics I

And one of the following:

GECO6204 Advanced Political Economy I, GECO 6204, Advanced Political Economy II or GECO6206 Post-Keynesian Economics

A student must obtain a grade of 'B' or better in each core course. Should he/she obtain a grade of less than 'B', the examination in that core course may be retaken twice, providing the exam is completed within one year of the end of the semester in which the course was taken.

Students who are accepted to the PhD with a previous Master's degree from another institution are not eligible to receive the MA in Economics, the MA in Global Political Economy and Finance, or the MS in Economics from the NSSR if they transfer more than 3 credits from their previous graduate course work towards the PhD.

Mathematics Requirement

Although there are no formal requirements in mathematics, students are expected to acquire sufficient competence to enable them to pass all courses using mathematical techniques, such as the PhD Theory Core courses. Competence in mathematics may also be substituted for the language requirement. Competence in mathematics is evidenced by either:

- Satisfactory performance (at least a 'B') in GECO6189 (Mathematical Methods in Economics),
- GECO6281 (Advanced Econometrics I), or
- Petitioning the department to have the requirement waived if the student has taken equivalent coursework elsewhere.

Note: Students may be asked to demonstrate competence by taking the examination in GECO6189.

Distribution of Credits

The necessary number of credits for the degree can be completed by selecting other courses from the wide range offered by the Economics Department, including courses in other departments that are cross-listed in the Economics Department's offerings. Students will need the permission of either the department chair or their Faculty Advisor to take courses from other departments that are not cross-listed.

Directed Dissertation Study

Students may take up to nine credits of Directed Dissertation Study (GECO7991). This dissertation research and writing, supervised by a dissertation director, is offered only on a pass/fail basis. Taking more than 3 credits of Directed Dissertation Study in one term requires special approval.

Independent Study

A maximum of twelve credits may be taken as Independent Study, which includes any Directed Dissertation Study credits taken. Independent Study courses can only be taken with full time NSSR faculty. A student who wishes to do an independent study with faculty from Milano be sure to clear it with both the department chair from the economics department as well as the Dean's office from Milano. If it is approved by both offices, then the student should arrange to register for the independent study through a faculty member in the economics department.

Seminar Course

Three (3) credits must be fulfilled in the form of seminar requirement. Seminar credits can be earned only after a student has completed Advanced Macroeconomics, Advanced Microeconomics, and Advanced Econometrics, or with the permission of the instructor and the Department Chair. These seminar credits can be earned only from work associated with a class at the 6200 level or above.¹ Seminar credits can only be earned with faculty approval. No seminar credits can be earned through transfer credits or through Directed Dissertation study.

Language Requirement

The Department of Economics requires literacy in one foreign language relevant to the student's intended program of study. Literacy must be shown by translating, from the chosen language, a substantial section of a reading on economics designated by the chair. Requests to take the exam may be submitted to the Student Advisor. Alternatively, a student may satisfy the language requirement by showing competence in mathematics as described above.

MA or MS degree in the process of studying for the PhD

A student who is enrolled in the PhD program may petition to receive either the MA or the MS degree while in the process of studying for the PhD provided they have met the requirements for that degree. Direct/External PhD admits may not receive a Masters degree. The MA and MS are mutually exclusive, the student may only petition for one or the other, but the conferral of one of those degrees does not interfere with enrollment in the PhD program. Students who petition for one of these degrees should make it clear to the registrar that they intend to continue on in the PhD program. Provided that the requirements are met, the student must submit a graduation petition for the degree they seek within the appropriate deadline.

PhD Qualifying Examination

Students are required to take a two-part *PhD Qualifying Examination*.

The PhD Qualifying examination is offered two times a year over two consecutive days (3 hours each day; one area each day). Candidates are not required to take both parts of the examination in the same semester.² The NSSR Catalog lists the exact dates (usually mid-November and mid-April), but keep an eye on the department's listserve for possible changes.

The PhD Qualifying examination is more concerned with depth and rigor of understanding than with breadth of knowledge. Students are expected to seek general and comprehensive mastery of the material covered in the courses related to their chosen areas. See the above concentrations section for listing of areas of concentration.

¹ These courses do not have to be designated explicitly as seminars.

² It is Department policy to have 2 consecutive days. It is not possible to re-schedule the days so that they are not consecutive.

Students not wishing to select areas of concentration from the above list may define one area for themselves. Students may also define an interdisciplinary area of concentration. If a student chooses to do so, permission must be obtained from two faculty advisors. The faculty advisors should write an official letter of approval to the Department Chair with a copy to the Student Advisor to initiate the process.

Petition for Examination: To sit for either part or both parts of a PhD Qualifying exam, a student needs to file a *Petition for Examination* form with the Student Advisor at least three weeks prior to the examination date. This form can be obtained from the Student Advisor's office. At the time a student files a petition for examination, he/she must:

- be accepted for PhD status,
- have completed a minimum of 45 course credits,
- maintained a cumulative GPA of at least 3.5,
- completed the PhD core courses with grades of at least 'B' in each course,³
- have completed two courses in the subject of concentration, subject to course availability,
- not have failed cumulatively more than two PhD qualifying exams, and
- be current in registration.

The *Petition* is then reviewed by the Student Advisor to ensure the requirements are satisfied. Those eligible and ineligible to take the examination are then notified. If a student does not satisfy the above requirements, he/she can petition to take the exam by submitting a written request to the department as whole. The department reviews the request at a regular department meeting, and the student is notified shortly afterwards of its decision. No special requests are to be granted by any individual faculty member, including the Department Chair.⁴

Structure of the PhD Qualifying Examination

The PhD Qualifying Examination will consist of either:

- a three-hour written exam in each of the two areas of concentration chosen, or
- a three-hour written exam in one area of concentration and a research paper of high scholarly quality in the second area. Permission to submit a paper in lieu of examination must be obtained from a faculty member who agrees to be the student's supervisor. The department must then approve this request, which it is free to deny. If approved by the department, the exam will be read and graded by two faculty members, one of whom will be the student's supervisor. See below for further details on the possibility of a research paper.

³ For students who completed their core requirements prior fall, 1992: having satisfactorily completed the three-semester requirement in Economic Analysis and the Econometrics Core requirement.

⁴ In the case where there is not enough time for the request to be brought to the next regular Faculty meeting, the Department Chair will canvas at least five (5) Department Faculty members (for a quorum) in order to obtain a decision.

The three-hour written exam is structured in the following way:

- Faculty will prepare a list of 10-12 questions as the guide for students to prepare exams at least 6 weeks before the scheduled date of the exam.
- The exam will consist of 4-6 questions, which may be drawn from the study questions, or may cover similar but not identical material.
- Students will be asked to answer 2-3 of the questions on the exam, the exact number to be determined by the faculty preparing the examination.
- Students will be expected to be familiar with the readings assigned in the New School courses offered in the field of the examination. Reading lists for the relevant courses will be available in the Department Office.

Note: Students should not try to determine which specific faculty members write or grade the qualifying exams. While students are welcome to discuss the general topics covered by the study guides with faculty, they should refrain from trying to get faculty to answer the specific questions on the study guide.

Research Paper in lieu of 2nd PhD Qualifying Exam

Each student is allowed to petition the department to substitute a research paper in lieu of ½ of the PhD Qualifying Examination. If the student is given consent to do so, he/she would take one 3-hour examination in one of his/her chosen areas of concentration, and then present a high-quality research paper in place of the 3-hour exam in the student's remaining area of concentration. This option is considered by the department to be a privilege granted to a student, not a student's right. Students granted this option are those who seem likely to pass their Qualifying Exam and who may obtain the benefit of pursuing scholarly fieldwork that will help in the selection and preparation of a dissertation topic. The department is interested in research papers which make original, scholarly contributions to some problem, as well as effectively reviewing the existing literature in a field. The qualifying paper should prepare a student to teach a high level course in the field.

Students wishing to pursue the research paper option must submit an outline and/or abstract of their paper to at least one faculty member. The outline should state the problem and the proposed methods for its solution in roughly 3-5 pages; it should also include an actual outline of the proposed paper and a brief working bibliography. Once the faculty member(s) agree(s) to sponsor the proposal, it is submitted to, and voted upon by, the department as a whole.

If the petition is granted, the student must submit the research paper before the end of the semester. Its length obviously depends on its mode of analysis, but a rough guideline might be 40-50 pages in most circumstances. The paper must be submitted to and graded by at least two faculty members.

Policy on Grading the PhD Qualifying Examination

The student's grade for each PhD Qualifying Examination is the average of two grades: (1) a grade from the 1st reader for the area of concentration and (2) a grade from the 2nd reader for the area of concentration. If there happens to be more than 1.0 spread between the two readers on an area exam, or if the student has failed, or there is a split grade with one failing grade and one passing grade, the readers are required to discuss the exam and agree on a single, final grade. If the readers are unable to agree on a single final grade, then the exam will go to the Department Chair for mediation or to a third reader as a last resort. If there is a third reader, the final grade will be an average of the three grades. An area exam achieving an average grade of at least 3.7 will receive Honors Pass. An area exam achieving an average grade of less than 3.0 will receive fail for that exam.

At the request of either reader on a given field exam, if he/she is uncertain about the determinacy or usefulness of the written exam as a test of the student's knowledge and understanding, a supplementary, informal oral exam in that area may be held as soon as possible after the official written examination date to probe the written exam answers in greater depth. The two readers of the written examination will comprise the oral committee. Once the oral exam is completed, the two readers will agree on a final grade for the written exam.

Note: Students who sit for the PhD Qualifying examination on the day that it is given will be considered to have taken the examination and their blue books will be graded. *A student who petitions to take the exam, attends the exam, and receives the actual exam questions is considered to have taken the exam. Scanning the exam questions and leaving is counted as a failed attempt.*

Retaking the PhD Qualifying Examination

One re-examination is permitted for students who do not pass the PhD Qualifying exam. A student who hands in an unsatisfactory research paper may resubmit it ONCE. If it is necessary to retake this examination, it must be within two years of the date of the first examination, provided the second date does not exceed the time limits for completing the doctoral requirements. The department may require the student to sit for the second examination at any time within the allowed limits. The Office of Academic Affairs must approve any extension of overall time limits. No further re-examinations are permitted.

PhD Oral Defense of the Dissertation Proposal (PhD Oral Examination)

PhD candidates must also fulfill an oral examination requirement. The *Oral Examination* involves a defense of the candidate's dissertation proposal. The exam will take place only when the candidate's thesis supervisor and the two other members of the dissertation committee have approved the proposal.

The *Oral Examination* may be taken after the candidate has completed a minimum of 54 credits toward the 60-credit course requirement and successfully completed both parts of his/her PhD Qualifying examination.

Oral Examination / Proposal Defense

PhD students must also fulfill an oral examination requirement. The Oral Examination is the defense of the student's dissertation proposal. The dissertation proposal is the first step towards writing the dissertation. A student ought to begin thinking about a topic early in his/her work as he/she begins to focus on particular interests. The proposal does not need to be particularly long (5-15 pages); however, it must be specific and determinate about the proposed dissertation. It ought to state the topic or problem to be addressed, the precise methods by which an original contribution will be made, and the standards of evidence, or argument by which, one would judge whether the conclusion is valid. For example, a proposal outline could have the following structure:

- General problem and background in the field (with literature review),
- Specific topic or problem to be addressed (including a determinate statement of specific hypotheses or propositions),
- Methods of analysis (including formal hypotheses),
- Resources required (including data sources if quantitative, historical resources if historical, mathematical or logical tools if appropriate, etc.)
- Prospective conclusions (including standard by which the reader judges the appropriateness of the conclusions), and
- Potential implications (if appropriate or useful).

The proposal should also include a prospective chapter outline (no more than 1 1/2 page) to give the Committee some sense of what the proposed dissertation would actually look like; this outline is provisional and not binding. The proposal should also include a reasonable, detailed bibliography of materials referenced in the text of the proposal and otherwise pertinent to the problem area of the dissertation. Unacceptable proposals are those that do no more than delineate the general problem within which the students plan to write a dissertation.

At the *Oral Defense*, there must be present the three (3) members of the dissertation proposal committee. It is the student's and proposal supervisor's responsibility to put together the *Oral Defense Committee*.

An *Oral Examination* can be set up only with the agreement of the full committee.

The <i>Oral Examination</i> can be retaken only once. Students who fail the examination twice will not be permitted to go forward in the PhD Program.

The student must contact his/her proposal committee members, including the outside committee member, to determine the day and time for the defense. Once a date and time have been agreed upon, the student must petition to hold the defense in writing. The appropriate paperwork is available from the Student Advisor.

The Student Advisor will let the student know which sections of the form(s) he/she needs to fill out. Once completed, the forms must be returned to the Student Advisor for additional processing. The forms are then forwarded to the Department Secretary, who will request a room for the defense. Upon confirmation of the room assignment and receipt of the defense petition, the Secretary will send confirmation to each committee member to remind them of the day and time. In the meantime, the student should forward copies of the dissertation proposal to all committee members and the Student Advisor. A copy of the proposal will be kept in the student's file.

Note: Students must leave sufficient time (a minimum of 2 weeks) to notify the Student Advisor and the department about their intentions to defend their proposal.

At the time of the Oral Defense, the committee members will indicate whether or not the student successfully defended his/her dissertation proposal on the *PhD Oral Examination Cover Sheet* and return the paperwork to the Department Secretary who forwards it to the Registrar's Office.

PhD Candidate Status

A student can receive *PhD Candidate* status, as opposed to PhD Student status, upon the successful completion of:

- course requirements,
- PhD Qualifying Examination, and
- PhD Oral Examination or Proposal Defense.

After completing these steps students must formally petition for PhD candidate status. Change of status petitions are found in the Office of Academic Affairs. Once the student has received PhD candidate status, s/he will automatically receive semester-loan library privileges through Fogelman Library.

PhD Dissertation

Upon successful completion of the *PhD Qualifying Examination* and the *Oral Examination* a student is expected to write a dissertation.

A dissertation will be considered completed after it receives the approval of the *Dissertation Committee*. Thereafter, the student must submit the dissertation to the New School for Social Research at large and must sit for a defense of the dissertation before receipt of the PhD degree. One faculty member from another department within the New School for Social Research (the Dean's Representative) will join the *Dissertation Committee* for the defense.

It is advised that a student work on his/her dissertation proposal with the faculty member he/she would like as dissertation supervisor. If the student is not certain about the person with whom to work he/she should consult with his/her Faculty Advisor, or with the Department Chair. The student should not begin working on an actual draft until a specific project, method, and standards for prospective conditions have been developed.

As a student works towards a dissertation it is important to anticipate its format as well as the deadlines for its defense and revisions. All PhD students/candidates must make themselves familiar with PhD guidelines available [here](#).

Like the Committee for a student's dissertation proposal defense, a *Dissertation Committee* is decided upon by the candidate in consultation with the dissertation supervisor and consists of the supervisor, two other members of the Economics Department, and a Dean's Representative . Usually, the proposal committee is the same as the defense committee, though it is possible to change committee members. If a student changes committee members it is a good idea to inform the existing committee members of the change. With the permission of the department, a qualified scholar teaching at another institution may serve on a Dissertation Committee. When a draft is finished, it is then given to the dissertation supervisor for review. When the supervisor approves the final draft, it should then be forwarded to the other two committee members.⁵ When all three committee members have approved the final draft, and any necessary revisions have been made, the candidate may petition for a dissertation defense.

To set up a Dissertation Defense, the candidate must contact his/her proposal committee members, including the outside committee member, to determine the day and time. Once determined, the student must then initiate the paperwork for the event by filling out the relevant sections on the required forms, which are available at the Student Advisor's office.

The Student Advisor will let the student know which sections on the forms he/she has to fill out. Once completed, the forms are returned to the Student Advisor's office for additional processing. The forms are then forwarded to the Department Secretary so he/she can request a room assignment. Upon receipt of the room assignment and paperwork the Secretary will send confirmation to each of the committee members to remind them of the day and time. In the meantime, the student should forward copies of the dissertation, including abstract (no more than 350 words), to all committee members and the Records Office.

Note: Please allow 2 weeks to one month for the above steps to be completed. Also, the Academic Affairs Office needs copies of the dissertation and abstract to be submitted *at least* 3 weeks before the defense.

Dissertation Acceptance Statement: At the time of the Dissertation defense, the committee members will indicate whether or not the student successfully defended his/her dissertation on the PhD Defense cover sheet and return the paperwork, which includes a *Dissertation Acceptance Statement* written by the dissertation supervisor, to the Department Secretary who forwards the material to the Registrar office.

Note: A successful dissertation defense does not mean that the PhD degree has been conferred to the candidate. There may be revisions required by the dissertation committee and/or the University Reader; the University Reader reviews the dissertation's form & style. Only when the University Reader notifies the Registrar office that revisions have been satisfactorily completed will all degree requirements be satisfied. As per January 28, 1998 memo from NSSR Dean, candidates who do not complete the revisions required by the dissertation committee by the start of the following semester, or who fail to submit the University Reader's corrections in time for that semester's graduation, are required to maintain status until the dissertation is completed and approved for graduation.

⁵ The outside committee member is not required to see the draft at this stage.

Summary of PhD degree requirements

Number of Credits:	60
Number of Core Courses:	4 (12 credits)
Number of Concentration Areas:	2 (at least 6 credits in each area)
Seminar Courses:	1 (3 credits)
Maximum Number of Transfer Courses:	10 (30 credits)
Minimum overall GPA:	3.5
Time Limit:	10 years

Language Requirement or equivalent

Passing of 2-part PhD qualifying examination

Successful completion of oral defense of dissertation proposal

Successful completion of PhD dissertation defense

Fast Track PhD in Economics

The Economics Department of the New School for Social Research offers an accelerated path to the PhD in Economics for those who already have an MA in Economics. This new Fast Track makes it possible to complete all necessary PhD course work and qualifying examinations within one academic year (two semesters and a summer). Students can then begin work on a dissertation.

To enter the Fast Track, students must be judged eligible for 30 transfer credits from a previous MA in Economics, which will be determined at the time of application to the program. A normal course load would consist of 3 to 4 courses per semester (a total of 7 or 8 courses, i.e. 21 or 24 credits, over two semesters), plus 6 to 9 credits for supervised dissertation research and writing. In addition, students must take the PhD comprehensive exams at the scheduled times. After completing the courses and qualifying examination requirements in residence, students can begin work on a dissertation either in residence at the NSSR or elsewhere in consultation with their NSSR dissertation supervisor.

Note: Taking more than 3 credits of directed dissertation study in one semester requires approval from the Office of Academic Affairs and Scholarships.

Master of Philosophy in Economics

The degree of master of philosophy in economics is conferred upon a registered student who has fulfilled satisfactorily all the requirements of the Economics department of the New School for Social Research for the PhD in economics *except* the dissertation and the dissertation proposal defense.

Summary of MPhil. degree requirements

Number of Credits:	60
Number of Core Courses:	4 (12 credits)
Number of Concentration Areas:	2 (at least 6 credits in each area)
Seminar Courses:	1 (3 credits)
Maximum Number of Transfer Courses:	10 (30 credits)
Minimum overall GPA:	3.5
Time Limit:	10 years
Language Requirement or equivalent	
Passing of the 2-part PhD qualifying examination	

Satisfaction of the PhD Dissertation Requirement in Economics Extra Muros

At any time within ten years from the date of the award of the MPhil degree - and subject to approval for continuation toward the PhD degree in economics by the Economics department chair - a recipient of the MPhil. in economics who has not continued studies in residence at the university may present to the Economics department, in lieu of a sponsored dissertation, a substantial body of independent and original published scholarly material toward completion of the requirements for the PhD degree. A recipient of the MPhil degree who has not continued studies in residence at the university is not entitled to regular guidance or supervision by the faculty.

An applicant who wishes to submit material prepared extra muros should ascertain through the chair of the Economics department the specific requirements of the department. The submitted material is reviewed by the chair in consultation with the department faculty to determine whether or not the candidate is eligible to sit for the final examination. If the decision to examine the candidate is favorable, the chair names for this purpose a committee of at least five members, of whom four members are from the department, and names one member as chair.

The final examination is designed to satisfy the examination committee that in its judgment the quality of the candidate's work meets the standards of the University for the Award of the PhD degree in economics. The examination may be taken only once, and it is either passed or failed.

The applicant must register for maintenance of status for the term in which he or she sits for the final examination.

General Department Procedures and Information

The *Economics Student Union (ESU)* is the forum through which students form and express their opinion on departmental issues. The ESU elects Representatives for one-year terms, who attend department meetings to convey the opinion of the student body in department discussions and to vote on issues involving departmental policy. The ESU Representatives do not participate in departmental discussions of confidential student issues. The ESU also nominates representatives to serve on department recruitment and other committees as required.

Student Mailboxes are available to every matriculated student. They are located in the department space on the 11th floor of 6 E. 16th Street. In addition, please refer to the *econlist* for important departmental announcements.

Every student should subscribe to econ-list, the department e-mail list, which is the main channel through which information about department events and policies is disseminated. You can subscribe to econ-list by sending an e-mail to majordomo@newsite.newschool.edu with the text "subscribe econ".

All students must activate their *new school email account* (@newschool.edu). An account is setup for every matriculated student. Information regarding your academic progress can only be sent to the official New School account. In addition, this account will give you access to the network and the most up-to-date information on the department. If you prefer to receive e-mail through another account you can set up your New School account to forward mail. You can access your email account and academic information at <https://my.newschool.edu>.

Return of Graded Materials: Exams/papers for the MA and PhD core courses are placed in the students' files within the department office. All other graded coursework materials ought to be returned to the students by the faculty member. Blue books for MA Comprehensive and PhD Qualifying examinations are also placed in students' files within the department office. If a student wishes to view his/her core course material or MA/PhD exam bluebooks, the student must first contact the Student Advisor in order ensure that the materials of other students remain undisturbed.

Late Papers/Exams: Any student who submits an exam or paper after the deadline must give the paper directly to the Department Secretary, who will note that you submitted the paper and then forward it to the appropriate faculty member. Students should always keep a copy of submitted work.

Note: Too many incompletes (i.e., more than one-third of attempted coursework received temporary grades of incomplete) jeopardizes the student's academic standing, progress towards his/her degree, and receipt of financial aid, including all forms of scholarships and fellowships. Please see the <u><i>NSSR Catalog</i></u> for more information.

Non-Degree Students

Students who are not enrolled in a degree program with the economics department or another department of the NSSR can take courses in the economics department by registering as a non-degree student through the admissions office. Non-degree students may seek course advising from the student advisor to ensure that the courses they are taking are appropriate, but all enrollment is handled through the admissions office. Non-degree students are allowed to take up to 2 courses in one academic year before they would be required to apply to a program in the economics department.

For further information about academic policies on:

Maintenance of Status, Equivalency, Leaves of Absence, Change of Status, Changes in Field of Status, Withdrawal from the Program, Compulsory Withdrawal, Holds, please refer to the relevant sections in the University catalog.

Job Placement: Jobs, teaching, and research listings are sent to the econlist. Each student who has completed a minimum of 60 credits and/or has successfully completed the PhD Qualifying examinations within the department should maintain a Job Placement form (with current information) in the department. Please fill out a new form at the beginning of each semester.

The department supports a process to help PhD candidates who are close to finishing their dissertations and are ready to enter the relatively formal job market for full-time positions, administered partly by the American Economic Association, during the academic year. This process needs to begin fairly early in the academic year, since it points towards prospective job interviews at the annual meeting of the Allied Social Science Associations (ASSA) in late December or early January.

Economics Department Working Papers Series

The New School for Social Research Economics Working Papers Series pre-publishes scholarly research papers authored or co-authored by students, faculty and alumni of the New School for Social Research Economics Department. Working Papers should be presented in a form suitable for submission to a scholarly journal, and must meet generally accepted scholarly standards of accuracy, correctness and completeness of citations, and originality. Papers submitted for the series will be reviewed by a Department committee consisting of one faculty member appointed by the Chair and one student appointed by the ESU with the agreement of the Chair. The decisions of this committee may be appealed to the whole Department Meeting. Papers accepted for the Working Papers Series will be made publicly available through the Department web page and through other professional working paper web outlets.

Economics MA Checklist

Student name: _____

MA Core Courses

Course	Semester/Year	Credits
GECO 5104, Historical Foundations Of Political Economy	_____	_____
GECO 6190, Graduate Micro (May replace with Advanced Micro I or II)	_____	_____
GECO 6191, Graduate Macro (May replace with Advanced Macro I or II)	_____	_____
GECO 6181, Graduate Econometrics Advanced Econometrics I or II)	_____	_____ (May replace with

Internship/Mentored Research
Project title: _____

MA Elective Courses

GECO or cross-listed courses (mandatory 3):

Course	Semester/Year	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

GECO, cross-listed or other graduate-level course, or accepted transfer credits (mandatory 2):

Course	Semester/Year	Credits
_____	_____	_____
_____	_____	_____

Total Credits (30 required): _____

Economics PhD Checklist

Student name: _____

PhD Core Courses (mandatory 15 credits)

Course	Semester/Year	Credits
GECO 6200, Advanced Micro I	_____	_____
GECO 6202, Advanced Macro I	_____	_____
GECO 6281, Advanced Econometrics	_____	_____
One Seminar Course:		
_____	_____	_____

Select **one** of the following:

GECO 6206, Post-Keynesian Economics	_____	_____
GECO 6204, Advanced Political Economy (May replace with APE II)	_____	_____

PhD Elective Courses

NSSR graduate courses (mandatory 5):

Course	Semester/Year	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GECO, cross-listed or other graduate-level course, or accepted transfer credits (30 credits):

Course	Semester/Year	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Credits (60 required): _____

Appendix

Please note: University policies and structures change throughout the year, so please check web links for the most up to date information before making decisions based on material in the printed version of this handbook.

- Sign up for the [GRADFACTs Blog](#) to receive important announcements from Academic Affairs.
- Visit the Academic Affairs [webpage](#) for information about N SSR policies and procedures.
- View our [catalog](#) for a comprehensive look at N SSR and New School information and resources.

I. Institutional Financial Aid, Scholarships, and Assistance

A. Scholarship Information: Continuing students who wish to be considered for increases to their scholarship funding apply by March 1st to Academic Affairs for the following academic year. Applications and instructions are available starting February 1st. More information [online](#).

B. Assistantship Information: Applications for N SSR Research Assistantships and Teaching Assistantships are due on March 1st in Academic Affairs. Applications for teaching assistantships in the University Lecture courses and teaching fellowships in other New School divisions are administered through the [Provost's Office](#). Students will receive announcements of applications and deadlines well in advance of the deadline.

C. Student Travel Fund Information: The New School for Social Research will provide support for student research and conference travel. Submission of proposals will be due twice in the academic year, on **November 1st** for travel and conferences occurring between **December 15th** and **June 15th** and **April 1st** for travel and conferences occurring between **June 15th** and **December 15th**. Please see the [Academic Affairs website](#) for more information.

D. Fee Board: The Fee Board uses a portion of the divisional fee charged to all N SSR students to offer partial reimbursements for costs incurred while representing the university at academic conferences. The Fee Board is made up of student representatives from each department and is coordinated by the Graduate Faculty Student Senate. They meet at the end of each semester.

II. Academic Resources

B. N SSR Career Services Information: N SSR Career Service provides career guidance for students pursuing academic and professional careers. The office also provides external funding and scholarships information. Check the Career Services Blog, [Career Hub](#).

C. Inter-University Consortium: Along with The New School for Social Research, Columbia University (including Teachers College), CUNY Graduate Center, Fordham University, New York University, Princeton University, Rutgers University at New Brunswick, and Stony Brook University form a graduate-level consortium in the arts and sciences. PhD students may petition to take courses through this consortium. More information [online](#).

D. Institutional Review Board: New School students, faculty and staff engaged in research or supervising student research projects must be aware of their responsibilities for ethical conduct in any project involving the use of human subjects. Information for the IRB is available at [online](#).

E. Graduate Faculty Student Senate (GFSS): [GFSS](#) is the representational student governance body for the New School for Social Research. It is charged with representing student interests across departments, and it is the student liaison to the Graduate Faculty administration.

F. University Student Senate (USS): [USS](#) is the representational student governance body for the New School. All divisions are allocated representatives based on their student population.

G. University Learning Center: The Learning Center helps students become better writers through individual tutoring sessions. Students may work with tutors on any phase of the writing process, from brainstorming ideas, to developing an outline or rough draft, to revising and editing. Writers of all skill levels benefit from the center's services. [Link here.](#)

III. Academic Policies

Academic Review: NSSR students receive an audit of their academic performance each semester. The Office of Academic Affairs works with Student Advisors and Department Chairs to ensure that students receive updated information about their progress through the department.

A. Time to Degree: Students have five years to complete all requirements for the MA degree. Students have ten years to complete all requirements (including the MA degree) for the doctoral degree. An extension of time must be granted to continue doctoral studies beyond ten years. [Link to form.](#)

B. Transfer of Credit: Up to 30 transfer credits, including those granted towards the MA degree may be granted toward the PhD degree for courses. MA students are allowed to transfer up to 3 credits to their MA degrees. Credits older than 10 years from the date of matriculation will not be accepted nor will courses that received a grade of B- or below. Additional requirements set by NSSR and individual departments also apply. [Link to form.](#)

C. Reenrollment: Students who have failed to register for one, two, or three semesters may petition through the Office of Academic Affairs to reenroll in order to continue their studies. Students who have not registered for four or more semesters must apply for readmission through the Admissions Office. [Link to form.](#)

D. Changes of Department: Forms, available in Academic Affairs, require written consent of the chair of the new department involved and Academic Affairs. [Link to form.](#)

E. Student Exit Guidelines: Leave of Absence: Students in good academic standing may petition for a leave of absence

- Students may not complete work toward their degree while on leave of absence
- There is a maximum of four semesters' leave throughout a student's entire period of study
- First-year students must obtain special permission from the assistant dean to go on leave
- Leaves cannot be granted retroactively

Recipients of student loans should consult the Office of Financial Aid when contemplating taking a leave of absence. International students in F-1 or J-1 I-94 status must consult with the International Student Services before taking a leave. [Link to form.](#)

V. Grading Policy

A. Grade Point Average

The semester grade point average is computed at the end of each term by multiplying the number of credits earned in each course by the numerical value 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 completed, including failed courses, if any. The numeric values of the grades are as follows:

A = 4.0	B- = 2.7	F = 0.0
A- = 3.7	C+ = 2.3	
B+ = 3.3	C = 2	
B = 3.0	C- = 1.7	

The following grades are not figured into GPA:

W Withdrawal	I Temporary incomplete	P Pass
--------------	------------------------	--------

IE Incomplete extension
U Unsatisfactory

N Permanent incomplete
AU Audit

GM Grade missing

B. Incompletes: A grade of I is a temporary grade and indicates that assigned work has not been completed. The time allowed for the removal of an incomplete is one year after the end of the semester in which the course was offered. After the first year has elapsed the grade is changed to a permanent incomplete N and cannot be overturned. Students who attend a class to complete an incomplete grade will be expected to register and pay for the class as an audit. In these cases, students must obtain the instructor's approval to attend a class through [this form](#). Grades of GM will be converted to N if a grade is not entered within the year. In unusual circumstances, PhD students (only) are eligible to request a 6 month [extension for the incomplete](#). This will require the signature of the instructor, department chair and assistant dean of academic affairs. Following that, the PhD student may require an additional and final 6 month extension. This too must be approved by the instructor, department chair, and assistant dean of academic affairs. To appeal an N that is older than 2 years, see the [Permant Incomplete Removal Petition](#).

C. Pass/Fail: Students have the option of taking certain courses as pass/fail, or P/U. In order to take a class pass/fail, a petition must be approved by the instructor. The petition must be filed at the Registrar's Office by the end of the semester's "add period." Such petitions cannot be filed retroactively. Request forms from the Registrar.

D. Grade Review Process: 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. Before appealing for a change of grade, you should first ask the instructor to explain his or her reasons for assigning the grade. If you are not satisfied with the explanation, you can appeal the grade as follows:

- Write a letter to the faculty member stating clearly your objection to the grade received and requesting a different grade. Copy your letter to the department chair or director, or, if the faculty member is also the department director, to the dean or division director.
- The instructor must return a written response to your letter within one month of receipt, likewise copied to the department chair or director (or the division dean or director).
- If you are not satisfied with the faculty member's response, you can appeal further by writing to the division dean or director, who will designate another member of the administration or faculty to review your and the instructor's previous communications.

The person designated will convene an appeals committee to investigate your outstanding differences and make a recommendation to the dean or director. The dean or director will make a final decision about the grade.

Please see the [Academic Policies](#) page on the Registrar's website for updated information.

E. Repeating a Course: With approval, graduate students with a grade of B- or below are eligible to petition to repeat that course. Students can request to repeat up to three courses during a single degree program. The initial grade will continue to appear on the transcript, but only the grade earned the second time will be computed into the grade point average.

VI . University Policies, Values and Standards

A. Graduation: The New School confers degrees thrice a year, in January, May and August. The commencement ceremony for the year is held in May. All degree requirements, as specified in this handbook, must be completed prior to the graduation date for a degree to be awarded. Students intending to graduate are identified by the registrar office. To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and complete departmental requirements. Some doctoral programs may require a cumulative GPA above 3.0.

B. Academic Honesty and Integrity Policy: Academic honesty, the duty of every scholar to claim authorship of his or her own work and only for that work and to recognize the contributions of other scholars accurately and completely, is fundamental to the integrity of intellectual debate and the pursuit of knowledge. You can find the full policy [here](#).

C. University Code of Conduct: Student rights and responsibilities codes help ensure that the NSSR is a safe environment conducive to learning. The student code of conduct is based on the principles of fairness, civility, and diversity, and intended to guide our community's development. [Link here](#).

D. Course Evaluations: Students may submit anonymous course evaluations each semester for the classes in which they are currently enrolled. The evaluation process occurs at the end of each semester with an online resource sent to students' New School email address.