



**DEPARTMENT OF
PHILOSOPHY**

**STUDENT HANDBOOK
2017-18**

THE NEW SCHOOL

**THE NEW SCHOOL
FOR SOCIAL RESEARCH**

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This *Graduate Handbook* is a general reference to graduate study in this department. It includes information on academic programs, program requirements, teaching and research assistantships, 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 *Graduate 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 Department Student Advisor, the Department Secretary, or your faculty Advisor.

INTRODUCTION

This student handbook is intended to be a supplement to the orientation materials provided to new students and The New School for Social Research Catalogue, both of which are available from the Admissions Office. For more general information please consult the Orientation Manual. For information concerning divisional academic requirements, please consult the attached appendix. This handbook provides information of interest to Philosophy students alone. For those of you who are new to The New School for Social Research, this Philosophy student handbook will offer a brief introduction to the department, its faculty, a detailed discussion of degree requirements, and an introduction to student activities in the department.

This *Philosophy Department Graduate Handbook* is a general reference for graduate study in this 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 *Philosophy Department Graduate 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.

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For further assistance, please contact the Philosophy Department Student Advisors, the Department Secretary, or your Faculty Advisor.

FACULTY

Information on current faculty can be found online here:
<http://www.newschool.edu/nssr/philosophy-faculty/>

STUDENT ADVISORS

The Student Advisors (SA) for the 2017-18 academic year are Ryan Gustafson and Kathleen Kelley. The SAs are a point of contact between the students, faculty, and administration. Their primary duty is to guide students through various bureaucratic procedures, e.g., registration, exams, graduation, etc. The SAs are a source of information and administrative guidance. If you have any questions about academic policies, departmental or administrative procedures, degree requirements, etc., it is the SAs' job to answer them. You should also contact the SAs if you run into any problems that prevent you from fulfilling academic requirements. There is no guarantee that every problem will be resolved, but the earlier you notify them, the better.

STUDENT ADVISOR CONTACT INFORMATION

Ryan Gustafson
(212) 229-5707 ext. 3080
philadvisor@newschool.edu

Kathleen Kelley
(212) 229-5707 ext. 3399
philosophyws@newschool.edu

FACULTY ADVISING

All incoming students are assigned to a Faculty Advisor, who should be consulted about academic plans, course selection, and related issues at least once a semester. It is strongly advised that early on in their graduate studies students should attempt to get to know the different members of the faculty during their respective office hours and at various departmental events, in order to establish an amenable and productive working relationship. In order to change faculty advisors, students should contact the SAs and copy the new faculty advisor. Students should not go to the MA or PhD Faculty Advisors regarding bureaucratic issues, degree requirements, etc. The latter types of questions should be directed to the SA.

MAILBOXES

All current, matriculated students have a mailbox located near the department office. Most departmental information will be sent via email, with the occasional flyer/poster posted around the departmental suite. Mailboxes are also used to return term papers, drafts, and paperwork with faculty members. If for some reason you are not included on the mailbox list within one month of the start of the term, see the SAs and they will assign you a box.

E-MAIL

The SAs cannot use personal email accounts as a means of contact. Students

must use their New School email account for all school-related matters.

Important information such as announcements of exam results, grant and adjunct teaching opportunities, petition deadlines, registration, office hours, course offerings, seminar reservation procedures, and all departmental activities are sent to students through their New School e-mail account. Remember to sign up for an account at Academic Technology. If you are not receiving regular announcements from the Student Advisor via your e-mail account, then it is possible that your e-mail address is not on the department list. In this case, notify the SAs immediately.

DEGREE REQUIREMENTS

There are five sets of requirements for the four types of degree standing granted by the department: 1) the *Continuing MA* (for students continuing toward the PhD degree), 2) the *Terminal MA*, 3) the *MA with a Concentration in Psychoanalytic Studies* (which may be either a terminal or continuing MA), 4) the *PhD*, and 5) the *MPhil*. **For a breakdown of the five sets of degree requirements, see Attachment A.**

THE CONTINUING MA DEGREE

1. TIME LIMIT

Unless an extension is granted by the Department of Philosophy and the Office of Academic Affairs, all work for an MA degree must be completed in 5 years (10 semesters). This semester total does not include leaves of absence.

2. COURSE REQUIREMENTS

The quantitative requirement for the MA is 30 credits: at least 24 credits must be philosophy courses or courses approved for philosophy credit, while 6 credits, which are not approved by the Chair for philosophy credit, may be taken in another graduate department as elective credits. Furthermore, the following distribution requirements must be met:

1. Two seminars in philosophy
2. One course in Ancient and Medieval Philosophy
3. One course in Analytic Philosophy
4. At least one course in *two of the following three areas*:
 - Renaissance and Early Modern Philosophy
 - 18th and 19th Century Philosophy
 - 20th Century Continental Philosophy
5. An overall Grade Point Average (GPA) of B (3.0) must be maintained.

Students should consult the SA if there is any question as to whether a particular

course will satisfy a particular distribution area. During registration the SA will make available a list containing the distribution areas that each semester's courses satisfy.

3. SEMINARS

Seminars are distinct from lectures in that there is an enrollment ceiling of 15 and students are expected to give presentations in class. Those courses numbered 6500 and above are seminars. Registration for these courses is conditioned upon reserving a spot in the desired course(s). Reservations may be made on a first come, first serve basis as per the instructions provided in a registration related email sent by the SAs prior to the start of each registration period. Please follow these instructions carefully as seminars often fill up within minutes of the beginning of the reservation period. For the best chance to reserve a spot for a desired seminar students should respond immediately after receiving the SAs' announcement that reservations are being accepted. Reservations are made by a Google Form distributed to students by the SAs as per the instructions sent to your New School email.

4. LOGIC REQUIREMENT

There are three ways to satisfy the logic requirement: 1) take and pass the logic course for credit, 2) pass the logic exemption exam, or 3) receive an exemption due to prior coursework.

1. If you choose to take the course for credit, you have the further option of either taking the course for a grade, or taking it pass/fail. To take the class pass/fail, you must submit the proper forms to the Registrar (which includes the professor's signature) when you register for the course. Failure to submit a Pass/Fail Request Form during registration means you will receive a grade at the end of the semester. There is also an incomplete policy which the student can request from the instructor at least two weeks prior to the final exam, or the date stipulated by the instructor.
2. If you choose to take the exemption exam, you must petition to do so at the beginning of the semester. Students who choose to take the exemption exam may want to attend the course as either an official or unofficial auditor. Although auditing or sitting in is not required, it is recommended as the exemption exam is traditionally the final exam for the logic course. Though the logic course is offered once a year, the exam is offered both semesters. Depending upon the instructor, study materials may be available for those who wish to take the fall exam (see the SAs).
3. If you believe that prior coursework in logic may exempt you from this requirement, you should email a copy of the previous syllabus to philosophyws@newschool.edu to begin the exemption process. Students who started before Fall 2015 may also need to provide a transcript from the university where they did their logic coursework.

NOTE: This requirement is waived for those pursuing an MA with a Concentration in Psychoanalytic studies; however, continuing MA students are expected to satisfy the logic requirement for the PhD or MPhil. If you have questions regarding the logic requirement, please see the SAs.

5. LANGUAGE REQUIREMENT

Successful completion of a translation examination in one of the following languages is required: Ancient Greek, Latin, French, or German. The date of the language exam will be announced by the SAs early in the semester, and students wishing to attempt a translation examination must petition to do so. The examination consists of a philosophical text to be translated into English within three hours; the use of a dictionary and/or a grammar book is permitted. Students may retake the language exam without penalty.

Matriculated NSSR students are entitled to a tuition-waiver for language courses offered by The New School for Public Engagement. See the NSSR Office of Academic Affairs during registration. Students are advised to obtain information early on during the registration period for language classes.

Reading groups are also a good way to prepare for the language exam. The department usually offers reading groups in Greek, Latin, French and German; students must enroll in these Reading groups during registration and will receive a grade of pass/fail for their participation in the group though it is not necessary for them to attempt a language translation examination as a consequence of enrollment.

6. MA EXAMINATIONS

The MA examinations consist of four questions, two in a take-home written examination and two in an oral examination. The student can also choose to write a thesis covering at least one distribution requirement in place of the written examination (see more info below). The student chooses four questions from the five areas listed below (note that these are the same areas as the distribution requirements for courses above). The selection of questions for the oral examination must be from different sections than those chosen for the written examination, or thesis (if applicable).

1. Ancient and Medieval Philosophy
2. Renaissance and Early Modern Philosophy
3. 18th and 19th Century Philosophy
4. 20th Century Continental Philosophy
5. 20th Century Analytic Philosophy

The written exam consists of at least five questions in each of the five subject areas. The student answers one question from each of the two areas in which they

have selected to be examined. The oral exam follows the same format with one important distinction: the exam questions are known in advance and are made available after the written examination for the current semester has been offered. Students may choose oral exam questions from among the previous 3 semesters of written exams. One may also choose oral exam questions from the current semester's written exam choices should one's oral exam be scheduled after the written exam is held. The purpose of the oral exam is to test students' oral skills and their ability to answer questions about their presentations before two members of the Department of Philosophy faculty. **A student must not bring written answers to be read**, but may bring one 3x5 inch index card if they wish to bring brief notes. These notes may consist of an outline of one's oral answer and/or relevant short quotations. Oral exam answers are strictly limited to ten minutes per question.

Petition deadlines and other exam dates

To take a written or an oral exam, **students must submit an exam petition**, which will be made available by the SAs at the beginning of each semester. On the petition you must state which questions you plan on answering for your oral exam. The SA in charge of coordinating exams arranges the date of each student's oral exam.

The Department administers written exams twice a year, usually about a month before the end of term. The exam will be distributed to students by the department secretary, and will be returned to the same by a specified date. The precise dates of the written examinations are available from the SAs and will be advertised in email correspondence at the beginning of each semester.

The results of the oral exams are given at the conclusion of the exam. For the written exams, the Secretary will send an e-mail to all students announcing the results.

Evaluation

In order to maintain eligibility for a continuing MA degree, a student may neither fail nor receive more than one low pass among the four MA exam questions (oral and written). This rule also applies to candidates who have been admitted to the PhD program before completing the examination requirements for the MA. A student who receives more than one low pass may still be eligible for the terminal MA degree.

Students who do not pass a written or oral examination, or who do not receive a sufficient number of high passes to maintain eligibility for continuing MA status, may re-take each exam once. Students who wish to retake the same questions must do so the *following semester* unless otherwise approved by the Chair. Students wishing to try different questions with their second exam attempt may do so in the following or any subsequent semester (keeping in mind the time limits for the degree).

Preparing

There are multiple ways to prepare for exams. All are recommended.

1. Old exam questions are available from the SAs for review.
2. You may have already noted the correlation between course distribution areas and exam question categories. To be clear, there is no rigorous attempt to derive exam questions from courses offered over the past couple of years. Yet, it is probable that studying texts pertinent to courses offered over the past two or three years will help prepare the student. The SAs keeps a copy of all old Catalogues with complete course listings.
3. Coursework should to some extent help prepare students for the exams. Students may therefore plan to take at least one course related to the area in which they have chosen to be examined. It is in the best interest of the student to anticipate well in advance the areas they will be examined in.
4. If a student knows others are being tested in the same areas, they may wish to form a study group.
5. Students are strongly encouraged to consult faculty about methods of preparing for the exam. (Although note that faculty will not answer questions about exam content beforehand).

7. MASTER'S THESIS OR QUALIFYING PAPER

Students may elect to write a 50-75 page thesis *instead* of taking the MA *written* exam. The thesis must also cover two of the five topic areas, and its assessment includes an oral defense. Students planning to write an MA thesis must first secure the permission of an approved thesis advisor and submit the topic approval form to the SA with the signatures of the second reader and the Chair of the Department. Students should not begin writing a thesis without having secured the necessary approval of their thesis topic. It is the student's responsibility to secure approval of a topic from the thesis advisor, second reader and Chair, and submit an exam petition. This petition must be submitted in the first four weeks of the semester the student plans to defend. Students writing an MA thesis should work closely with their advisors in planning and writing their thesis. Final drafts of a thesis must be submitted to the thesis advisor and the second reader at least three weeks prior to the date scheduled for an oral defense. Failure to do so may result in the cancellation of the thesis defense.

Students who plan to submit an MA thesis should anticipate when they expect to complete their thesis. Once a thesis has been approved for defense by the student's readers, the supervisor will contact the SAs in order to begin the scheduling process. It is recommended that defenses be scheduled as early as possible in order to accommodate faculty schedules. Once a date has been agreed upon, the SAs reserve a room and reminds the committee a week in advance of the defense date. At the defense, students should make a short oral statement (no

more than ten minutes) summarizing their thesis. This statement cannot be read, but notes may be used. A question and answer period will follow. The grading of the MA thesis will follow the same structure as that of the MA written examination, though students will not receive separate scores of high pass, low pass, or fail on each of the areas their thesis covers, but one mark to be applied to both areas. Students choosing to write an MA thesis and who wish to continue towards the PhD must take the oral exam.

Students may also choose to write a qualifying paper instead of a thesis; see the **PhD Qualifying Papers** below and discuss with student and faculty advisors if you'd like to go this route.

8. GRADUATION

See here for information on graduation: <http://www.newschool.edu/registrar/graduation-requirements/>

9. APPLICATION TO THE PHD PROGRAM

The satisfaction of the continuing MA requirements stipulated above is not a guarantee of admission to the PhD program. Entrance into the PhD program is applied for separately. Note that admission to the PhD program is provisional pending the completion of the MA requirements and continued good standing.

Applications to the PhD program may be submitted by internal applicants to the Director of Admissions in the Department of Philosophy on December 1 of each year. The deadline for external applications for admission in the fall semester is in January of each year, and these applications are reviewed in the spring.

At the time of application, internal applicants must have completed at least 18 credits, taken their MA oral examination, and have no outstanding coursework, i.e. incompletes. The applicant must also have achieved a minimum grade point average of A- (3.7) in their coursework. In addition, the student is required to submit a portfolio containing:

1. An academic transcript (an unofficial transcript may be requested by the student from the Registrar's office or printed from DegreeWorks);
2. a piece of philosophical writing between 18 and 25 pages;
3. a short proposal of no more than one page indicating the area of research the student would like to pursue for the dissertation;
4. a completed petition to change status from MA to PhD.

The application portfolio will be reviewed by two faculty members of the Department, and the decision will be made by the Department as a whole by mid-December. In order for the student to be accepted into the PhD program, at least one member of the Department faculty must agree in principle to supervise the dissertation project as stated. **If admitted to the PhD program, all continuing**

MA degree requirements must be completed before students will be allowed to register for more than 36 credits.

THE TERMINAL MA DEGREE

The requirements for the Terminal MA degree are the same as those set forth for the continuing MA with the provision that: 1) a low pass on both sections of the written exam, and 2) a low pass on both sections of the oral exam are sufficient. Students may write and defend a Master's thesis for the terminal MA in place of the exams (both written and oral), and must receive, at least, a low pass.

THE MA WITH A CONCENTRATION IN PSYCHOANALYTIC STUDIES

This concentration provides Philosophy students with an opportunity to focus their coursework in the field of psychoanalytic studies. Although no additional application or paperwork is required, **students must let the Student Advisor know if they intend to pursue the MA with a concentration in Psychoanalytic Studies.** The core of the program consists of four courses and a thesis in the area of psychoanalytic theory. As in the case of the Continuing and Terminal MA degrees in Philosophy, students in this MA concentration must complete 30 credits for graduation. Of these, 24 credits must be earned in Philosophy department courses, or courses determined by the Chair to count as Philosophy credit. A minimum of six credits must be earned in Philosophy seminars. Further, of the 30 credits necessary for graduation, seven courses (21 credits) must satisfy the following distribution requirements:

1. **FOUR** courses in psychoanalytic theory and
2. **THREE** courses, each satisfying a different one of the following five distribution requirements:
 - Ancient and Medieval Philosophy
 - Renaissance and Early Modern Philosophy
 - 18th and 19th Century Philosophy
 - 20th Century Analytic Philosophy
 - 20th Century Continental Philosophy

Students must also fulfill the language requirement, described above. Fulfillment of the continuing and terminal MA logic requirement is not necessary; however, it will be a requirement for eligibility for the MPhil or PhD program, as are the additional distribution requirements stipulated above for the continuing MA. To be eligible to apply to the PhD program, students pursuing the MA concentration in psychoanalysis must fulfill the same requirements as other internal applicants. Namely, candidates must have completed at least 18 credits, taken their MA oral examination, and have no outstanding coursework, i.e. incompletes. In addition, it is necessary that students accepted into the PhD program must receive a high pass on the defense of their thesis, and at least one high pass and one low pass on the MA oral examination in order to continue onto the PhD program. A low pass

on the MA thesis in psychoanalytic theory, however, is sufficient for the terminal MA with a concentration in psychoanalysis.

THE PHD

1. TIME LIMIT

Unless an extension is granted by the Department of Philosophy and the Office of Academic Affairs, all work for the PhD must be completed in 10 years (20 semesters) including the time, if any, that was spent at The New School for Social Research earning an MA. The semester total, however, does not include leaves of absence. For PhD students who fail to continue on toward the PhD or to receive an extension after the 10 year time to degree mark, there is the option to petition for the Masters in Philosophy degree (MPhil). The MPhil is described below (and in the NSSR Catalogue) and may be conferred upon a registered student who has fulfilled all requirements for the PhD but who has not successfully defended a dissertation.

2. COURSE REQUIREMENTS

These requirements are pre-candidacy requirements, and incorporate the requirements of the MA, whether as completed at the New School or their transfer equivalent. The student's degree status upon admission to the program is PHDS ('S' for study) until all but the dissertation is completed. The PHDS student must successfully complete graduate courses and seminars equaling at least 60 credits. The 30 credits received for the MA or transferred are considered part of the 60 credit total. Of the total 60 credits, at least 48 must be in philosophy courses (or in courses approved by the Chair for philosophy credit), and up to 12 elective credits that are not approved for philosophy credit may be taken in other departments (including those taken for the MA). Of the 48 philosophy credits, at least 15 must be in philosophy seminars (including the 6 earned at the MA level). A minimum G.P.A. of 3.0 must be maintained.

All PhD Students must fulfill the following distribution requirements (including MA coursework or their transfer equivalent):

1. One course in Ancient and Medieval Philosophy
2. Two courses in Analytic Philosophy
3. One course in each of the following areas:
 - Renaissance and Early Modern Philosophy
 - 18th and 19th Century Philosophy
 - 20th Century Continental Philosophy

Registration for coursework at the PhD level must be reviewed by the SA and approved by the PhD Faculty Advisor to ensure distribution requirements.

3. PROSPECTUS SEMINAR

Students must take the year-long Dissertation Prospectus Seminar, taught every year by the current PhD Faculty Advisor, as a part of their PhD requirements. The aim of the Prospectus is to put students in a position to work on their dissertation in a productive and efficient manner by developing a provisional account of its central claims and argumentative structure. This is a non-credit seminar and does not count towards the 5 seminars that must be taken as part of the PhD requirements. Students may only register for the Prospectus Seminar after they have attempted all of their PhD coursework. Exceptions may be made with the Prospectus instructor and Chair's approval. Note: students are required to register their Dissertation Supervisor with the SAs during the February that they take the Prospectus by using the "Dissertation Committee and PhD Exam Form." The SAs will keep this form on file.

4. LANGUAGE REQUIREMENT

The PHDS student must demonstrate a reading knowledge of two foreign languages (including the language requirement for the MA). If for any reason the student has entered the PhD program without having taken a language exam, two such exams must be taken. Language exams consist of a translation of Greek, Latin, French, German, or, by petition with the Chair, another language relevant to the student's dissertation. The format of the exam is the same as that of the MA language exam (see above). Ideally, the PhD language requirements should be completed early in the program.

5. PHD QUALIFYING PAPERS

PhD students are required to write two qualifying papers that are evaluated as publishable journal articles by two members of the faculty. By "publishable journal articles" is meant pieces of work that show all the skills of writing, argumentation, organization, and presentation that are found in high quality published articles in the field. The procedures for the qualifying papers are like those for the MA thesis: there is one overall supervisor for both papers, ideally the person the student intends to supervise the dissertation, although this is not necessary. The two essays will be worked up with the guidance of the supervisor, who is further responsible for ensuring that the two essays maintain the principle of breadth of study, as well as articulating these standards for the student. The qualifying papers may grow out of essays submitted for coursework or from an MA thesis written here or elsewhere. The second reader for each paper may be different, and they are to be chosen by the student after consultation with the qualifying paper supervisor. The student ideally will pass both qualifying papers before being allowed to take the area exam.

6. DISSERTATION

The dissertation supervisor should advise the student on putting together a committee of readers. The committee (consisting of the dissertation supervisor and two other members of the philosophy faculty) should be matched with the philosophical interests that are most relevant to the student's area of research. The participation of committee members varies: sometimes faculty members are

very involved and other times (at minimum) they may only read the final draft of the dissertation and attend the defense. Since there are no set guidelines concerning the level of involvement the readers have in the student's research, the student should discuss this expectation with each committee member before asking them to serve on the committee.

As soon as the dissertation proposal has been approved by all of the readers, the student should complete a "Dissertation Committee and PhD Exam Form" form by acquiring the signature of all three committee members and the Department Chair. This form is available from the SAs and must be completed prior to scheduling the dissertation defense. When the "Dissertation Topic Approval" form is submitted it will be sent to the Records Office for processing and the department will keep a copy on file.

Each candidate is responsible for obtaining from the Registrar's Office information regarding the dissertation format, microfilming, copyrighting, and related regulations. The completed dissertation must be submitted to the NSSR Office of Academic Affairs, which has a University Reader evaluate the manuscript for style and format. The candidate must submit a completed dissertation judged by the dissertation committee to be an original contribution to thought and knowledge in philosophy. All dissertations must be of a total length no greater than 80,000 words, inclusive of all marginalia. This policy is applicable to all continuing and incoming doctoral students and candidates.

7. DISSERTATION AREA EXAM

After the candidate has completed the prospectus seminar, the supervisor will work together with one other committee member to put together a list of key books on and directly adjacent to the proposed dissertation topic. At the end of an agreed upon period of study, the committee will generate a set of questions to be answered in a take-home exam over the course of a given weekend. The dissertation area exam should be thought of as comprising an organic part of the process of writing the dissertation, and is intended to help provide structure to the research process. Ordinarily the period of study will take place the summer after the prospectus seminar, with the examination weekend in the following fall semester. Students wishing to take the area exam on a different schedule should consult with the SAs and their supervisor.

8. DEFENSE OF THE DISSERTATION

The scheduling of the defense operates like defending an MA thesis: the supervisor must approve the defense and will contact the SAs to begin the scheduling process. Before a student defends, they should ensure that all course requirements, language requirements, and examinations have been completed and noted in the Registrar's Office, and that the Dissertation Topic Approval Form has been filed. Additionally, students must submit a petition (available with the SA, Registrar's Office, and Academic Affairs) to change status from PhDS (student) to PhDC (candidate). Students will not be allowed to defend their dissertation unless all requirements have been met.

PhD candidates are required to select a fourth member of their dissertation committee from outside their departments and discipline. The external member may come from NSSR, The New School, the Inter-University Doctoral Consortium,

another accredited U.S. university, or an international university. Students will be encouraged to develop working relations with a faculty member outside of their department as they complete their course requirements and constitute their committee. The external member will join the dissertation proposal defense (in departments with this requirement) and remain an active part of the committee through to the final defense.

Students will be able to opt out of this requirement provided that when forming their committee (and prior to their proposal defense), they receive written permission from their dissertation chair and the associate dean for Faculty Affairs and Curriculum. Students who do not choose an external dissertation committee member will be assigned an NSSR "Dean's Representative," who will read their dissertation manuscript prior to the defense and take part in the dissertation final defense only. If a student chooses to have a Dean's Representative selected for them, they must fill out the request form well in advance of their defense, as it can take some time for Academic Affairs to secure a representative. More information is available here: <http://www.newschool.edu/nssr/graduation-phd-guidelines/> When all of these steps have been completed, the defense date and time will be set up by the SAs in consultation with the student and their committee, including the outside reader/Dean's Representative. At this time, the "Dissertation Acceptance Statement," prepared by the dissertation supervisor, must also be filed in that office.

The student must submit copies of the final draft to each reader (including the Dean's Representative or outside reader) at least four weeks prior to the oral defense. Please note that failure to submit the final draft of the dissertation to the committee in a timely fashion may result in cancellation of the defense. The defense lasts up to 2 hours. Students should first give a presentation of their dissertation lasting no longer than 12 minutes. Notes can be brought to the defense, yet they cannot be read directly. It is absolutely necessary to follow the guidelines online at <http://www.newschool.edu/nssr/graduation-phd-guidelines/>.

9. GRANTING THE PHD DEGREE

Students will be contacted by the Registrar if it appears that they will be likely to graduate during a given semester. In order to graduate students will need to respond to this email declaring their intention to do so. Degrees are conferred twice each year, in January and in June.

Microfilm agreement forms and a survey of earned doctorates are available from the University Registrar's Office; they must be completed and returned to the Registrar's Office. Diplomas will not be released until both forms have been submitted. Students who wish to have their dissertation copyrighted may do so at the time of microfilming by providing the requested information on the microfilm agreement form and enclosing a certified check or money order.

THE MPhil

The MPhil in Philosophy is a terminal degree offered to students who have completed all requirements for the PhD, except the successful defense of a dissertation, prospectus seminar, and dissertation proposal. To this end, all coursework needed to receive a PhD and distribution requirements must be

fulfilled, in addition to all erstwhile PhD examinations. A minimum score of low pass is required on all PhD exams.

TRANSFER STUDENTS

Students who have completed previous graduate work (usually an MA in philosophy or its equivalent) should meet with the SAs, regardless of whether the student has been admitted into the MA or PhD program. The student and the SAs will review any past graduate work in an attempt to preliminarily determine from which requirements, if any, the student may be exempt. Final approval is at the discretion of the PhD Faculty Advisor. The evaluation of possible exemptions may have to await the completion of some coursework; that is, an appraisal of the student's work at The New School for Social Research may need to be done first before a decision regarding the preliminary determination by the Student Advisor and the PhD Faculty Advisor.

In general, a PhD student may petition to transfer up to 30 credits from another university for the student's MA portion of coursework. PhD students that transfer 30 credits will **not** receive an MA at The New School for Social Research. Exemption from examinations in specific exam areas or from distribution requirements can be granted where the student demonstrates that they have done equivalent work elsewhere or in another form.

Please note that, though a student may be admitted to the PhD program, it may be necessary for certain MA examinations to be fulfilled at The New School for Social Research. Once all MA work is established or fulfilled, the student may then officially petition to change status to PHDS (if they are not already in the PhD program). PhD students who have had previous graduate work yet who are receiving an MA degree at The New School for Social Research may transfer in up to 6 credits beyond the 3 credits transferred in toward the MA degree. See the attached appendix for specific policies regarding transfer of credit.

*The policies and procedures published in the Catalogue are binding in case of unintended discrepancies between the Catalogue and this handbook.

** *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.*

REVISED MAY 2017

APPENDIX 1

SUMMARY OF DEGREE REQUIREMENTS

(I) SUMMARY OF CONTINUING MA REQUIREMENTS

COURSES:

- 30 credits (10 courses); 2 courses **MUST** be seminars
- Up to 2 courses may be elective (taken in other graduate departments)

DISTRIBUTION:

- Ancient and Medieval (required)
- 20th Century Analytic (required)
- One course in **TWO** of the following areas:
 - Renaissance and Early Modern
 - 18th and 19th Century
 - 20th Century Continental

EXAMS:

- Language (German, French, Latin, or Ancient Greek) offered once each term
- Logic
- Oral Exams (2 questions from 2 different subject areas)
- Written Exams or MA thesis (2 questions from areas not covered by oral exams)

EXAM AREAS:

- Ancient and Medieval Philosophy
- Renaissance and Early Modern Philosophy
- 18th and 19th Century Philosophy
- 20th Century Continental Philosophy
- 20th Century Analytic Philosophy

Language and Logic exams are graded as either pass or fail and can be retaken without limit. They are not reported until they are passed.

Written, Oral Exams, and MA theses are graded fail, low pass, or high pass. Each exam can be retaken once. To be eligible to apply to continue to the PhD, you must pass these exams with a minimum of three high passes and one low pass.

The department requires a minimum GPA of 3.0 for satisfactory progress (though different standards may apply to maintain financial aid awards, etc.). A GPA of 3.7 is required to be eligible to apply to the PhD program.

II) SUMMARY OF PHD REQUIREMENTS

All distribution and exam requirements for the continuing MA degree must be satisfied (including language and logic). Course credits, seminars, and electives taken at the MA level count toward the totals required for the PhD listed below.

COURSES:

- 60 credits (18 courses), 5 of which must be seminars (6500 or higher)
- Up to 4 courses may be elective (taken in other graduate departments; including those taken at the MA level)
- One-year Dissertation Prospectus Seminar (zero credit, does not count for one of the five required seminars, started the year you will finish coursework)
- Distribution requirements:
 - One course in Ancient and Medieval
 - Two courses in Analytic
 - One course in each of the following:
 - Renaissance and Early Modern Philosophy
 - 18th and 19th Century Philosophy
 - 20th Century Continental Philosophy

TWO QUALIFYING PAPERS:

- Topics must be approved by PhD Faculty Advisor

DISSERTATION AREA EXAM:

- Exam is administered by Dissertation Advisor, in consultation with the Dissertation Committee)

DISSERTATION:

- Dissertation Committee and PhD Exam form should be submitted to establish committee and approve dissertation topic (completed during the February during which a PhD student takes the Prospectus Seminar)
- Write and defend dissertation

The department requires a minimum GPA of 3.0 for satisfactory progress (though different standards may apply to maintain financial aid awards, etc.)

III) SUMMARY OF TERMINAL MA REQUIREMENTS

The requirements are the same as the continuing MA with the following two exceptions pertaining to examinations:

- Either write and defend an MA thesis, or take oral and written exams as described above
- A minimum grade of low pass is required for all exams.

IV) SUMMARY OF REQUIREMENTS FOR MA WITH A CONCENTRATION IN PSYCHOANALYSIS

Please let the SA know that you intend to pursue this degree track.

It is possible to receive a Terminal MA with a concentration in psychoanalysis, however you must write a thesis as described below. If you plan to continue in the PhD program, you must satisfy all requirements of the continuing MA in addition to those listed below (including course distribution and logic requirements) as part of their PhD requirements.

COURSES:

- Same as Continuing MA requirements above

DISTRIBUTION:

- 12 credits (4 courses) in psychoanalytic theory
- 3 courses, each satisfying a different one of the following five distribution requirements:
 - Ancient and Medieval Philosophy
 - Renaissance and Early Modern Philosophy
 - 18th and 19th Century Philosophy
 - 20th Century Analytic Philosophy
 - 20th Century Continental Philosophy

EXAMS:

- Same as Continuing MA requirements above with the following two exceptions:
 - Logic is not required at the MA level, but must be satisfied for the MPhil or PhD
 - An MA thesis involving psychoanalytic theory (satisfying two exam sections as with the thesis described above) must be written and defended with two high passes (unless pursuing a Terminal MA). Written exams are NOT an option for those concentrating in psychoanalysis.

V) SUMMARY OF MPhil REQUIREMENTS

- The requirements are the same as the PhD Requirements above with the following two exceptions:
 - A minimum grade of low pass is required for all exams.
 - The dissertation prospectus seminar, topic approval, and dissertation defense are not required.

APPENDIX 2 - NSSR ACADEMIC AFFAIRS

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.

- Check your email every Thursday for *NSSRNews:Weekly*. There you can find information on events, funding, job opportunities, student, alumni, and faculty news, as well as links to photos, social media, and more.
- Visit the Academic Affairs webpage for information about NSSR policies and procedures.
- View our catalog for a comprehensive look at NSSR and New School information and resources.

INSTITUTIONAL FINANCIAL AID, SCHOLARSHIPS, AND ASSISTANCE

Scholarship Information

Continuing students within the same degree program should expect their scholarship to renew each academic year, if they are meeting [criteria](#). Students advancing to the PhD are considered for increases and full funding at the time of application. Students who wish to be considered for increases to their scholarship funding should contact [Student Financial Services](#). Applications for special awards and instructions are available starting February 1st. More information is available [online](#).

Assistantship Information

Applications for Research Assistantships, Teaching Assistantships and Teaching Fellowships are administered through the [Provost's Office](#). Students will receive announcements of applications and deadlines well in advance of the deadline.

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 1** for travel and conferences occurring between **December 15** and **June 15** and **April 1** for travel and conferences occurring between **June 15** and **December 15**. Please see the [Academic Affairs website](#) for more information.

Fee Board

The Fee Board offers 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

ACADEMIC RESOURCES

NSSR Career Services Information

The Center for Graduate Career and Professional Development provides advice, guidance, and resources for masters and doctoral students seeking academic and professional careers. It regularly hosts workshops and seminars on a wide range of topics that help boost your professional development from topics that show you where to look for external funding to those geared to helping you create your academic job search materials. Students are also encouraged to meet with their career advisor, Jennifer MacDonald, director of the Center, for one-on-one career advising appointments which are made through [Starfish](#).

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. Some restrictions apply. More information [online](#).

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](#).

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. Contact: GFSS@newschool.edu

University Student Senate (USS)

[USS](#) is the representational student governance body for the New School. All schools are allocated representatives based on their student population.

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.

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. Academic Affairs coordinates student petitions related to transfer credits, changes of status, changes of department, extensions of time to complete degree requirements, leaves of absence, withdrawals, and grievances. For forms and questions, please contact NSSRAcademicAffairs@newschool.edu

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.

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.

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.

Changes of Department

Forms, available in Academic Affairs, require written consent of the chair of the new department involved and Academic Affairs. This form should only be used if a student is remaining within the same degree program (MA or PhD) but changing their major.

Student Exit Guidelines: Leave of Absence

Students in good academic standing may petition for a leave of absence [here](#).

- 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.

GRADING POLICY

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

The following grades are not figured into GPA:

W	Withdrawal
Z	Withdrawal, assigned by instructor
I	Temporary incomplete
P	Pass
IE	Incomplete extension
U	Unsatisfactory
N	Permanent incomplete
AU	Audit
GM	Grade missing

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, fill out the Permanent Incomplete Removal Petition.

Pass/Fail

Students have the option of taking certain courses as pass/fail, or P/U. In order to take a class pass/fail, the request must be approved by the instructor. Present your instructor's approval to your student advisor and they will make the change. This must be completed by the last day to add classes. Changes to pass/fail cannot be approved once the semester is over.

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.

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. Click [here](#) to petition to repeat a course.

UNIVERSITY POLICIES, VALUES AND STANDARDS

Graduation

The New School confers degrees three times a year, in January, May, and August. The commencement ceremony for all graduates 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. 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. Advisors identify students who are ready to graduate and those students are notified of their status. If you are ready to graduate, please be sure your student advisor knows your plans.

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](#).

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. .

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.