



# DEPARTMENT OF ANTHROPOLOGY

# STUDENT HANDBOOK 2017-18

THE NEW SCHOOL

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**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.

Cover image: *The mountains Licancabur and Juriques. San Pedro de Atacama (January, 2015). Katie Detwiler*

## INTRODUCTION

Welcome to the Anthropology Department at The New School for Social Research! The Department stands at the forefront of The New School's commitment to a critical social science that addresses enduring and pressing problems of our time. Since its inception in 1971, the Department has fostered empirically based, historically informed, and critically oriented ethnography.

This is the *Anthropology Graduate Handbook*. It is a general reference to graduate study in our 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 *Anthropology 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 Anthropology Student Advisor, the Department Secretary, or your faculty Advisor.



Snapshot from the field: Tamara Alvarez Fernandez European Astronaut Centre (Cologne, Germany), June 21, 2016

## FACULTY AND DEPARTMENT CONTACTS

### CHAIR

**MIRIAM TICKTIN**, Room 926  
Associate Professor of Anthropology;  
PhD 2002, Stanford University  
and École des hautes études en  
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### DEPARTMENT MEMBERS

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**HUGH RAFFLES**, Room 924  
Professor of Anthropology and  
Liberal Studies  
DFES 1999, Yale University

**JANET ROITMAN**, Room 928  
Professor of Anthropology  
PhD 1996, University of  
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**ANN LAURA STOLER**, Room 932  
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### DEPARTMENT SECRETARY

**CHARLES WHITCROFT**  
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## THE M.A. PROGRAM

Our 2-year M.A. by coursework provides a comprehensive advanced training in the major conceptual and methodological problematics of critical, historically grounded ethnography.

### 1. COURSEWORK

The program is built around two required core courses:

- *Problems in Anthropology (3 credits)* This course provides an introduction into contemporary anthropology through a selection of problems preoccupying the field today.
- *Critical Foundations of Anthropology (3 credits)* This course introduces classical concepts in social and anthropological theory and examines how theory has shaped ethnographic approaches.

These core courses make up 6 of the 30 credits required for the M.A. Incompletes will **not** be granted for core courses. For the other 24 credits you take eight electives.

Anthropology is a discipline for which "knowing that" is intricately entwined with "knowing how." Yet the ratio between substantive knowledge, on the one hand, and the

discussion of research and writing practices, on the other, varies in the courses offered by our program. We thus offer a two-track curriculum, as indicated by the “perspectives” and “practices” denotations. Perspectives courses provide different points of view on the objects of anthropological research. Practices courses emphasize how to approach these objects —on the basis of ethnographic fieldwork and other research methods to forms of writing or the discussion of ethical questions as they arise in the course of anthropological inquiries.

With this in mind, departmental electives are grouped into one of two categories: Perspectives and Practices. In addition to the core courses, students must complete two Perspectives courses (6 credits) and two Practices courses (6 credits) The remaining four courses (12 credits) may be offered in the Anthropology Department, other departments at The New School, or (by permission) through the inter-university doctoral consortium.

Course numbers 6100-6299 are Perspectives

Course numbers 6300-6499 are Practices

Once you have **completed** 18 credits, you may ask to take courses from other departments in the Inter-University Doctoral Consortium (see p. 13). Your Advisor and the Office of Academic Affairs must approve your requests to take consortium classes.

You may petition to have three credits transferred from graduate coursework completed at another

institution. Please consult the *Appendix* for information on transfer credit petitions.

You must keep at least a 3.0 cumulative GPA on your core and elective courses to fulfill your coursework requirements. Financial aid and other considerations may depend on a higher GPA. Consult the *Catalog* for divisional information on M.A. coursework requirements.

## 2. THE M.A. EXAM

The capstone of the program is a take-home written exam designed to test your familiarity with key ideas and issues in anthropology today.

The exam consists of four questions, of which you answer three. Questions are based on a bibliography drawn mostly but not exclusively from the syllabi of the two core courses. Questions will not necessarily correspond to particular courses, but will rather aim to test your overall knowledge and your ability to synthesize across literatures and debates.

The exam is offered in the first week of February each year. You are eligible to take the exam after completing 24 credits including all required courses. Students may only take the M.A. exam on the condition that they have no incompletes (I) on their record.

There are four possible outcomes to the M.A. exam: high pass, pass, low pass, and fail. A low pass is the minimum requirement for completing the M.A. You will be told the outcome of the exam within a week after you have submitted your responses. If

you receive a low pass or a fail, you may petition once to retake the exam.

If, due to extraordinary circumstances, you cannot take the M.A. exam, you must take the exam one year later, as the department only offers the exam in the spring. You must arrange for a leave of absence for the fall semester and maintenance of status for the following spring semester.

### **3. ADVISING AND ASSESSMENT OF PROGRESS**

On entering the M.A. program you are assigned a member of faculty as your Advisor. Although the Department hopes this will develop into a long-term arrangement, it is not unusual for the assignment to be changed by mutual agreement. After agreement is reached, please email the student advisor, who will update university records. Your Faculty Advisor is the person to whom you bring your concerns and questions regarding coursework, degree requirements, and other academic matters, and to whom you can look for advice and guidance on academic affairs.

As an M.A. student your progress will be reviewed formally by the department every semester. Before this review a circular will be sent by the department asking you to meet with your Advisor to reflect on the state of your progress towards completing the degree.

The Student Advisor is a PhD student hired by the Department to assist graduate colleagues with technical matters of registration, orientation,

petitions and the like. The Student Advisor posts regular office hours. The Student Advisor for 2017-18 is Sarah Chant Please note that the Student Advisor position is part time.

Under usual circumstances, this is how your path through the M.A. program should proceed:

*First Year, Fall Semester:*

- 3 courses (including at least one core course)

*First Year, Spring Semester:*

- 3 courses (including at least one core course)

*Second Year, Fall Semester:*

- 3 courses (including any core courses not completed)

*Second Year, Spring Semester:*

- 1 course
- M.A. exam

(**NB:** Some students instead choose to distribute the workload in the second year as follows:

*Second Year, Fall Semester:*

- 2 courses
- MA exam preparation

*Second Year, Spring Semester:*

- 2 courses
- M.A. exam

This allows students to frontload their MA exam preparation, while maintaining full time status with MA exam 'equivalency credits.'



## THE PH.D PROGRAM

Our doctoral program prepares advanced graduate students for admission to doctoral candidacy and then supervises dissertation research and writing leading to the Ph.D. Students are encouraged to develop dissertation projects exploring analytic and social issues through ethnographic fieldwork, archival research, and theoretical reflection.

**The entering Ph.D. cohort is selected each year through a competitive process.** Only students who have completed the M.A. program in the NSSR Anthropology Department or will have completed it by the end of term in which applications are submitted are eligible to apply. There are a limited number of places available in the PhD program. This number varies from year to year. It should also be noted that a given number of places does not a guarantee that all those places will be filled, even if there are sufficient numbers of applicants to fill them: decisions to admit students to the department are made according to criteria listed under point 1 below.

Applicants must follow the formal application procedure outlined below.

### 1. ADMISSION

If you wish to apply for admission to the doctoral program, you must first (a) have completed all core courses in the Department's M.A. program, and (b) have received either a pass or a high pass on the M.A. exam. On



Scenes from graduation 2017. Center image: Department Chair, Miriam Ticktin (second from left) and Student Advisor Sarah Chant (third from left)

completing these requirements, you should submit:

- A letter of Intent of 2-3 pages that outlines (a) the problem that your proposed dissertation project will explore, (b) the course of training and research that the proposed project will entail, and (c) your reasons for wishing to pursue that training and research through The New School's Anthropology program.

Your primary advisor must be a faculty member of the Anthropology Department. If you envision assembling a committee consisting of non-NSSR Anthropology faculty, a written form of consent from proposed external faculty must be included in your application.

Typically students apply to the doctoral program in the spring of their second year of the MA program for admission the following fall. Students are also eligible to apply after they have completed the MA program. Applications should be submitted by the end of February, and results will be announced following the M.A. exam. A precise timeline for application submission and notification of decision will be announced by the Department by the end of the fall semester.

In weighing applications to the Ph.D. program, the Department considers: (a) the fit between the proposed research and the wider aims and capacities of the program, (b) the competence and willingness of at least two members of faculty in the Department to advise the proposed research, (c) the applicant's overall performance in M.A. courses and on

the M.A. exam, and (d) the applicant's preparedness for doctoral-level work in anthropology.

## **2. COURSEWORK**

A student can advance to doctoral candidacy by fulfilling several requirements. First, complete coursework worth 60 credits, i.e. 30 credits over and above the 30 credits already done for the M.A. The courses taken to satisfy this requirement must include the following:

- the Department's three doctoral research Proseminars: Methods, Project Conceptualization, and Grant Writing
- students are expected to complete at least one course on the history or ethnography of the region in which you plan to do your dissertation research

The remaining coursework requirements are fulfilled with electives from the list of graduate courses offered annually at The New School and in the consortium. Requests to take courses offered in the consortium must be approved by your Advisor and by the Office of Academic Affairs. Students may also petition to have up to 30 credits transferred for graduate coursework completed elsewhere (this includes any credits transferred at the M.A. level). Please consult the NSSR *Catalog* for information and policy on transfer credit petitions.

## **3. LANGUAGE EXAM**

Before advancing to candidacy, students must pass an exam in a language other than English (LOTE) that is relevant to the proposed

dissertation project and has been approved by their Advisor. (Native speakers of a relevant LOTE are exempt, but a memo must be sent to the registrar's office from the department Chair.)

After consulting with the chair of their committee, students need to identify a professor in the NSSR proficient in the relevant language who is willing to evaluate the student's proficiency. Students are responsible for scheduling the language exam with the Department secretary and passing the exam before they can advance to candidacy. It is a one-hour exam demonstrating reading comprehension by translating a portion of a social science article in the language of your choice into English. Students may bring a dictionary. After passing the exam, a written memo should be sent from the Chair to the Registrar's Office, and students should receive a copy.

Anthropology students are entitled to audit language classes at The New School for Public Engagement. Students will not receive any credits for language instruction, but tuition will be waived. Students must arrange to audit language classes during the registration period. In order to register for a language audit, find the desired course information in the NSPE Catalog and visit the Office of Academic Affairs for registration materials. Students taking a non-introductory course who have not taken the lower-level classes at The New School will need to take a brief placement exam at the Foreign Languages Department. The exam can usually be scheduled on the day

requested.

#### **4. Ph.D. QUALIFYING EXAM AND ADVANCING TO DOCTORAL CANDIDACY**

All Anthropology doctoral students are required to pass the Qualifying Examination (QE) in order to advance to candidacy and continue towards the doctoral degree. The QE is administered by a QE committee comprising: a Chair, usually your faculty Advisor; two other members of faculty, at least one of whom must be a member of the Anthropology Department. Students should assemble an exam committee in consultation with their Advisor by the end of their first year in the doctoral program. For information on how to schedule exams, please refer to your student advisor/department secretary.

While a timeline for drafts should be worked out with your Advisor, final drafts of your proposal and two essays must be submitted to the entire committee at least two weeks prior to the date of the QE in order to give the committee time to prepare.

In general, all students are expected to take the QE within two years of entering the doctoral program. However, under certain circumstances, this timeline may be extended into the third year of doctoral study. Please note that students may not advance to candidacy without removing any "incomplete" grades from their NSSR transcript.

The decision on when the QE exam will be scheduled will be taken by the student's faculty Advisor in

consultation with the student, the members of the student's QE Committee, and the Department Chair. If, following this consultation, the Advisor does not consider that the student is ready to take the exam by the end of his or her third year in the doctoral program; and if there are no agreed upon mitigating circumstances, the student will be subject to dismissal or a request to withdraw from the program.

The QE consists of two parts: a written proposal and a two-hour oral examination at which the student presents the proposal to his or her QE Committee. The student must submit the written proposal to the Committee two weeks prior to the date of the exam.

The proposal includes:

1) A detailed research prospectus that describes the student's proposed research project, the problematic, the proposed methodology, necessary historical and ethnographic context, relevant preparation including preliminary site visits, and any other matter requested by the student's QE Committee (20-25 pages, double-spaced, actual length to be determined by the Committee).

2) Two bibliographic essays on fields selected and developed in consultation with the student's QE Committee (approximately 15-20 pages each, double-spaced; actual length to be determined by the Committee). The exact form of these statements will be determined in consultation with the student's Advisor and Committee members. In general, it is expected that of the two essays, one will be devoted to

material on the geographic region of the proposed dissertation, and the other will be dedicated to the analysis of a topical or theoretical problematic of central relevance to the student's research. The essays will be organized as responses to strategic questions developed by the student in consultation with his or her Advisor and Committee members.

3) Evidence that the student has taken or has scheduled the language exam (see page 6.)

The oral examination is an extended meeting in which the student presents and defends the proposal. The exam normally lasts two hours and proceeds as follows: a ten-minute presentation by the student outlining the proposed dissertation research; a one-hour discussion of bibliographic essays; and a one-hour discussion of the research prospectus. The Oral Exam is open to all faculty members.

The QE Committee's chair is selected from among members of the QE Committee who are tenured members of the Anthropology Department, excluding the student's Advisor, who is ineligible to serve as committee chair.

There are three possible outcomes to the qualifying exam: (a) pass, with admission to doctoral candidacy, (b) pass, with revisions required before proceeding with the dissertation, and (c) fail. If you fail the qualifying exam, you may petition once to repeat it. Approval of this petition is at the discretion of the Anthropology department. Once you have passed the exam, your status changes from

Ph.D. student to Ph.D. candidate. You should file a Change of Status Form and the title of your proposed dissertation project with the University Registrar's Office.

## **5. PH.D. COMMITTEES**

After advancing to candidacy, you should immediately assemble a dissertation committee comprising a faculty Advisor and at least two other members. This committee may but need not include some or all of the members of your exam committee. Your Advisor must be a member of the Anthropology Department. Other members should be drawn from the department or New School for Social Research faculty. However, dissertation committee members from outside the New School may be nominated in consultation with your Advisor. Membership of your committee may change if necessary, but you should have a committee in place before starting your research. Please advise the student advisor by email of the members of your committee.

## **6. IRB**

The New School University Institutional Review Board (IRB) is the official oversight committee for the protection of human subjects in research. The IRB reviews each applicable research proposal and related materials, including informed consent documents. The IRB has the responsibility and authority to approve, require modification of, or disapprove any research activity involving human subjects. IRB approval is often a requirement of certain funding agencies. Information available at

<http://www.newschool.edu/nssr/subpage.aspx?id=9906>

## **7. ADVISING AND ASSESSMENT OF PROGRESS**

As you work to fulfill your requirements for candidacy, you should also be looking ahead to your dissertation project by working on your proposal and applying for grants to fund your research. Here, in sum, is the course that your first two years in the doctoral program is likely to follow:

*First Year, Fall Semester:*

- two doctoral proseminars
- electives worth 3 credits

*First Year, Spring Semester:*

- one doctoral proseminar
- electives worth 6 credits
- assemble exam committee

*First Year, Summer:*

- preliminary research

*Second Year, Fall Semester:*

- electives worth 9 credits
- intensive work on research proposal
- grant applications

*Second Year, Spring Semester:*

- electives worth 3 credits
- language competence exam
- Ph.D. qualifying exam

Students in the Ph.D. program should meet with their Advisor on a regular basis to assess their progress through the program.

PhD students are subject to a formal review of their progress in a meeting of the full faculty once a year in the spring semester. Students are not present in this review meeting, but are required to meet with their Advisor beforehand.

After passing your Qualifying exams and completing your language requirement, all students must petition to change status from PhD-S (student) to PhD-C (candidate).

## **8. ALL-BUT DISSERTATION AND DEFENSE**

Once admitted to candidacy, you are 'ABD' and the path you take to finishing the degree will depend on many specific circumstances. Typically, however, you should conduct research in your third year and write up in your fourth and fifth years, defending your dissertation in the spring of your fifth year.

To receive a Ph.D. you must successfully defend your dissertation in an oral hearing conducted by the members of your committee and a Dean's Representative. There are three possible outcomes to dissertation defenses: (a) pass, (b) pass with revisions, and (c) fail.

Before scheduling your defense, check with the Anthropology Student Advisor and the Registrar's Office to make sure you have completed all course requirements, the language requirement, and the Oral Examination.

Schedule your defense carefully by consulting the University Calendar in the *Catalog* and the travel plans of your committee. Please note that no

dissertation defense may be scheduled without first obtaining the approval of the Chair of the dissertation committee.

Consult the *Catalog* for dissertation defense and graduation procedures

The Office of Academic Affairs has compiled guidelines on document formatting, which you should consult as you complete your dissertation: <http://www.newschool.edu/nssr/subpage.aspx?id=9258>.



Snapshot from the field: Katyayani Dalmia

## **INTER-UNIVERSITY DOCTORAL CONSORTIUM**

The Inter-University Doctoral Consortium (“the consortium”)

affords students the opportunity to take graduate courses at selected universities in the greater New York area. The consortium has been in existence for over 25 years and offers an enormous array of courses and opportunities for contact with faculty and students in your field.

NSSR students may apply to take consortium courses once they have completed one year of full-time coursework (18 credits) at The New School.

There is a limit of 12 credits that can be taken through the consortium. However, the consortium is only to be used to provide courses not offered at The New School and which directly pertain to your graduate studies and research projects.

If you have completed 18 credits and you wish to take consortium courses, you should consult with your Advisor about your program of study. You must register both at The New School for the Anthropology consortium and at the host school for the particular course. The student advisor and the Office of Academic Affairs have details on registration procedures.

The following programs participate in the consortium: Columbia Graduate School of Arts and Sciences, CUNY Graduate Center, Fordham University, NYU Graduate School of Arts and Sciences, Princeton

Graduate School, Rutgers University, Stony Brook University, Teachers College of Columbia University, and The New School for Social Research.

Please beware of requesting an incomplete in a Consortium course. It often takes much longer to resolve these and receive a grade from the host school.

## **ANTHROPOLOGY LECTURES AND WORKSHOP SERIES**

The Anthropology Department hosts many lectures, workshops, and conferences throughout the year. Your participation in these activities is part of your intellectual life in the Department and attendance is expected. They are an integral part of your initiation into the issues and concerns of anthropology. These are also opportunities to meet other students, learn about faculty and student projects-in-progress, and gain experience in the practical aspects of academic life.

The Anthropology Lectures are usually convened three times per semester. The Department invites internationally distinguished scholars to present recent work and engage in conversation with students. These are intellectually stimulating and unique opportunities to learn about the state of the discipline. Students are expected to attend.

The biweekly Anthropology Workshop is an opportunity for students of all cohorts to discuss issues of importance to their work and future careers, as well as to present their own work in progress.

Workshops are created and run by student facilitators, and are supported and advised by faculty. There is a strong emphasis on student input. Past topics include: grant applications, proposal writing, reports on summer research, dissertation outlining, conference presentations, turning chapters into articles, submitting work to journals, and job talks.

## **FUNDING FOR DISSERTATION RESEARCH**

Applying for outside funding from major funding agencies is part of the preparation for fieldwork and is expected of all students. Competition for grants and fellowships to fund dissertation research is intense. You will be ahead of the game if you begin researching possible sources of funding and carefully study their eligibility requirements early.

Applications for Dissertation Fellowships include a written proposal that must be reviewed by your Academic Advisor prior to submission (see Appendix).

Career Services can help you get started finding appropriate funding agencies. Career Services staff can also refer you to other sources of information about funding at the NSSR and elsewhere in the city. See the Center for Student Success at <http://www.newschool.edu/center-for-student-success/>

Pay attention to competition announcements and workshop schedules, which are circulated via University email, *GRADFACTs*, and on

the Career Hub blog. Also consult the calendar on deadlines published each fall in the American Anthropology Association Newsletter (available in Fogelman Library) and talk with your Advisor about various sources of possible funding.

Once you have the basic information you need, you should contact the funding agencies for further information and applications. Know in advance what the deadlines are and submit proposal drafts to your faculty Advisors 6-8 weeks in advance. Also be on the lookout for Funding Workshops that are offered regularly by Career Services.

If you have already written your statement in preparation for the Oral Examination, it should be the basis on which to write proposals for outside grants to fund your research. Work closely with your Advisor and other committee members in writing your grant proposals.

Be prepared to put in a great deal of time and effort; a good grant proposal takes months to prepare, and successful proposals are generally the result of multiple drafts and rewrites. Proposal writing will be addressed in detail in both the Doctoral Proseminar and the Anthropology Workshop.

Grant proposals are due 8-12 months in advance of the time you will need fieldwork funding, so give yourself adequate lead time when applying.

This is also the appropriate time to apply for any visas that may be required for fieldwork travel.

You should also consider applying for

university fellowships during the year you undertake dissertation research. Consult the NSSR webpage (<http://www.newschool.edu/nssr/funding-opportunities/>) for application deadlines and procedures and, again, show the draft of the proposal to your committee members. Remember to request that they write letters in your support to the Awards and Scholarship Committee.

## **WORK-STUDY ARRANGEMENTS**

If you have been allocated Work-Study as part of your financial aid package, you will be required to work for a faculty member, a NSSR office, or the Anthropology Department in order to earn your allocation. The Department can assist you in finding a work-study assignment if you submit your request for assistance to the Department Secretary during fall registration. The Department Secretary will include your name on a list submitted to the faculty, who will make the assignments at the first faculty meeting.

The maximum number of hours you can work per week is twenty. It is often understood that the work-study you are doing will come out to an even twenty hours per week on the bi-weekly time, sheets you will need to drop into the tray on the door of the Student Employment Office every other Friday.

If you use up your work-study allocation before the end of the year, you may submit a written request to the Financial Aid Office for an additional allocation. Approval of your request will depend on the

availability of additional work-study funds.

## **DEPARTMENT RESEARCH AND TEACHING ASSISTANTSHIPS**

The Department currently offers research assistantships as well as teaching assistantships with Anthropology faculty. Research and teaching assistantships are awarded on the basis of academic merit and financial need, usually to students who are in their second or third year of study. A research or teaching assistantship requires that you work for a faculty member about ten hours per week.

## **GRADUATE TEACHING FELLOWSHIPS**

The Graduate Teaching Fellowship Program is designed to provide teaching opportunities for graduate students who have previous teaching experience as well as for those who have never taught and would like training and experience in teaching. Any student who has been accepted into the Ph.D. program and is currently enrolled or maintaining status is eligible to apply for the teaching fellowships. A semester of course preparation in a teaching pedagogy workshop is required for students with no prior teaching experience. Whether or not the student will be required to attend the workshop will be determined at the time of interview for the Fellowship. The call for Graduate Teaching Fellowships is usually issued in early

fall, with interviews taking place sometime between December and March.

## **RESEARCH AND TRAVEL AWARDS**

Students may apply for Research and Travel awards once during the academic year. There are two competitions for this award: one in the fall semester and one in the spring semester. Notification about the competition and deadlines are sent to students by Academic Affairs.

The anthropology department has a yearly fund of \$5,000-\$8,000. A maximum of \$800 from this fund will be disbursed in the fall competition. The remainder will be disbursed in the spring competition.

Criteria for allocation of funds are as follows, in order of priority:

1. Doctoral students (i.e., pre-QE) whose proposed fieldwork will directly contribute to the development of their dissertation research proposal.
2. Doctoral candidates

(i.e., ABD) presenting papers at conferences or attending conference job interviews.

3. Doctoral students presenting papers at conferences.

## **LETTERS OF RECOMMENDATION**

Students frequently ask faculty to write letters of recommendation as part of their applications for graduate schools or external fellowship programs. If you intend to request a recommendation, be sure to make your request at least three weeks in

advance of the application deadline. Provide the letter writer with detail about your academic career and the program to which you are applying – including a CV, your project description or interests, courses attended at NSSR, and any required documentation. It is the responsibility of the student to ensure that your letter writer is aware of each deadline as it approaches.

Please also note: if you intend to seek the assistance of the department faculty in forming a proposal for applications to graduate programs, you may only meet with each faculty member twice.

## **INCOMPLETE GRADES**

The Department of Anthropology does not allow M.A. students to take "incomplete" grades in any anthropology core course and strongly discourages you from seeking "incompletes" in other courses. Unfinished coursework is likely to seriously hamper your progress and will be reflected in departmental reviews of your performance. In the case of unavoidable and unforeseen circumstances, you may arrange with the instructor before the end of the course to receive an "extension of time." You will be given a firm deadline for the completion of all coursework. While Ph.D. students may take "incompletes" at the discretion of the instructor, this is strongly discouraged.

You are responsible for providing a "Request for a Grade of Incomplete" form (available from the Student

Advisor or the Office of Academic Affairs) to the course instructor *before that semester's grades are due*. The form is then sent to the Registrar's Office. Failure to provide an "incomplete" form may result in a grade of "F" for the course.

To maintain satisfactory academic standing, at least two-thirds of all attempted courses must be completed at the end of each semester. Failure to maintain satisfactory standing jeopardizes eligibility for financial aid, including university fellowships and scholarships. Please refer to the *Appendix* for specific "incomplete" policies.

Please note also that students in the Anthropology Ph.D. program may not advance to candidacy without first removing all NSSR "incompletes" from their transcript.

## **MAINTENANCE OF STATUS, EQUIVALENCY, AND LEAVE OF ABSENCE**

M.A. and Ph.D. students at The New School must register each semester until all requirements for the degree are met, unless the student is granted a leave of absence. Students who have finished coursework remain matriculated by registering to maintain status.

Students who will be making progress towards the degree without taking courses should register to maintain status; for instance, when preparing for exams or doing research. In some cases students may also be allowed to register to

maintain status without finishing all courses if the student is taking a pause to finish incompletes or otherwise bring academic records into order.

Students who fail to maintain status or register for courses for one, two or three semesters must file a petition to re-enroll. Students who fail to register for courses or maintain status for four or more semesters must apply for readmission and when readmitted pay a fee amounting to back payment for maintenance of status fees and a fine. Check with the Office of Academic Affairs for the most up-to-date information about readmission costs.

Students maintaining status to work towards a degree may register for equivalency credits at no charge. Equivalency is required for students working towards a degree who do not wish to enroll in full-time coursework but must maintain full-time status to defer loan repayments or, in the case of international students, to maintain visa status.

Equivalency credits allow all academic work apart from coursework to be recorded on your transcript. Students may request equivalency when doing program-related activities such as exam preparation, research, or teaching.

Registration for maintenance of status and equivalency credits takes place during the spring and fall online registration periods. The Student Advisor must authorize registration.

Students in good academic standing may petition for a leave of absence.

Leaves of absence are normally taken when students will not be working toward the degree for reasons such as medical problems. Students are not required to register or to maintain status while on leave, however, they will not have access to any university resources, and may not receive all communications from the university as they would if registered.

To apply for a leave of absence, submit an official exit form to petition for a leave to the Office of Academic Affairs. Your Advisor, the Department Chair, and the Assistant Dean of Academic Affairs must all approve the petition. Students can only be granted a maximum of four semesters' leave throughout their entire course of study.

## **ANTHROPOLOGY STUDENTS ASSOCIATION AND THE STUDENT SENATE**

The Anthropology Students Association (ASA) sponsors activities and events intended to build a sense of intellectual community among graduate students in the Department.

The ASA is a vehicle for expressing student interests to the faculty and the administration. It allows students to combine their voices on issues such as curriculum, hiring, and new or changing policies. Nominations and elections for student offices are generally discussed at the first meeting each year. ASA meetings are also graduate student social events.

Funds for ASA activities come from

the student activity fee paid at registration. Funds are used to buy refreshments for ASA meetings, to finance student parties, and to provide honoraria to speakers the ASA invites to The New School. Funds are limited, but can be made available for any other activities or projects that ASA members agree would be worthwhile. Bring any ideas you may have to the ASA meetings.

Beyond the Department, the Student Senate also represents your interests to the administration. It is a forum where students from different departments meet to discuss concerns and new ideas. You are encouraged to attend Student Senate meetings and to participate in discussion and voting.

## **ANTHROPOLOGY STUDENT REPRESENTATIVES**

Nominations of candidates for election to student offices are usually made at the first ASA meeting of the year. Present positions include one Student Senate Representative, one ASA Treasurer/Fee Board Representative, an ASA Secretary, and two Representatives to the Dean's Advisory Committee.

Both M.A. and Ph.D. students may be candidates for positions, and a student may hold more than one position. Reports from representatives are provided at ASA meetings or by email.

Nominations of candidates for a Student-Faculty Representative position are also made at the start of each year. The Student-Faculty

Representative (along with the student advisor) attends parts of Department faculty meetings to communicate student interests, and reports back on proceedings to the graduate students by email and at ASA meetings.

University account periodically or have email sent there forwarded to your other address.

## **STUDENT MAILBOXES**

Each student is assigned a mailbox slot inside the Department area by the student advisor. Slots are arranged alphabetically by last name.

## **EMAIL**

You should regularly check your New School email account. The system is currently hosted by Google and may be accessed from any computer on campus or via the web. Your account is where up-to-date information on University events will be sent, and it is useful for communicating with faculty, students and friends. The Student Advisor maintains an email list of current students for distributing information such as job opportunities, course announcements and faculty communications. If you use a non-University account, be sure to give the address to the Student Advisor and the Department secretary so it can be added to the mailing list.

University policy states that official communication between University offices and students may only be sent to official New School accounts. Many important University and NSSR announcements regarding jobs, workshops and other issues are also sent via University email, so even if you use another address, check your

## APPENDIX 1 - 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](mailto: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](mailto: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.