



# MA PROGRAM IN CREATIVE PUBLISHING & CRITICAL JOURNALISM

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

Since its inception, the New School for Social Research has attracted reflective journalists and experimental publishers. The founders included Thorsten Veblen, Charles Beard, and John Dewey — authors whose books reached a wide audience of general readers. After World War II, faculty and students at the New School helped create and launch the first alternative weekly urban newspaper, the Village Voice. The Graduate Faculty subsequently attracted public intellectuals like Robert Heilbroner and Hannah Arendt, whose work appeared in publications like the New Yorker and the New York Review of Books. In more recent decades, the New School for Social Research has invited outspoken journalists like Christopher Hitchens, Jonathan Schell, and Katha Pollitt to discuss their contrarian views with its graduate students in substantive courses on timely topics.

This program trains students not only in the traditions of criticism, critical theory, and fine writing — but also offers students a variety of studio courses and working experiences that teach them how to design, edit, and distribute journals and books containing intellectually serious written work aimed at a general reader. In addition to surveying more traditional forms of book and magazine publishing, the program will explore the possibilities opened up by new media, such as the internet, tablet applications, and the rise of print-on-demand small batch publications.

Our unique curriculum equips students to think critically and historically about book publishing and journalism; to learn about the best practices of contemporary reporting and cultural criticism; to appreciate the business aspects of production and distribution; and to acquire an ability to work collaboratively in the writing, editing, design and publication of texts on a variety of platforms, both print and digital.

It will also explore the democratic potential in disseminating new "worlds made by words," whether in the form of so-called "open journalism," in which writers interact in new ways with engaged communities of readers, or in the form of political pamphleteering and frank advocacy.

Unlike other publishing programs, this program teaches students how to edit pieces, how to write better, how to think more clearly and critically — and how to design literary texts. Unlike other journalism programs, this program teaches students how to design a business plan, lay out a cross-platform publication, and offers a grounding in the history of written communication from the printing press to the internet. And unlike most design programs, this program regards design, communication technology, and form-making as part of the continuum of the exchange of ideas.

## FACULTY MEMBERS AND DEPARTMENT CONTACTS

### DIRECTOR

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### BOARD OF ADVISORS

#### EDWIN FANCHER

Co-founder, the *Village Voice*

#### ROB GIAMPIETRO

Designer, two-time finalist, National Design Awards

#### DAVID JACOBS

CEO and co-founder, 29th Street Publishing

#### LEWIS LAPHAM

Founding editor, *Lapham's Quarterly*

#### SARAH LEONARD

Senior editor, *The Nation*

#### AMY O'LEARY

Technology reporter, the *New York Times*

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### STUDENT ADVISOR

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# THE CREATIVE PUBLISHING & CRITICAL JOURNALISM MA

## 1. ADVISING

### *The Student Advisor*

The student advisor is a second-year CPCJ student who assists students in making academic decisions. The role of the student advisor is to counsel students about course selection during registration and help students with bureaucratic troubleshooting and academic planning. The advisor can also inform students about MA requirements, deadlines, credit transfers, and the various academic petitions. The student advisor works part-time, holds regular “open door” office hours, and is also available by appointment. Every student is required to consult with the student advisor prior to registration. First-term students will meet with their advisor personally, while continuing students will either attend open office hours or register via e-mail.

### *The Faculty Advisor*

The faculty advisor helps the student in making course selections and other academic decisions. Students need to consult their faculty advisor at least once during each semester and are encouraged to meet with their faculty advisor more often. You should regard your faculty advisor as an essential guide in academic and career planning.

The default faculty advisor for new students is the department chair. Students will arrange a time to meet

with the chair at the department meeting during new student orientation. A student, however, can choose to change his or her faculty advisor at any time. Most professors at The New School for Social Research are eligible to serve as a faculty advisor, so long as that professor is willing to take the necessary time and effort. Any question regarding who can serve as an advisor should be directed to the department chair. Students are urged to take initiative in seeking out an advisor of their choice.

Keep in mind that the relationship between advisor and student is not merely academic but interpersonal as well. A student will want to choose someone that he or she can trust to guide them through their academic progress effectively.

## 2. REQUIREMENTS

The MA degree can be obtained in 1 or 2 years. Please review the requirements below.

In order to graduate a student must:

- Complete 30 course credits, including required courses.
- Maintain no less than a B (3.0) cumulative grade point average.
- Complete an individual one-semester capstone project.

## 3. REQUIRED COURSES

[Check the New School Course Catalog for current descriptions.](#)

The following courses are required to complete the MA in Creative Publishing and Critical Journalism:

(1) **GPUB 5001** “Creative Publishing and Critical Journalism.”

**GPUB 5010** “CPCJ: Field Seminar.”  
(concurrent with GPUB 5001,  
recommended but not required)

- AND -

(2) **GPUB 5002** “Design and the Future of Publishing”

- AND -

(3) **ONE OF THE FOLLOWING:**

(3A) **GPUB 6001** - Multimedia Publishing, Production and Writing Lab

(3B) **GPUB 6002** - Multimedia Publishing, Production and Writing Lab Pt. 2

- AND -

(4) **Writing-Intensive Elective**

- AND -

(5) **ONE OF THE FOLLOWING**

(5A) **GPUB 6991** Internship

(5B) **GPUB 6990** Independent Study in conjunction with the Capstone Project

#### **4. THE CAPSTONE PROJECT**

Each MA student will complete an individual capstone project, usually elaborated in the context of the

Multimedia Publishing, Production, and Writing Lab, which may consist of a final piece of criticism, reflective essay, news article, example of design work, or portfolio that documents editorial or production work done in the program. While working on the capstone, students are required to register for an internship or independent study. Internships are off-campus and can be paid or unpaid. Requests for exceptions can be directed to the Associate Director. Please note: employment authorization must be approved for international students *prior* to starting any internship off-campus.

The program requires that a student meet routinely with a faculty advisor in order to discuss their course of study and long-term goals. The following are just two possible plans; students are encouraged to coordinate with the chair on variations that suit their specific needs.

Beyond mapping out a reasonable timeline for completing coursework, students might also consider auditing courses to supplement their enrollment. Students at the New School for Social Research are allowed to audit one language course per semester from the New School for Public Engagement that is free of charge.

## 5. POSSIBLE PLAN OF STUDY FOR A (FULL-TIME) CPCJ STUDENT

- 1st Semester (9 credits): GPUB 5001, GPUB 5002, GPUB 5010 or other MA-level course
- 2nd Semester (9 credits): 3 MA-level courses, one of which is Writing Intensive
- 3rd Semester (9 credits): GPUB 6001 and 2 MA-level courses (or internships/independent studies)
- 4th Sem. (3 cr. + 6 EQ cr.): GPUB 6002 & capstone project

\*\*A student may take equivalency credits, for which there is no charge; EQ credits substitute for course credits and allow students to maintain full time status while working (with their capstone project advisor) on their capstone project.

## 6. POSSIBLE ONE-YEAR PLAN OF STUDY FOR A (FULL TIME) CPCJ STUDENT

- 1<sup>st</sup> Semester (12 credits): GPUB 5001, GPUB 5002, GPUB 5010, GPUB 6001 or other MA-level course
- 2<sup>nd</sup> Semester (15 credits): GPUB 6002 and 4 MA-level courses (or internships/independent studies)
- + Summer Publishing Intensive (one week in June, 3 credits)



## 7. CERTIFICATE PROGRAMS

CPCJ students can also pursue certificate programs while completing the MA. Be sure to discuss certificate plans with your advisor, as well as the advisor(s) of the respective certificate programs to ensure that you are maximizing the number of credits shared between both programs. This will help keep things on track. Two possible certificates are listed below.

### **CERTIFICATE IN GENDER & SEXUALITY STUDIES:**

“The GSS curriculum consists of one course and three electives, which can be chosen from a range of disciplines that include Anthropology, Economics, International Affairs, Philosophy, Politics, Psychology, Sociology, Media Studies, Creative Writing, Fashion Studies, Visual Studies, and Art and Design History.”

A statement of intent is necessary to complete before pursuing the certificate.

The certificate is twelve credits. You can find more details at the GSS webpage or by contacting GSS ([gss@newschool.edu](mailto:gss@newschool.edu))

### **CERTIFICATE IN MEDIA MANAGEMENT:**

“This graduate certificate program provides a strong foundation of management principles and leadership skills for business professionals working or expecting to find work in the ever-changing global media landscape.”

Send a written statement of purpose to Paul Hardart

([hardartp@newschool.edu](mailto:hardartp@newschool.edu)) and Robbie Powers ([powersr@newschool.edu](mailto:powersr@newschool.edu)). They will review the statement of purpose as it relates to the Media Management Certificate and will also look at your current transcript.

The certificate is twelve credits. You can find more details about this certificate at the [MM webpage](#). Questions about the application can be directed to Admissions ([nsadmissions@newschool.edu](mailto:nsadmissions@newschool.edu)).

## DEPARTMENTAL PROCEDURES

### 1. REGISTRATION

Detailed information on registration dates, deadlines and procedures will be available before the registration period begins. Contact your student advisor or the Office of Academic Affairs (212-229-5712) for updated information. Also, registered students can keep track of their own academic records including registration information, financial aid, holds, change of address, etc., via the on-line service: [my.newschool.edu](http://my.newschool.edu) (go to Self-Service/Alvin in the student section)

### 2. GRADUATION PROCEDURES

#### *Coursework*

Students are responsible for ensuring that all of their coursework has been handed in, graded, and recorded on their transcript. If all coursework is not completed by the last day of classes of their final semester, there is a possibility that they will not be able to graduate until the next semester. This is especially important

for students who are finishing incompletes. After having turned in the coursework for an incomplete, it is highly recommended that students make sure a grade has been submitted before graduation. For the most part, professors do not know when students intend to graduate and thus may take their time in grading work. You can confirm whether a grade has been submitted or not by checking with your student advisor, with the Registrar's Office, or by checking your DegreeWorks page at [degreeaudit.newschool.edu](http://degreeaudit.newschool.edu). Also, it is recommended that students inform the student advisor when they have completed all their coursework. Students are strongly encouraged to check their records on [my.newschool.edu](http://my.newschool.edu).

### *Graduation Petition*

Students who have been identified as being on track to complete their degree requirements by the end of the term will be contacted by the Registrar's Office at their New School email address with additional information about the degree audit timeline, diplomas, and commencement.

### **3. EXTENSION OF TIME FOR COMPLETION OF DEGREE REQUIREMENTS**

All course credits for the Master of Arts degree in Creative Publishing and Critical Journalism must be earned within five years, unless written permission for an extension is granted by the Department and the Office of Academic Affairs. Please see the NSSR appendix for further details.

### **4. WORK-STUDY**

U.S. students with financial need who qualify for work-study through FAFSA can work either for the department or elsewhere in the New School to assist them in meeting their educational and subsistence expenses. Work study students are provided on-campus employment at an hourly wage. A work-study recipient may work up to 20 hours per week. Limited full-time employment is available during vacation periods. Students must apply for work study through [Student Financial Services](#), and must be registered for nine actual or equivalent credits of coursework, per semester, to be eligible.

There are generally two types of college work-study jobs:

- assignments to an administrative office (e.g., Financial Aid, Admissions, departmental office)
- assignment to a NSSR professor for duties such as research and data collection, photocopying, etc.

Please see the NSSR policies and procedures appendix for further information and requirements.

## **EXTRAS**

### **1. EMAIL**

All NSSR students are given an account on The New School's [email server](#). The New School email accounts are accessible from university computer facilities and via the web at the above address. Email is THE primary means of communication amongst students, faculty, and the NSSR in general. If you are already receiving email via an outside service, you should consider setting it up to forward mail to your university email address: You can find out how to set up a forward mail facility through the [New School Information Technology site](#). If you do have an email address that you check more regularly than your New School account, notify your student advisor of this address so that s/he can add it to the CPCJ email list - which the advisor uses to make important departmental announcements. Should you decide to take this action, you are nevertheless strongly advised to check your New School account regularly - or you stand to miss out on opportunities relating to academia, your career, as well as your social and personal life.

### **2. STUDENT MAILBOXES**

If you are a registered active student in CPCJ, there will be a mailbox assigned to you. Professors may use mailboxes to return graded papers to you. In addition, other departments at the NSSR will want to let you know about speakers and conferences they are bringing to The New School and may use your mailbox to do so.

Fellow students and professors might also try to communicate with you between class meetings by leaving a note in your mailbox. The point being: CHECK YOUR MAILBOX REGULARLY — they are on the 7th Floor of 6 E. 16<sup>th</sup> St. next to the Study Lounge in the Liberal Studies suite.

### **3. COMPUTER CENTER**

Information about the Academic Computer Center (ACC) is located on [my.newschool.edu](http://my.newschool.edu) (go to the academic technology section on the student tab). Students and faculty members may use IBM and compatible PCs here; if you are a Macintosh user, you will have to go to the University Computer Center (UCC). All of the computers at both the ACC and the UCC have World Wide Web access. Students can receive University email at either computer center. Computer orientations are held at the start of the academic year. Students are encouraged to use the computer labs located at the 6 E 16th street location. In addition, the NSSR building is Wireless-enabled.

### **4. HOUSING**

#### *On-Campus*

[The Office of University Housing](#) can help you find both on-campus dormitory-style housing and off-campus housing. Please note that, while the University operates about five dormitory facilities with several types of living arrangements available in each, it is unable to guarantee single rooms to graduate students. Thus, while a convenient and safe option for those new to New

York, it is possible that you will be sharing a room or apartment.

### *Off-Campus*

The Office of University Housing also maintains a list of available off-campus housing. The list, updated weekly and which can be emailed or faxed to you, includes shares, leases, and subleases available in Manhattan and the boroughs.

Many NSSR students choose to live in Brooklyn and Queens where they find more affordable and roomy housing options. Several popular neighborhoods include Astoria, Bushwick, Bed-Stuy, Crown Heights, Park Slope, Fort Greene, and Greenpoint. These neighborhoods are, for the most part, well-served by the subway and public transportation. The cheapest option for most students is often to find a “share” — an available bedroom in an apartment. It may be difficult to find an affordable living situation, particularly before you are physically in town; thus, students hoping to find off-campus housing are advised to utilize any and all resources they can find. If you limit yourself to one source of information— you may be in for stress and grief.

For more information on off-campus housing see [the Student Housing and Residential Education website](#).

## **5. LIBRARIES**

Students with a valid New School ID may use and borrow books from Fogelman Library, New York University’s Bobst Library (the big building on West 4th Street between LaGuardia Place and Washington

Square East), and the Cooper Union Library (at Astor Place, which is at approximately 7th Street and Third Avenue). The collections of all three of these libraries are catalogued on the Bobcat computer system, which can be accessed within these libraries, at either The New School computer centers and online from the University homepage.

Students are also encouraged to get a New York Public Library (NYPL) card available at any neighborhood branch library. And do not overlook NYPL’s more extensive research facilities: such as the Mid-Manhattan branch (455 Fifth Avenue at 40th Street); the central research library and Center for the Humanities (Fifth Avenue between 40th and 42nd Streets); the Library for the Performing Arts at Lincoln Center (40 Lincoln Center Plaza); the Schomburg Center for Research in Black Culture (515 Malcolm X Blvd.); and the Science, Industry, and Business Library (188 Madison Avenue).

## **6. BOOKSTORES**

The Union Square Barnes and Nobles (see address below) is the “official” bookstore of The New School. Some professors will order the books on their syllabi to be delivered there. Enterprising students, however, often find better deals online anyway, so try to get the syllabi in advance and take advantage of any sales you can find.

The following is a partial list of bookstores – some near The New School and some not:

### **ALABASTER BOOKS**

122 4th Ave, at 12th St.

The last used bookstore on what was once known as 'book row.' Cozy alternative around the corner from the megalithic Strand (below).

### **BARNES AND NOBLE UNION SQUARE NORTH**

33 E 17th St, at Park Ave.

The upscale neighborhood branch, with a coffee shop, comfy chairs, and excellent service. A good place to browse and see big-shot authors reading from their books.

### **BLUESTOCKINGS**

172 Allen St, at Stanton St., LES

Collectively owned radical bookstore with great sections for social inquiry, advocacy, gender and sexuality studies, race, class and political theory/history. Events every night.

### **LABYRINTH BOOKS**

536 West 112th Street, between Broadway and Amsterdam

You can find nearly any obscure book—old and new—in this tightly packed treasure chest. Worth that trip uptown.

### **LEFT BANK BOOKS**

17 8th Ave, between W. 12th and Jane St.

West Village independent used book shop, known for rarities.

### **MAST BOOKS**

66 Avenue A, at 5th St.

Beautifully curated, airy used book shop specializing in literature, poetry, art and rare volumes.

### **MERCER BOOKS**

206 Mercer St, at Bleecker St.

Used book store with a large selection of film theory, philosophy, poetry and LPs.

### **REVOLUTION BOOKS**

9 West 19th Street, between Fifth and Sixth Avenues

Sectarian nirvana for red readers.

### **SPOONBILL AND SUGARTOWN BOOKS**

218 Bedford Ave., Williamsburg, Bklyn, at N. 5th

Just the tip of the iceberg when it comes to Brooklyn bookshops, and one of the best, with a nearly perfect selection of new books, substantial used, and other ephemera. Often hosts New School faculty readings and more.

### **ST. MARK'S BOOKSHOP**

136 E 3rd St at Ave. A

Every hipster's favorite bookstore and a good place to spot low-tier rock stars as they browse the Critical Theory section.

### **STRAND BOOKSTORE**

828 Broadway, at 12th Street

The best bookstore in the neighborhood to find your books for cheap. Stop at the information station right by the front door if you're looking for something specific, or devote a few hours to the delights of browsing. Always ask at the desk if you're looking for a book — oftentimes they have gift table specials of various canonical classics you'll be reading.

## **7. OTHER RESOURCES**

- [Student Discounts](#)
- [Athletics and Recreation](#)

## **8. CPCJ ON SOCIAL MEDIA**

[CPCJ on Facebook](#)

CPCJ on Twitter: @cpcjmedia

## 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

### *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.