



DEPARTMENT OF ECONOMICS

STUDENT HANDBOOK 2017-18

THE NEW SCHOOL

**THE NEW SCHOOL
FOR SOCIAL RESEARCH**

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

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

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

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

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

Chair 17-18: Mark Setterfield

E-mail: SetterfM@newschool.edu

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

Phone: (212) 229-5717, ext. 3044

Fax: (212) 229-5724

E-mail: GFEcon@newschool.edu

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

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

E-mail: econadv@newschool.edu

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

Phone: (212) 229-5712
Office: 6 E. 16th Street, Room 1007
Website: newschool.edu/nssr/economics

DEGREE PROGRAMS

SUMMARY

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

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

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

ADVISING AND ASSESSMENT OF PROGRESS

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

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

MA IN ECONOMICS

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

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

COURSE REQUIREMENTS

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

Core (Four Courses):

GECO 6190 Graduate Microeconomics

GECO 6191 Graduate Macroeconomics

GECO 5104 Historical Foundations of Political Economy I

GECO 6181 Graduate Econometrics

(GECO 5010 Math for Economics or the approval of the instructor is a prerequisite to GECO 6181. With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (6200-level) courses for these core requirements.)

Internship or Mentored Research (one of the following)

GECO6991 Internship; or

GECO6993 Mentored Research

INTERNSHIP OR MENTORED RESEARCH

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

Internships

Internships arranged by students will be carefully screened by the Department Chair to ensure that they involve students actively and critically in topics relevant to economics and to ensure a good match between the needs of the firms offering the internships and the students who occupy them. Internships offer students an opportunity to test the concepts discussed in courses in real-world situations and to develop skills important to economic analysis. Students are required to fill in an "Internship Contract" form provided by the Student Advisor before registering for the course. Working as a teacher or a teaching assistant is generally not

acceptable as an internship; the final approval is up to the Department Chair. Students submit a (500 - 2,500) word essay (which can be based on a journal) describing the internship experience and its educational value together with a letter from the internship sponsor certifying the period and length of the internship to the Department Chair. Internship is graded Pass/Fail. Each student may take a maximum of three Internship credits.

Mentored Research

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

The following are the guidelines for Mentored Research:

Before Registration:

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

Registration:

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

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

ELECTIVES

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

MA IN GLOBAL POLITICAL ECONOMY AND FINANCE

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

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

COURSE REQUIREMENTS

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

Core (3 courses)

GECO 6190 Graduate Microeconomics

GECO 6191 Graduate Macroeconomics

GECO 6181 Graduate Econometrics

(GECO 5010 Math for Economics or the approval of the instructor is a prerequisite to GECO 6181. With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (6200-level) courses for these core requirements).

Political Economy (2 courses)

GECO5104 Historical Foundations of Political Economy I

GECO 5250 Rethinking Capitalism or GECO 5108 World Political Economy or GECO 5105 Historical Foundations of Political Economy II

Finance (one of the following courses)

GECO 6269 Financial Economics

GECO 6264 Money and Banking

GECO 6253 International Economics

GECO 6907 International Finance

Internship or Mentored Research (one of the following)

GECO 6991 Internship or

GECO 6993 Mentored Research

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

ELECTIVES (3 COURSES):

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

CREDIT LIMIT

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

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

MS IN ECONOMICS

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

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

COURSE REQUIREMENTS

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

Core Courses (four courses):

GECO 6190 Graduate Microeconomics

GECO 6191 Graduate Macroeconomics

GECO 5104 Historical Foundations of Political Economy I

GECO 6181 Graduate Econometrics

(GECO5010 Math for Economics or the approval of the instructor is a prerequisite to GECO6181. With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (6200-level) courses for these core requirements)

Plus any two of the following courses:

GECO 6281 Advanced Econometrics I

GECO 6200 Advanced Microeconomics I

GECO 6202 Advanced Macroeconomics I

GECO 6204 Advanced Political Economy I

GECO 6205 Advanced Political Economy II

GECO 6214 Further Topics in Advanced Political Economy

GECO 6206 Post-Keynesian Economics

GECO 6192 Classical Macro-dynamics

ELECTIVES

Of the nine elective courses required for the MS in economics, three must be taken from the courses offered or cross-listed by the Economics department, and six may be courses at the graduate level offered by other departments of the New School for Social Research. Exceptions may be offered for students wishing to take parts of their electives in the Milano School of

International Affairs, Management, and Urban Policy. The student's Faculty Advisor must approve the elective program.

EXAMINATION

The MS in economics requires that a student pass the MS Examination, which will be offered twice a year. The guidelines and topics of the MS examination follow those of the PhD Qualifying Examination (details page 16), except the required credits needed to petition (42 in the case of the MS Examination). Students should file a *Petition for Examination* form with the Student Advisor at the beginning of the semester. Students who have petitioned to take the MS exam will receive a study guide at least six weeks prior to the exam date. A qualifying paper may be substituted for the MS examination with departmental approval.

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

CREDIT LIMIT

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

REGULATIONS GOVERNING MASTERS DEGREES

TRANSFER CREDITS

A maximum of 3 transfer credits from graduate level course is allowed. Students may apply to transfer credits after they have completed at least 6 credits in the New School for Social Research. The courses to be transferred must have a minimum grade of B (3.0). In addition, the courses to be transferred cannot be more than ten years old from the student's date of matriculation at NSSR.

GPA

A final, overall course average of 'B' (3.0) is required for the MA/MS degree. In addition, the student must earn a grade of 'B' or better in all but one of the core courses, and no worse than 'B-' in the remaining core course.

TIME LIMIT

The time limit for completion of an MA/MS degree is 5 years. Please refer to the [NSSR Catalog](#) for more information on time-to-degree limits and time extension procedures.

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

ADMISSION INTO THE PHD PROGRAM

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

Students with graduate work or an MA degree from other institutions

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

Students already matriculated in the MAGPEF or MAECON programs

Students matriculated into the MAGPEF or MAECON programs can petition for admission to PhD status after they have completed, within the semester of application, 18 credits in the NSSR (15 credits for students who enrolled in the non-credit GECO 5010 Math for Econ course in Fall). A departmental subcommittee reviews student records *once* a year during the Spring semester and makes decisions on acceptance for PhD status. Students will be notified in writing of rejection or acceptance. In the case of rejection, students may appeal the committee's decision to the department, but the department's decision will be final. The following conditions must be fulfilled for the petition to be considered:

- Completed 18 credits (or completing 18 or more credits within the semester of application),
- Petitioner's cumulative GPA must be 3.5 or better

- The 18 credits must include at least one PhD core theory course (see required courses below), and at least one graduate-level econometrics course
- At least one member of the faculty (two preferred) must recommend the petitioner in writing for the PhD program based on evidence of the student's ability and preparedness to undertake high-level research in economics.
- The student must accompany the application with a 1 to 2-page statement of purpose

Students who have an equivalent master's degree from another institution may apply for admission to the PhD program after completing, within the semester of application, 12 credits at The New School, including at least one "core theory" course. Note that there is no automatic admission from the MA into the PhD program, but that in the case of an unsuccessful application for admission to the PhD program, MA students are eligible to automatically transfer to the MS degree. Students who have not been accepted for continued PhD study may register for no more than 30 credits with MA status or 45 credits with MS status. Note that all internal admission to the PhD are 'provisional' pending completion of the MA requirements and continued good academic standing.

PHD IN ECONOMICS

SUMMARY

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

REQUIRED COURSEWORK

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

The student must complete four PhD Theory Core Courses:

- GECO 6200 Advanced Microeconomics I
- GECO 6202 Advanced Macroeconomics I
- GECO 6281 Advanced Econometrics I

And one of the following:

- GECO 6204 Advanced Political Economy I, GECO 6204 Advanced Political Economy II, GECO 6214 Further Topics in Advanced Political Economy, GECO 6206 Post-Keynesian Economics or GECO 6192 Classical Macro-dynamics

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

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

MATHEMATICS REQUIREMENT

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

- Satisfactory performance (at least a 'B') in GECO 5010 (Math for Economics),
- GECO6281 (Advanced Econometrics I), or
- Petitioning the department to have the requirement waived if the student has taken equivalent coursework elsewhere.

Note: Students may be asked to demonstrate competence by taking the examination in GECO 5010.

DISTRIBUTION OF CREDITS

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

DIRECTED DISSERTATION STUDY

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

INDEPENDENT STUDY

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

SEMINAR COURSE

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

- GECO 6323 Seminar in Economic Methodology
- GECO 6211 Classical Theory of Price
- GECO 6206 Post-Keynesian Economics
- GECO 6214 Further Topics in Advanced Political Economy
- GECO 6203 Advanced Macroeconomics II

LANGUAGE REQUIREMENT

The Department of Economics requires literacy in one foreign language relevant to the student's intended program of study. Literacy must be shown by translating, from the chosen language, a

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

substantial section of a reading on economics designated by the chair. Requests to take the exam may be submitted to the Student Advisor. Alternatively, a student may satisfy the language requirement by showing competence in mathematics as described above.

MA OR MS DEGREE IN THE PROCESS OF STUDYING FOR THE PHD

A student who is enrolled in the PhD program may petition to receive either the MA or the MS degree while in the process of studying for the PhD provided they have met the requirements for that degree. Direct/External PhD admits may not receive a Masters degree if they transfer more than 3 credits from their previous degrees. The MA and MS are mutually exclusive, the student may only petition for one or the other, but the conferral of one of those degrees does not interfere with enrollment in the PhD program. Students who petition for one of these degrees should make it clear to the registrar that they intend to continue on in the PhD program. Provided that the requirements are met, the student must submit a graduation petition for the degree they seek within the appropriate deadline.

PHD QUALIFYING EXAMINATION

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

The PhD Qualifying examination is offered two times a year over two consecutive days (4 hours each day; one area each day).² Candidates are not required to take both parts of the examination in the same semester. The exact dates are communicated to students by the Student Advisor in the beginning of the semester, they are normally set in mid-November and mid-April.

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

Advanced Macroeconomics

Advanced Microeconomics

Advanced Political Economy

Economic Development

Finance

History of Economic Thought

International Economics

Labor Economics

Money and Banking

Students not wishing to select areas of concentration from the above list may define one area for themselves. Students may also define an interdisciplinary area of concentration. If a student chooses to do so, permission must be obtained from two faculty advisors. The faculty advisors

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

should write an official letter of approval to the Department Chair with a copy to the Student Advisor to initiate the process.

Petition for Examination

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

- be accepted for PhD status,
- have completed a minimum of 45 course credits (42 credits for MS Examination)³,
- maintained a cumulative GPA of at least 3.5,
- completed the PhD core courses with grades of at least 'B' in each course,
- not have failed cumulatively more than two PhD qualifying exams, and
- be current in registration.

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

Structure of the PhD Qualifying Examination

The PhD Qualifying Examination will consist of either:

- a four-hour written exam in each of the two areas of concentration chosen, or
- a four-hour written exam in one area of concentration and a research paper of high scholarly quality in the second area (see details below).

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

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

³ A student may sit in the exam on the semester they are completing the required 45 credits, but their qualifying exam grade will not be released until they have completed the 45 credits

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

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

Research Paper in Lieu of 2nd PhD Qualifying Exam

Each student is allowed to petition the department to substitute a research paper in lieu of ½ of the PhD Qualifying Examination (one of the two exams). If the student is given consent to do so, they would take one 4-hour examination in one of their chosen areas of concentration, and then present a high-quality research paper in place of the 4-hour exam in the student's remaining area of concentration. This option is considered by the department to be a *privilege* granted to a student, not a student's right. Students granted this option are those who seem likely to pass their Qualifying Exam and who may obtain the benefit of pursuing scholarly fieldwork that will help in the selection and preparation of a dissertation topic. The department is interested in research papers which make original, scholarly contributions to some problem, as well as effectively reviewing the existing literature in a field. The qualifying paper should prepare a student to teach a high-level course in the field.

Students wishing to pursue the research paper option should first discuss this option with a possible sponsor. If there is an initial approval the student must write up a *cover letter* explaining why they intend to write a paper instead of sitting the exam and a *proposal* which states the problem and the proposed methods for its solution in roughly 3-5 pages; it should also include an actual outline of the proposed paper and a brief working bibliography.

Once the faculty member agrees to sponsor the proposal, it is submitted to, and voted upon by, the department as a whole. If a second reader has not been identified yet, possible sponsors are suggested during the faculty meeting. The sponsor is responsible for communicating the result to the student.

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

Policy on Grading the PhD Qualifying Examination

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

At the request of either reader on a given field exam, if they are uncertain about the determinacy or usefulness of the written exam as a test of the student's knowledge and

understanding, a supplementary, informal oral exam in that area may be held as soon as possible after the official written examination date to probe the written exam answers in greater depth. The two readers of the written examination will comprise the oral committee. Once the oral exam is completed, the two readers will agree on a final grade for the written exam.

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

Retaking the PhD Qualifying Examination

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

OUR ADVISING SYSTEM

- Beginning of first semester: The new incoming cohort (MA/MS/PhD) will be divided and assigned either to the department Chair or the Director of Graduate Study to serve as their **academic advisors**. During orientation week or the first week of classes, each student is **required** to meet with their assigned advisor to discuss their background, interests and plans in order to decide on a course plan for the first year (two semesters).
- End of first semester: new students can either confirm their approved second semester course plan by emailing their assigned advisor or agree on minor changes by meeting with them in person.
- End of the second semester: MA students are required to meet with their advisors to plan their course work and possible internship/mentored research.
PhD students are also required to meet with their academic advisor and are encouraged to identify **PhD advisors** according to their interest and possible research plans. A PhD advisor is responsible for advising a student on their coursework plans in addition to identifying possible dissertation topics. They do not necessarily have to be the same as the student's "Sponsor" who is the dissertation committee chair.
- If a PhD student has not defended their PhD proposal five semesters after they sit on their second Qualifying Examination they are **required** to meet with the DGS to discuss research plans.

PHD ORAL DEFENSE OF THE DISSERTATION PROPOSAL (PHD ORAL EXAMINATION)

PhD candidates must also fulfill an oral examination requirement. The *Oral Examination* involves a defense of the candidate's dissertation proposal. The exam will take place only when

the candidate's thesis supervisor and the two other members of the dissertation committee have approved the proposal.

The *Oral Examination* may be taken after the candidate has completed a minimum of 54 credits toward the 60-credit course requirement and successfully completed both parts of their PhD Qualifying examination. The *Oral Examination* is the defense of the student's dissertation proposal. The dissertation proposal is the first step towards writing the dissertation. A student ought to begin thinking about a topic early in their work as they begin to focus on particular interests. The proposal does not need to be particularly long (5-15 pages); however, it must be specific and determinate about the proposed dissertation. It ought to state the topic or problem to be addressed, the precise methods by which an original contribution will be made, and the standards of evidence, or argument by which, one would judge whether the conclusion is valid. For example, a proposal outline could have the following structure:

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

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

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

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

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

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

The Student Advisor will let the student know which sections of the form(s) they need to fill out. Once completed, the forms must be returned to the Student Advisor for additional processing.

Upon confirmation of the room assignment and receipt of the defense petition, the Secretary will send confirmation to each committee member to remind them of the day and time. In the meantime, the student should forward copies of the dissertation proposal to all committee members and the Student Advisor. A copy of the proposal will be kept in the student's file.

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

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

PHD CANDIDATE STATUS

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

- course requirements, and
- PhD Qualifying Examination

After completing these steps students must *formally* petition for PhD candidate status. Change of status petitions are found in the Student Advisor office.

PHD DISSERTATION

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

A dissertation will be considered completed after it receives the approval of the *Dissertation Committee*. Thereafter, the student must submit the dissertation to the New School for Social Research at large and must sit for a defense of the dissertation before receipt of the PhD degree. Students are encouraged to invite one faculty member from another department within the New School for Social Research, otherwise they must request a "Dean's Representative" from the Dean's Office to join the *Dissertation Committee* for the defense.

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

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

Like the Committee for a student's dissertation proposal defense, a *Dissertation Committee* is decided upon by the candidate in consultation with the dissertation supervisor and consists of the supervisor, two other members of the Economics Department, and a Dean's Representative.

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

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

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

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

Dissertation Acceptance Statement

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

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

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

SUMMARY OF PHD DEGREE REQUIREMENTS

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

FAST TRACK PHD IN ECONOMICS

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

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

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

MASTER OF PHILOSOPHY IN ECONOMICS

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

SATISFACTION OF THE PHD DISSERTATION REQUIREMENT IN ECONOMICS EXTRA MUROS

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

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

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

<p>Note: The applicant must register for maintenance of status for the term in which they sit for the final examination.</p>

GENERAL DEPARTMENT PROCEDURES AND INFORMATION

ECONOMICS STUDENT UNION (ESU)

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

STUDENT MAILBOXES

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

ECON-LIST

Every student will be added to the **econ-list**, the department e-mail list, which is the main channel through which information about department events and policies is disseminated. The econ-list includes all current students, faculty, alumni and other academics and professional related to the department. Students can use the **nssr-econ-student-group** to share information that relates to students only. The Student Advisor is the administrator of both lists and is responsible for adding new student-cohorts to them.

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

RETURN OF GRADED MATERIALS

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

LATE PAPERS/EXAMS

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

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

NON-DEGREE STUDENTS

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

For further information about academic policies on:

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

JOB PLACEMENT

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

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

ECONOMICS DEPARTMENT WORKING PAPERS SERIES

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

ECONOMICS DEPARTMENT SEMINARS

The Economics Department Seminar Series runs in the fall and spring semester each Academic Year. The seminar is a forum where faculty members showcase their research and methodology, as well as how they became engaged in these topics. The department also invites a series of external scholars and researchers to present their research and analytic models as related to the pedagogy of the department. All new students are required to attend so that they may foster participation in this non-curricular, but rather essential aspect of doctoral education (i.e. mentorship and conducting research).

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

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.