



# COMMITTEE ON HISTORICAL STUDIES

STUDENT HANDBOOK  
2017-18

THE NEW SCHOOL

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THE NEW SCHOOL  
FOR SOCIAL RESEARCH

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

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

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

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

## **INTRODUCTION: THE COMMITTEE ON HISTORICAL STUDIES (HISTORY)**

History is a field of inquiry essential to all human understanding. Recognizing that historical studies have transformative potential for interpretation, theory, and political action, we seek to establish a theoretically-informed interdisciplinary space for producing critical history. Our program conceives of history as a way of thinking, a form of inquiry, and a mode of critique, aligned with the intellectual tradition that defines the New School. We train students in the rigors of scholarly discourse, independent research, and the imaginative act of relating history to the contemporary world. Students' projects combine theoretical and political engagement with rich empirical research.

The Committee on Historical Studies (CHS) was founded in the mid-1980s by Charles Tilly, Louise Tilly, Aristide Zolberg and Ira Katznelson on the conviction that the social sciences, public discussion of contemporary problems, and policy-making all become richer and more effective when joined with historical analysis; that practicing social scientists who want to work with history should learn to use historians' standard materials and methods; and that the theories and methods of the social sciences strengthen historical research. These sentiments continue to guide the pedagogical and research programs of historical studies at The New School.

The Committee on Historical Studies is closely linked with History at Eugene Lang College. In conjunction with a number of scholars elsewhere at the university, we are developing an integrated Department of History across divisions.

## **FACULTY MEMBERS AND COMMITTEE CONTACTS**

### **CHAIR:**

#### **JULIA OTT**

Associate Professor of History  
ottj@newschool.edu

### **COMMITTEE FACULTY**

#### **ELAINE ABELSON**

Associate Professor and Senior  
Lecturer

#### **FEDERICO FINCHELSTEIN**

Professor of History

#### **OZ FRANKEL**

Associate Professor of History

#### **EIKO IKEGAMI**

Professor of Sociology

#### **AARON JAKES**

Assistant Professor of History

#### **NATALIA MEHLMAN-PETRZELA**

Assistant Professor History

#### **EMMA PARK**

Assistant Professor of History

#### **DAVID PLOTKE**

Professor of Politics

#### **ANN STOLER**

Willy Brandt Distinguished  
University Professor of  
Anthropology and Historical Studies

#### **JEREMY VARON**

Associate Professor of History

#### **ELI ZARETSKY**

Professor of History

#### **FRANK CIRILLO**

Bernard & Irene Schwarz

Postdoctoral Fellow

#### **MICHAEL HATTAM**

Bernard & Irene Schwarz  
Postdoctoral Fellow

### **AFFILIATED FACULTY:**

#### **LAURA AURICCHIO**

Associate Professor of Art & Design  
Studies, Parsons School of Design

#### **DAVID BRODY**

Associate Professor of Art & Design  
Studies, Parsons School of Design

#### **JULIA FOULKES**

Associate Professor and Chair of  
Social Sciences, New School for  
General Studies

#### **ANDREAS KALYVAS**

Associate Professor of Politics, New  
School for Social Research

#### **JOSEPH HEATHCOTT**

Associate Professor of Urban Studies,  
New School for General Studies

#### **CLAIRE POTTER**

Professor of History, New School for  
Public Engagement

#### **DAVID SCOBEY**

Professor of History, Executive Dean,  
New School for Public Engagement

### **PART-TIME FACULTY:**

#### **AMANDA BELLOWS**

Part-Time Lecturer

### **SECRETARY**

#### **TBD**

80 Fifth Avenue, 5th Fl.  
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212-229-5100 ext. 4927  
history@newschool.edu

### **STUDENT ADVISOR:**

Çagla Orpen  
80 Fifth Avenue, Room 521  
New York, NY 10011  
(212) 229-5376 ext. 2990  
Histadv@newschool.edu

# THE HISTORICAL STUDIES MA PROGRAM

## 1. ACADEMIC ADVISING

### *The Student Advisor*

The Student Advisor is an advanced graduate student who assists students with academic decisions. The Student Advisor counsels students about course selections during registration. In addition, the Advisor informs students about requirements for the M.A. thesis, the PhD programs with other social science disciplines with a specialization in History, credit transfers, and other academic petitions. The office of the Historical Studies Student Advisor is located in Room 521 at 80 Fifth Ave. Office hours are posted on the door, or can be arranged by appointment. The Student Advisor's contact information is available on the Historical Studies Website. Go to: <http://www.newschool.edu/nssr/historical-studies>.

### *The Faculty Advisor*

Entering M.A. and PhD students will be assigned a faculty advisor, based on academic interests. Students need to consult their faculty advisor at least once during each semester and are encouraged to meet with their faculty Advisor more often. The faculty advisor is an essential guide in career and thesis planning.

## 2. COURSEWORK AND DEGREE REQUIREMENTS

Students pursuing a degree in Historical Studies must meet the requirements of the Committee on Historical Studies and the New School for Social Research. Students are expected to be familiar with both sets of requirements and procedures. For this reason, they should read this handbook in conjunction with the New School for Social Research Bulletin, which can be obtained at the office of Admissions or in the Office of Academic Affairs, located at 79 Fifth Ave., Rm 1007.

To obtain an MA in Historical Studies students are required to:

- Complete 30 course credits
- Maintain no less than a B (3.0) grade point average
- Complete a thesis project

Additionally, all MA students are required to take a linked trio of seminars designed to orient them to historical inquiry and further learn the craft of historical research.

- **GHIS 6133 Historiography and Historical Practice** (one semester course to be taken in the student's first year)
- **GHIS 6134 Historical Sources and Methods** (one semester course to be taken in the student's first year)
- **GHIS 5900 MA Thesis Seminar** (one semester



seminar to be taken in the student's 3<sup>rd</sup> semester)

Students must take, in addition, at least 12 credits that are listed or cross-listed with Historical Studies (that is, courses that have a GHIS code)

- 12 credits must be listed or cross-listed with Historical Studies

The remaining credits (9) are general electives from any discipline.

Students must meet with the Graduate Student Advisor before registering each semester to ascertain that the course of study follows the expected guidelines. In addition, each student is assigned a Faculty Advisor, with whom they must meet at least once per semester to discuss their course of study. This academic year, the Graduate Student Advisor is Çağla Orpen. Her e-mail address is Histadv@newschool.edu. All contact information is available on the website at <http://www.newschool.edu/nssr/historical-studies/>.

**Students who will seek entrance into a PhD program with an NSSR Department upon completion of the Historical Studies MA, are strongly encouraged to take the basic, required courses from either the Politics or Sociology Departments. Students can download the PhD admissions procedures and core requirements for each department from the NSSR Website <http://www.newschool.edu/nssr/>**

### **3. THE MA THESIS**

At the end of their first year of coursework, after completing both required courses, students submit a proposal for an MA Thesis project to their primary faculty advisor. If the proposal is approved, students work on their Thesis Projects in their second year. Students will write their thesis as an independent study under the supervision of their thesis advisor.

MA Thesis papers are written in the form of a polished research article in history. Typically, papers range between 40 and 60 double spaced pages, and should not surpass 65 pages in length. First and Final Drafts are due the following dates.

#### *Completed First Draft*

**FRIDAY, APRIL 27, submitted to one's Thesis Advisor**

#### *Completed Final Draft*

**FRIDAY, MAY 11, submitted to one's Thesis Advisor and one other CHS faculty member (History, or an affiliate).**

## **THE PHD WITH SPECIALIZATION IN HISTORY**

Though the New School offers no standalone PhD in History, it does have an innovative and exciting interdisciplinary program — the PhD with specialization in history.

Students pursuing this specialization pair formal disciplinary training in one of the NSSR's PhD-granting programs in the social sciences and humanities (Politics, Sociology, Anthropology, Economics, and Philosophy) with training in Historical Studies. Embodying the interdisciplinary ethos of the NSSR as a whole, the specialization encourages cutting edge research that synthesizes the methods and approach of multiple fields.

Students pursuing this path receive their formal degrees in their primary, PhD granting field. They may be eligible, however, for academic employment both in that field and as historians, and their work is typically marked by rigorous efforts to bridge disciplinary knowledge, methods, and cultures.

Students pursuing this path must satisfy all the degree requirements of their primary PhD field (coursework, qualifying exams, and dissertation) and also do a reasonable amount of work in Historical Studies. This generally entails taking two “core” History courses (Historiography; Historical Sources and Methods); doing one qualifying exam under the supervision of a History faculty member (typically oriented to historiographic study of a topic

related to the dissertation research); and having one History faculty member (primary or “affiliate”) on one's dissertation committee. These requirements, however, may be modified based on the student's academic background, stage in their program, and research interests.

### **1. APPLICATION & ADMISSION**

Admission into the History specialization program can work a number of ways, based on the student's prior training and their stage in post-graduate study. A student may:

#### **(1) Apply for the specialization in History when already enrolled in a PhD program at the NSSR.**

In such cases, students discuss their plans for this degree with their advisor in their PhD field; identify a History faculty as their History advisor and discuss the program with them; and submit an application to the Chair of the History Department. The application includes an academic transcript; a brief statement (3-4 pages) explaining the rationale for the added specialization and how their work meaningfully engages history; a cv; and a form (NSSR General Student Petition Form) that, signed by the History Chair, changes their status to a student with the History specialization. The form is submitted to the Office of Academic Affairs at the NSSR for processing. In consultation with their History advisor, such students go over the program requirements and make any valuable modifications, taking into account the stage of the student in

their PhD program and what best serves their intellectual and professional development.

**(2) Apply for the History specialization when he/she applies into a PhD granting program, *while already in the MA program in that field* (e.g. a Politics MA student applies to the Politics PhD program with the History specialization).**

In such cases, the admissions decision rests with the department of the PhD field. That department will, however, share the application with the History department, which may make a recommendation as to the candidate's "fit" for the specialization and comment on her/his general academic abilities. Upon admission to the PhD program, the student will then consult with the History faculty regarding the specific requirements of the specialization and the formal application process, whose steps are identical as those for the prior category of student.

**(3) Apply for the History specialization as an "external" PhD candidate, with no prior MA work at the New School.** In such cases, the admissions process is as above. If a student who already did an MA in history elsewhere is admitted in this fashion, it is likely that the History specialization requirements will be substantially modified (as the student may have already taken a class in historical methods).

**(4) Apply for the History specialization program while currently being an MA student in Historical Studies.** This is perhaps the most common route into the PhD with a History specialization, and has

the most involved procedures. In general, it entails taking courses while an MA student in Historical Studies in the department in which one will apply for the PhD; developing a faculty advocate both in History and the PhD-granting department; and applying into that program as an "internal candidate," within a timetable set by that department and based on fulfilling certain admissions criteria it may set. The final admission decision lies with the PhD department, but the History faculty consults in that decision.

Historical Studies MA students are instructed throughout their time at NSSR about the PhD history specialization option: first, in a meeting of the new MA cohort before fall classes even begin, and then in special meetings later in the fall and/or spring for all Historical Studies MA students, about how to apply to PhD programs, whether at NSSR or elsewhere. At such meetings, the key advice is that the student make sure to take classes in the PhD-granting field, consult with the Student Advisor of that fall regarding program requirements and expectations of candidates, and build a relationship with at least one faculty member in that department, who can serve as a faculty sponsor of one's application.

Specific application procedures and deadlines are follows:

By **November 1** students intending to apply to PhD programs with the History specialization are to submit to Academic Affairs the "Application for Internal PhD Admission" form. Separate from the actual PhD



application, this form helps NSSR track all “internal” PhD candidates (NSSR MA students applying into NSSR PhD programs).

By **February 1** students intending to apply to PhD programs with the History specialization are to submit their PhD application to the Department Secretary of History. The student must also submit a complete application to the Ph.D field into which they are applying (those deadlines vary by individual department; some are on February 1, and others are later). The precise contents of the application are largely set by the department of the PhD field and can be ascertained by consulting materials from that department (whether on-line and/or in their Curriculum Handbook) and by talking to its graduate Student Advisor. Specialization applications must include, in addition, at least one letter by a “faculty sponsor” in both History (regular or affiliate) and in the PhD granting field. These can be conventional recommendation letters in the student dossier (though best is for such letters to speak to the specificity of the history aspects of their work and why the applicant is a good candidate for it), or special, supplementary letters. Further, the student’s “statement of purpose” (a standard part of PhD applications) should include some description of the rationale for pursuit of the history specialization and how/why the student’s work is enhanced by interdisciplinary training.

\* Note: the PhD application in Anthropology is due considerably later than those of most other NSSR departments. Hence, a History

specialization applicant may submit to the History faculty on February 1 a preliminary application, and add materials later to their Anthropology application.

By **February 15** Historical Studies faculty will meet to discuss and assess all PhD applications, and prepare comments for potential, future consultation with the admissions committees of the PhD departments into which the students are applying.

The students will be informed of their acceptance, rejection, or wait-listing by the PhD-granting department based on the dates for notification set by those departments.

## **2. COURSEWORK & DEGREE REQUIREMENTS**

Though specific requirements may vary (see above), History specialization students are expected to:

- (1) Complete all the requirements for the doctoral degree in their respective social science discipline.
- (2) Complete 60 credits of coursework.
- (3) Take GHIS 6133, Historiography and Historical Practice; GHIS 6134, Historical Methods and Sources: Students who have already taken these courses as part of an MA in Historical Studies have already fulfilled this requirement. Note: PhD students are not required to take the MA Thesis Seminar.
- (4) Prepare one exam field for CHS in addition to those required by their other department. The form of the

exam (a take-home exam, or a field statement) will mirror the practices of the home department (Politics, Sociology, Economics, Anthropology, Philosophy)

(5) Form a dissertation committee with at least one CHS faculty member. Among their other advising responsibilities, this committee member will determine whether the thesis engages historical materials in a serious manner.

### **3. PHD QUALIFYING EXAM IN HISTORICAL STUDIES**

PhD students generally take their CHS Qualifying Exam within six months of completing coursework and before they defend their dissertation proposal. Students must choose a faculty advisor. This faculty Advisor will head their PhD Qualifying Exam Committee and ideally should serve on their dissertation committee. In conjunction with their faculty advisor, students must find another CHS faculty member to serve on the Qualifying Exam Committee

Fields for the PhD qualifying exam should be devised with a specific PhD

project in mind. Preparation for the exam assists students to situate their work within particular fields of historical research and methodology. Together with their faculty advisors students will prepare a detailed bibliography for each field. Ordinarily, the exam will be conducted as a three-day “take home” exercise in which students will be asked essay questions based on their respective fields, though exam formats may vary.

### **4. SCHOLARLY EXPECTATIONS**

(1) Demonstration of thorough knowledge of the field literature.

(2) Exposition of the candidate’s own interpretation of the problem posed in the question. Along with critically reviewing the existing literature, the candidate is encouraged to discuss conceptual problems left unsolved or not addressed by the field.

(3) A general summary of the ways in which the problem relates to broader questions of social and historical interpretation. The candidate should suggest the relevance of the research topic to questions posed in various sectors of social science and history.

# **DEPARTMENTAL PROCEDURES**

## **1. REGISTRATION**

For MA students, registration begins in the Committee on Historical Studies with an appointment with the Student Advisor. PhD students must register with the Student Advisor in their corresponding department. Students register on-line during two periods, April and November. Important information regarding registration and other policies are conveyed via the New School e-mail system. It is very important that all students set-up and maintain their accounts.

## **2. TRANSFER OF CREDITS**

A maximum of 3 credits may be transferred from another institution at the MA level. Students may apply for transfer credits after completing 6 credits at NSSR. All NSSR courses are for 3 credits. Requests for transfer credit will be reviewed by CHS faculty. At the PhD level, while NSSR rules permit a transfer of as many as 30 credits from another institution, the precise number of credits transferred will be determined on a case-by-case basis. Given the extent

of requirements in Historical Studies plus either Politics or Sociology, it is unlikely that large numbers of credits can be transferred, in most cases.

## **3. STUDENT EVALUATIONS**

Each year in August and February, the Chair of the Committee and the Office of Academic Affairs review the transcripts of all students and send each student an Academic Review. The main objective of the review is to determine whether or not there is any situation that might prevent continued study or graduation, or that might hinder financial aid. The Committee and the Assistant Dean typically look at incomplete coursework, the GPA, and the match between completed coursework and departmental requirements. The academic review is an attempt to help students navigate the roadblocks and pitfalls of earning an advanced degree.

All students receive mail through their CHS mailboxes. Each student is assigned a box, which is located on the wall in the lobby at 80 Fifth Avenue, 5<sup>th</sup> floor. Communications concerning CHS events are done through email.

# GRADUATION REQUIREMENTS CHECKLIST: CHS MA

REQUIREMENTS	SEM/YR	CREDITS
<b>A: CHS Core Courses</b>		
<b>GHIS 6133 Historiography &amp; Historical Practice</b>	-----	<b>3</b>
<b>GHIS 6134 Historical Methods</b>	-----	<b>3</b>
<b>GHIS 6500 MA Thesis Seminar</b>	-----	<b>3</b>
 <b>B: Courses Listed or Cross-Listed in Historical Studies (GHIS)</b>		
<b>1. _____</b>	-----	<b>3</b>
<b>2. _____</b>	-----	<b>3</b>
<b>3. _____</b>	-----	<b>3</b>
<b>4. _____</b>	-----	<b>3</b>
 <b>C: General Electives (GHIS or otherwise)</b>		
<b>1. _____</b>	-----	<b>3</b>
<b>2. _____</b>	-----	<b>3</b>
<b>3. _____</b>	-----	<b>3</b>
 <b>D: Thesis</b>		
<b>TOPIC/TITLE:</b>	-----	
<b>APPROVED ON</b>	-----	
 <b>Total:</b>	<b>30 Credits</b>	

# GRADUATION REQUIREMENTS CHECKLIST: PHD WITH SPECIALIZATION IN HISTORY

## REQUIREMENTS

## SEM/YR

### A: CHS Core Courses

**GHIS6133 Historiography and Historical Practice**

\_\_\_\_\_

**GHIS 6134 Historical Methods**

\_\_\_\_\_

### B: Ph.D. Exams

**Ph.D. Qualifying Exams in Departmental Discipline**

\_\_\_\_\_

**Historical Studies Field Exam/Field Statement**

\_\_\_\_\_

### D: Oral Defense of Dissertation Proposal

**TOPIC/TITLE** \_\_\_\_\_

**APPROVED ON** \_\_\_\_\_



## APPENDIX 1 - NSSR ACADEMIC AFFAIRS

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

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

### INSTITUTIONAL FINANCIAL AID, SCHOLARSHIPS, AND ASSISTANCE

#### *Scholarship Information*

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

#### *Assistantship Information*

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

#### *Student Travel Fund Information*

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

#### *Fee Board*

The Fee Board offers partial reimbursements for costs incurred while representing the university at academic conferences. The Fee Board is made up of student representatives from each department and is coordinated by the Graduate Faculty Student Senate. They meet at the end of each semester

### ACADEMIC RESOURCES

#### *NSSR Career Services Information*

The Center for Graduate Career and Professional Development provides advice, guidance, and resources for masters and doctoral students seeking academic and professional careers. It regularly

hosts workshops and seminars on a wide range of topics that help boost your professional development from topics that show you where to look for external funding to those geared to helping you create your academic job search materials. Students are also encouraged to meet with their career advisor, Jennifer MacDonald, director of the Center, for one-on-one career advising appointments which are made through [Starfish](#).

### *Inter-University Consortium:*

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

### *Institutional Review Board*

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

### *Graduate Faculty Student Senate (GFSS)*

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

### *University Student Senate (USS)*

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

### *University Learning Center*

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

## **ACADEMIC POLICIES**

### *Academic Review*

NSSR students receive an audit of their academic performance each semester. The Office of Academic Affairs works with Student Advisors and Department Chairs to ensure that students receive updated information about their progress through the department. Academic Affairs coordinates student petitions related to transfer credits, changes of status, changes of department, extensions of time to complete degree requirements, leaves of absence, withdrawals, and grievances. For forms and questions, please contact [NSSRAcademicAffairs@newschool.edu](mailto:NSSRAcademicAffairs@newschool.edu)

### *Time to Degree*

Students have five years to complete all requirements for the MA degree. Students have ten years to complete all requirements (including the MA degree) for the doctoral degree. An extension of time must be granted to continue doctoral studies beyond ten years.

### *Transfer of Credit*

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

### *Reenrollment*

Students who have failed to register for one, two, or three semesters may petition through the Office of Academic Affairs to reenroll in order to continue their studies. Students who have not registered for four or more semesters must apply for readmission through the Admissions Office.

### *Changes of Department*

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

### *Student Exit Guidelines: Leave of Absence*

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

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

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

## **GRADING POLICY**

### *Grade Point Average*

The semester grade point average is computed at the end of each term by multiplying the number of credits earned in each course by the numerical value associated with the grade received in that course. The grade points for all courses are totaled and then divided by the total number of graded credits completed, including failed courses, if any. The numeric values of the grades are as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2

C-	1.7
F	0.0

The following grades are not figured into GPA:

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

### *Incompletes*

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

### *Pass/Fail*

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

### *Grade Review Process*

A student can petition for academic review of a grade by following the procedure outlined below within 60 days from the date the grade was posted. Before appealing for a change of grade, you should first ask the instructor to explain his or her reasons for assigning the grade. If you are not satisfied with the explanation, you can appeal the grade as follows:

Write a letter to the faculty member stating clearly your objection to the grade received and requesting a different grade. Copy your letter to the department chair or director, or, if the faculty member is also the department director, to the dean or division director.

The instructor must return a written response to your letter within one month of receipt, likewise copied to the department chair or director (or the division dean or director).

If you are not satisfied with the faculty member's response, you can appeal further by writing to the division dean or director, who will designate another member of the administration or faculty to review your and the instructor's previous communications.

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

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

### *Repeating a Course*

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

## **UNIVERSITY POLICIES, VALUES AND STANDARDS**

### *Graduation*

The New School confers degrees three times a year, in January, May, and August. The commencement ceremony for all graduates is held in May. All degree requirements, as specified in this handbook, must be completed prior to the graduation date for a degree to be awarded. To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and complete departmental requirements. Some doctoral programs may require a cumulative GPA above 3.0. Advisors identify students who are ready to graduate and those students are notified of their status. If you are ready to graduate, please be sure your student advisor knows your plans.

### *Academic Honesty and Integrity Policy*

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

### *University Code of Conduct*

Student rights and responsibilities codes help ensure that the NSSR is a safe environment conducive to learning. The student code of conduct is based on the principles of fairness, civility, and diversity, and intended to guide our community's development. .

### *Course Evaluations*

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