



COMMITTEE ON LIBERAL STUDIES

STUDENT HANDBOOK
2017-18

THE NEW SCHOOL

THE NEW SCHOOL
FOR SOCIAL RESEARCH

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

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

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

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

INTRODUCTION

The program in Liberal Studies is designed to facilitate interdisciplinary study and an independent approach to learning.

The Committee brings together students and faculty with a wide variety of backgrounds and fields of interest so that this diversity will enhance the academic endeavors of each group. Moreover, this interaction ensures that students will be exposed to an array of theoretical approaches and concepts as well as different types of experience. Students are encouraged to take advantage of a renowned faculty of world-class professors—and also to learn more about the fine art of writing from an equally distinguished group of journalist-researchers.

As is demonstrated by “Eros and Civilization,” the Committee’s required introductory course, special attention is paid to the main currents in Western thought. However, the Committee also offers a number of courses that focus on modern critical and transnational theories. Students are encouraged to avail themselves of any combination of courses offered by The New School for Social Research (NSSR), in conjunction, if necessary, with a course offered elsewhere within the New York City Inter-University Doctoral Consortium (IUDC) (see appendix). Other courses from within The New School, such as through the Media Studies and MFA

programs, are open to Liberal Studies students with permission from the department chair.

Students are also urged to engage their Liberal Studies colleagues and participate in the larger NSSR community on a deeper and more active level. Take part in workshops whenever possible; attend Student Union meetings at The New School for Social Research; form study groups with classmates to augment class discussions; join other students and faculty members at our department parties, scheduled regularly throughout the academic year; attend lectures offered by departments and centers throughout the NSSR. These interactions among students can make a great deal of difference in improving the quality of scholarship, in overcoming the tendency toward fragmentation which is one of the drawbacks of any urban campus, and, of course, in the enjoyment of everyday life. Remember that what you will get out of your time at The New School for Social Research will be commensurate with what you put into it. It is possible to achieve a perfect GPA without ever connecting with a fellow student—but you, and our community, will be the poorer for it. Remember, too, that there are a host of people to help you through the program; they include not only your faculty advisor and student advisor, but above all your fellow students—many of whose concerns are likely quite similar to yours.

FACULTY MEMBERS AND COMMITTEE CONTACTS

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(Co-Chair, Fall 2017)

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THE LIBERAL STUDIES MA PROGRAM

1. ADVISING

The Student Advisor

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

The Faculty Advisor

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

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

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

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

2. REQUIREMENTS

Compared with most other graduate programs, there are not a lot of rules in Liberal Studies. Still, there are a few basic requirements. In order to graduate a student must:

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

3. CORE COURSES

Only one course is required:

GLIB 6001 “Eros & Civilization.”

This course is taught in the fall semester.

In addition, while writing the Master's thesis in the final semester, students are encouraged to take either

GLIB 6301 "Master's Seminar in Critical and Creative Writing ."

Offered every spring as a writing workshop, this class brings together students who have completed 27 credits (three full-time semesters of course work) and are writing their MA theses. The workshop format and pass/fail grading option are meant to encourage students to refine the style and effectiveness of their prose by requiring seminar participants to share revisions of work in progress and also to read and comment on the drafts of others.

OR an Independent Study (GLIB 6990) course with his/her thesis advisor.

Please speak to the student advisor if you have any questions.

The Committee requires that a student meet routinely with a faculty advisor, in order to discuss the course of study, and to talk about long-range plans. Ideally, a full-time Liberal Studies student will finish their coursework during their 3rd semester so that they may dedicate their fourth semester to joining their peers for GLIB 6301 and completing their thesis. A student may register for EQ course credits which represent work on non-course requirements such as the MA Thesis. EQ credits carry no charges and do not count toward your degree. They allow students to maintain full-time status while working on their thesis. The following does not represent the only possible plan for students. For instance many students audit courses, including language classes. Students should coordinate a plan of study with their faculty advisor.

4. IDEAL PLAN OF STUDY FOR A (FULL TIME) LIBERAL STUDIES STUDENT (9 CREDITS/SEMESTER):

1st Semester	GLIB 6001 & 2 MA level courses
2nd Semester	3 MA level courses
3rd Semester	3 MA level courses
4th Semester credits (for "MA Thesis")	GLIB 6301/GLIB 6990 & 6 equivalency

** However, there are **many** variations on this course of study, so students would be wise to speak to the student advisor about their plans. **

5. CERTIFICATE PROGRAMS

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

CERTIFICATE IN GENDER & SEXUALITY STUDIES:

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

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

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

CERTIFICATE IN MEDIA MANAGEMENT:

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

Send a written statement of purpose to Paul Hardart

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

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

6. THE MA THESIS

The composition of a thesis is, distinctively, a central goal of Master of Arts in Liberal Studies at The New School for Social Research. More than a piece of original written work, the thesis traditionally has been used as an exercise in the production of knowledge, and as a rite of passage that introduces a student to the community of scholars. In the case of the MA thesis in Liberal Studies, these traditional goals are supplemented by an unusual focus on refining the voice of the aspiring prose stylist in an effort to perfect the craft of fine writing—a factor rarely stressed explicitly in conventional programs of graduate study. The production, in this fashion of an MA thesis of independent literary merit, provides a solid foundation for pursuing doctoral-level research, or a career in non-fiction writing for the general public.

The first step is picking your thesis topic and getting it approved by the committee chair. You will next need to find an instructor at The New School for Social Research to be your thesis advisor. You must have an

approved thesis proposal and a thesis advisor by the end of your third semester, or upon the completion of 27 credits worth of coursework, whichever comes first. Once a thesis advisor and a second reader are selected, please report back to the student advisor. If you do not have an approved thesis proposal and a thesis advisor at that time, you will not be allowed to register for GLIB 6301, “**Master’s Seminar in Critical and Creative Writing**” and/or begin working with your thesis advisor.

With their thesis advisor, students should make an appropriate schedule for submitting drafts and undertaking revisions. For full-time Liberal Studies students, it is strongly recommended that you take an independent study built around the topic during your third or fourth semester, under the supervision of your thesis advisor. This should facilitate your initial research and get your MA thesis into a workable rough draft that can be presented and revised in GLIB 6301.

As with all papers, students are bound by law and academic ethics to scrupulously cite all material — whether quoted or paraphrased — that is taken from other authors. Not doing so may expose you to accusations of plagiarism and all the incredibly bad things that would accompany such accusations.

DEPARTMENTAL PROCEDURES

1. REGISTRATION

Detailed information on registration dates, deadlines and procedures will be available before the registration

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

2. GRADUATION PROCEDURES

Coursework

Students are responsible for ensuring that all of their coursework has been handed in, graded, and recorded on their transcript. If all coursework is not completed by the last day of classes of their final semester, there is a possibility that they will not be able to graduate until the next semester. This is especially important for students who are finishing incompletes. After having turned in the coursework for an incomplete, it is highly recommended that students make sure a grade has been submitted before graduation. For the most part, professors do not know when students intend to graduate, thus may take their time in grading their work. You can confirm whether a grade has been submitted or not by checking with your student advisor or with the Registrar’s Office. Also, it is recommended that students inform the student advisor of when they believe they have completed all their course work. Students are strongly encouraged to check their records on my.newschool.edu.

Thesis

In general, students should also hand in the final draft of their thesis no later than the last day of classes. To avoid any misunderstandings, it is strongly recommended that students consult with their thesis advisor and reader(s) about the due date. Both the advisor and the reader(s) need to be given a reasonable amount of time to read the thesis so that they can grade it before grades are due, which is about two weeks after the last day of classes. These dates vary from year to year, so confirm them with your student advisor. In Liberal Studies, the procedure for officially passing your thesis is rather simple. Once a student's thesis advisor and reader(s) have approved the thesis, they will need to send either an email or a letter to the committee chair confirming this approval. They should copy the student advisor and/or the Secretary. From there, student advisor and/or the Secretary will send a memo to the Registrar's Office which states the student has passed the thesis requirement. Again, it is imperative that the committee chair receives these letters before the end of the grading period.

Graduation Petition

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

3. EXTENSION OF TIME FOR COMPLETION OF DEGREE REQUIREMENTS

All course credits for the Master of Arts degree in Liberal Studies must be earned within five years, unless written permission for an extension is granted by the Committee and the Office of Academic Affairs. All other work for the degree must be finished within one year after the course requirements have been satisfied.

The Committee may waive these requirements by granting an extension to the student. The Committee's practice has been:

- to require that any student requesting an extension consult with a faculty advisor within the Committee;
- to grant an initial six month's extension of time in almost all cases while, at the same time, making the student aware that further extensions are not routinely granted;
- to ask that the faculty advisor monitor the student's subsequent progress and, if further extensions are requested, report on what the student has done in the last period of study;
- to evaluate further extension requests in light of the previous record of the applicant (e.g. GPA) and the "match" between the applicant's field of study and the areas of concentration of the current faculty. Failure to complete requirements in a timely manner, faculty turnover, and an uneven academic record thus prejudice further extensions;

- and to consider that extension requests made a year or more after the last extension expired as equivalent to an application for readmission into the program.
- Please see the NSSR appendix for further details.
- assignment to an administrative office (e.g., Financial Aid, Admissions, departmental office)
- assignment to a Liberal Studies professor for such duties as research and data collection, photocopying, etc.

4. TEACHING ASSISTANTSHIPS

Each year the committee hires 2 teaching assistants to lead tutorial discussions associated with the core class Eros and Civilization. Applications for the positions are due in early March and announced by email via the office of Academic Affairs. Check with the student advisor for further information. Any full-time Liberal Studies student may apply.

5. WORK-STUDY

This program will help find employment for U.S. students with financial need to assist them in meeting their educational and subsistence expenses. Students are provided on-campus employment at an hourly wage. A work-study recipient may work up to 20 hours per week. Limited full-time employment is available during vacation periods. Students must apply for work study through Student Financial Services (212-229-8939) and must be registered for nine actual or equivalent credits of coursework, per semester, to be eligible.

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

These work-study positions can be an integral part of your graduate career, and often are an important part of the apprenticeship process. Again, interested students are encouraged to take the initiative to speak directly about working for a faculty member. ****Please see the NSSR policies and procedures appendix for further information and requirements.****

EXTRAS

1. EMAIL

All NSSR students are given an account on The New School's email server. New students can set up their account online at <http://webmail.newschool.edu> by following the link "set your password here." The New School email accounts are accessible from university computer facilities and via the web at the above address. Email is THE primary means of communication amongst students, faculty and the NSSR in general. If you are already receiving email via an outside service, you should consider setting it up to forward mail to your university email address: You can find out how to set up a forward mail facility at: <http://www.newschool.edu/ac/doc/qwiktips/forwarding.pdf>.

If you do have an email address that you check more regularly than your New School account, notify your student advisor of this address so that s/he can add it to the Liberal Studies email list - which the advisor uses to make important departmental announcements. Should you decide to take this action, you are nevertheless strongly advised to check your New School account regularly - or you stand to miss out on opportunities relating to academia, your career, as well as your social and personal life.

2. STUDENT MAILBOXES

If you are a registered active student in Liberal Studies there will also be a mailbox assigned to you. Professors may use mailboxes to return marked

papers to you. In addition, other departments at the NSSR will want to let you know about speakers and conferences they are bringing to The New School, and may use your mailbox to do so. Fellow students and professors might also try to communicate with you between class meetings by leaving a note in your mailbox. The point being: **CHECK YOUR MAILBOX REGULARLY** — they are on the 7th Floor next to the Study Lounge in the Liberal Studies suite.

3. THE COMPUTER CENTER

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

In addition, the NSSR building is Wireless-enabled. This means that if you have a wireless card, which can be easily purchased at any electronics store, you will be able to access online resources anywhere in the building including the reading room and library. For relevant information regarding enabling your computer please consult the following link:

<http://www.newschool.edu/ac/wireless/>

4. HOUSING INFORMATION

On-Campus

The Office of University Housing can help you find both on-campus dormitory-style housing and off-campus housing. Please note that, while the University operates about five dormitory facilities with several types of living arrangements available in each, it is unable to guarantee single rooms to graduate students. Thus, while a convenient and safe option for those new to New York, it is possible that you will be sharing a room or apartment. You can access information about the dorms and accommodations at the following link:

<http://www.newschool.edu/studentaffairs/housing/>

Off-Campus

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

Many NSSR students choose to live in Brooklyn and Queens where they find more affordable and roomy housing options. Several popular neighborhoods include Astoria, Bushwick, Bed-Stuy, Crown Heights, Park Slope, Fort Greene, and Greenpoint. These neighborhoods are, for the most part, well-served by the subway and public transportation. The cheapest option for most students is often to find a

“share” — an available bedroom in an apartment. A popular and ****free**** service for locating housing is Craigslist and can be accessed at the following link:

<http://newyork.craigslist.org>. In general, roommate referral services that charge fees tend to be a poor value.

It may be difficult to find an affordable living situation, particularly before you are physically in town. Thus, students hoping to find off-campus housing are advised to utilize any and all resources they can find. If you limit yourself to one source of information— you may be in for stress and grief.

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

5. LIBRARIES

Students with a valid New School ID may use and borrow books from Fogelman Library, New York University’s Bobst Library (the big red building on West 4th Street between LaGuardia Place and Washington Square East), and the Cooper Union Library (at Astor Place, which is at approximately 7th Street and Third Avenue). The collections of all three of these libraries are catalogued on the Bobcat computer system, which can be accessed within these libraries, at either The New School computer centers and online from the University homepage.

Students are also encouraged to get a New York Public Library (NYPL) card available at any neighborhood branch library. And do not overlook NYPL’s more extensive research

facilities: such as the Mid-Manhattan branch (455 Fifth Avenue at 40th Street); the central research library and Center for the Humanities (Fifth Avenue between 40th and 42nd Streets); the Library for the Performing Arts at Lincoln Center (40 Lincoln Center Plaza); the Schomburg Center for Research in Black Culture (515 Malcolm X Blvd.); and the Science, Industry, and Business Library (188 Madison Avenue).

6. BOOKSTORES

The Union Square Barnes and Nobles (see address below) is the “official” bookstore of The New School. You may, or may not, find the books listed on your syllabi here. Often, you will find your professors will have failed to place orders on time. Enterprising students, however, often find better deals online anyway, so try to get the syllabi in advance and take advantage of any sales you can find.

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

- **Alabaster Books** (122 4th Ave, at 12th St.)
- **Barnes and Noble Union Square North** (33 E 17th St, at Park Ave.)
- **Bluestockings** (172 Allen St, at Stanton St., L.E.S.)
- **Labyrinth Books** (536 West 112th Street, between Broadway and Amsterdam)
- **Left Bank Books** (17 8th Ave, between W. 12th and Jane St.)
- **Mast Books** (66 Avenue A, at 5th St.).

- **Mercer Books** (206 Mercer St, at Bleecker St.)
- **Revolution Books** (9 West 19th Street, between Fifth and Sixth Avenues)
- **Spoonbill and Sugartown Books** (218 Bedford Ave., Williamsburg, Bklyn, at N. 5th)
- **St. Mark’s Bookshop** (136 E 3rd St at Ave. A)
- **Strand Bookstore** (828 Broadway, at 12th Street)

7. OTHER RESOURCES

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

8. CONTINUING AND OTHER STUDENTS’ INTERESTS

et al. Magazine - et al. is an interdisciplinary online literary non-fiction publication aimed at finding new voices in public scholarship: criticism, personal essays, reviews, et al. Each issue is organized around a theme chosen by the editors, a collaborative working group of recent Liberal Studies alums. Current students are encouraged to submit. For more information and to read back issues, visit the et al. website at etal-mag.com, or email the editors at info@etal-mag.com. All pitch submissions should be sent to submissions@etal-mag.com.

Liberal Studies on Facebook - <https://www.facebook.com/LiberalStudiesNSSR>

Liberal Studies on Twitter - [@LibStudiesNSSR](https://twitter.com/LibStudiesNSSR)

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.