



# DEPARTMENT OF SOCIOLOGY

## 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.

# 1. INTRODUCTION

The Sociology Student Handbook supplements the New School for Social Research (NSSR) Catalog with detailed information about the Sociology Department's current policies, resources and courses of study. This Handbook is the product of the combined effort of Sociology Student Advisor, faculty, and the Dean's Office. A careful reading of both the NSSR Catalog and this Handbook is essential for the sociology student who wishes to progress toward the completion of the MA and/or PhD degree. By understanding the departmental policies contained within, you may avoid expenses and delays related to outstanding degree requirements such as unfulfilled methods courses, language requirements, seminars, and exams.

This Handbook is meant to serve as a procedural primer. It is not meant to replace in any way the consultations with faculty and the student advisor that enable each student to tailor a program of sociological study to fit his or her individual interests and needs. We hope you will make good use of the following advising and communication channels in planning your program of study at the NSSR and The New School.

This Sociology Department Graduate Handbook is a general reference to graduate study in this department. It includes information on academic programs, program requirements, 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 New School for Social Research (NSSR) Catalog. The Catalog is the official source of information about the rules, regulations and requirements of the University, the NSSR, and the Department. As a companion to the Catalog, this handbook is designed to clarify NSSR and Departmental policy, and provide you with resources for solving any problems that may arise as you pursue your graduate studies.

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

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## 2. FACULTY AND DEPARTMENT CONTACTS

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## 3. MA PROCEDURES

### 3.1 ADVISING AND ASSESSMENT OF PROGRESS PROCEDURES

#### *Faculty Advisor for MA students*

A faculty advisor will be assigned to students during their first semester as they enter the MA program. Students with a preference for a faculty advisor should notify the student advisor. Students can change faculty advisors depending on their interests and progress, provided faculty members accept the change. Students who make this change with faculty approval should always inform the departmental student advisor.

MA students are strongly encouraged to meet their faculty advisor during her/his office hours one time during the semester to discuss the program and registration, although technical aspects of registration are handled by the student advisor.

During their second year, MA students are encouraged to meet with their faculty advisors to discuss their continuing progress, and the preparation for the MA exam.

All NSSR students are evaluated by the department and the Dean's Office every term to make sure they comply with current academic policies. Every student should receive an Academic Review Sheet each term. Students with "unsatisfactory" remarks must address the issues before attempting to register again. Academic Review Sheets also contain information about the student's progress, missing requirements and completed credits.

### 3.2 MA COURSE REQUIREMENTS

**\*\*\*NOTE:** The MA requirements below are to be applied to *all incoming students* as of the Fall 2011 semester. All students who entered either the MA or PhD programs prior to the Fall 2011 semester must fulfill the previous course requirements. For previous course requirements for MA and PhD degree see Appendix I.

Students entering with a BA degree must successfully complete 30 credits of coursework (usually 10 courses) with a cumulative grade point average of B or better (3.0); 24 of these credits must be listed or cross-listed in sociology. These must include:

1. Classical Sociological Theory (GSOC 5101)
2. Contemporary Sociological Theory (GSOC 5061)
3. Logic of Inquiry (GSOC 5069)
4. Historical Sociology (GSOC 5102)

Students may petition the Chair to have courses that are not cross-listed approved for credit in Sociology.

### 3.3 MA EXAMINATION

After taking and completing the four core required courses (Classical Sociological Theory, Contemporary Sociological Theory, Logic of Inquiry, and Historical Sociology) and at least 6 additional sociology credits, students are eligible to sit for the MA Examination. For the 2017-2018 academic years, the MA exam will be offered on January 27. (Please note that the MA exam is offered only one time per year on the last Saturday of January.)

Students directly admitted to the PhD program are also required to pass the MA exam. **Students may petition to take the exam until the last day of the Fall semester. This petition is available in the student advisor's office.**

The exam is a 7-hour test (students whose first language is not English get an hour more), typed on a computer made available during the proctored exam. No electronic devices are allowed in the testing room and no outside materials may be used in the exam. This exam must be taken no later than the semester in which 30 credits are completed.

The MA written examination is meant to test graduate students' knowledge of general theoretical, methodological and substantive issues in sociology. The MA examination is divided into three parts: (1) Structures and Processes; (2) Foundations; and (3) Methods. Each student must answer a total of four questions incorporating all three sections: One or two questions from section (1) Structures and Processes; one or two questions from section (2) Foundations; one question from section (3) Methods.

The evaluations for the MA examination are as follows:

1. High Pass: Approval with honors to apply to the PhD program.
2. Pass: Approval to apply to the PhD program.
3. Low Pass: Terminal MA degree. No application for admittance into PhD program. A student who receives a Low Pass but wishes to apply to the PhD program must petition the Department faculty to be permitted to retake the MA exam. This petition must include a letter or an e-mail of support from the student's academic advisor. The exam may only be retaken in the year following the one in which the student took the exam the first time. The petition must be received at least one month in advance of the exam.
4. Fail: No MA degree, but one more attempt allowed. Students who fail the MA examination will not be permitted to continue into the PhD program no matter what their score on the second attempt.

Faculty will hold an "MA preparation workshop" in the semester preceding the exam. Students may also request past exams from the student advisor and have them delivered via e-mail. Past exams, collected by the graduate student advisor, may be consulted in order for students to become familiar with the general themes of past exam questions and the forms such questions take. While there is necessarily some degree of overlap in examination themes from one year to the next, students should not expect questions to be replicated.

### **3.4 CREDIT LIMIT AND TRANSFER OF CREDITS TOWARDS THE MA DEGREE**

MA students are not allowed to register for more than 30 credits. They must either take the MA examination and graduate or petition to enter into the PhD program in order to take more credits.

#### *Transfer of Credits towards the MA Degree*

Up to three credits may be granted toward the MA after a student has completed six credits of satisfactory work in the department. The graduate credits to be transferred must have been completed within 10 years prior to the date of matriculation and must be in, or related to, the sociology curriculum. The *Transfer of Credits Form* is available at <http://www.newschool.edu/nssr/academic-petitions-policies/>; students must attach an official copy of all transcripts for the evaluation. Approval of the transfer of credits is given by the Chair of the Department of Sociology and NSSR Academic Affairs.

### **3.5 PROCEDURES FOR INTERNAL ADMISSION INTO THE PHD PROGRAM**

Only students who declare their interest in the PhD and complete an application process, described below, can be considered for PhD entrance. For students entering the program as MA admits, there is no automatic entrance into the PhD program after completing the MA requirements for the NSSR sociology department.

Students will be evaluated for admission into the PhD program based on their full record (including grades, performance on the MA exam, and the PhD portfolio) as well as based on fit with department faculty expertise.

For students originally accepted directly into the PhD program, the PhD portfolio review functions as a progress report. However, even direct PhD admits must take and pass the MA exam and complete other MA requirements and maintain good academic standing in order to be permitted to continue in the PhD program.

Students interested in applying to the PhD must do the following:

1. Pass the MA examination with either Pass or High
2. Pass Submit a PhD entrance portfolio which must include:
  - i. an academic transcript (which can be requested as an unofficial transcript through the University Registrar or printed online)
  - ii. a writing sample (one course paper or the equivalent)
  - iii. a completed Ph.D. entrance application where the student specifies the two sub-areas in which s/he will write the Field Statements and two proposed Co-chairs of the field statement committee (with the option to list a third committee member).
  - iv. a completed NSSR Academic Affairs Internal PhD Admission Form. The form can be requested from the student advisor.

- v. A four-page (double spaced) description of the student's research interests, including their likely area of investigation for the dissertation, and proposed dissertation topic.
- vi. An e-mail message from two faculty members from the Sociology Department sponsoring the applicant.

**Please note:** Students must make every effort to discuss their abstract with whomever they proposed as a potential PhD advisor. The required abstract is a description of intent of study, and not a dissertation proposal or literature review.

Internal PhD applicants are reviewed during the spring semester. Applicants must complete the MA exam given on **January 27, 2018**, and submit their PhD portfolios by **February 12, 2018**. All application materials should be submitted to the Department Secretary by the designated date. Students will be notified in writing of the department's admission decisions. Such department decisions are final.



## **4. PHD PROCEDURES**

### **4.1 ADVISING AND ASSESSMENT OF PROGRESS PROCEDURES**

#### *Faculty Advisor for PhD students*

Students finishing their MA program and wishing to continue into the PhD track must apply to the PhD program and gain admission through the process delineated above.

When applying to the PhD program and after passing the MA exam, students specify a potential committee of two faculty members.

If accepted into the PhD program, students will form a committee of three faculty (two faculty until field statement defense), at least two of whom need to be members of the department. The committee can be changed given the evolving development of the student's progress in the program.

All NSSR students are evaluated every term to make sure they comply with current academic policies. Every student should receive an Academic Review Sheet each term. PhD students whose GPA is lower than 3.3, those who have more than 67% of attempted credits graded as Incomplete or those who have exceeded the 20-terms time limit to finish the program will receive an "unsatisfactory" mark and will be referred to the proper office to solve the situation. Students with "unsatisfactory" remarks should address the issue before attempting to register again. Academic Review Sheets also contain information about the student's progress, missing requirements and completed credits.

### **4.2 PHD COURSE REQUIREMENTS**

The course requirements for the PhD are:

1. Completion of the course and distribution requirements for the MA at the NSSR or their equivalent elsewhere;
2. One sociological methods course besides Logic of Inquiry;
3. Four departmental seminars or proseminars;
4. Electives up to the total of 60 credits, of which no more than 12 credits may be for courses from other NSSR departments or other divisions at The New School that are not cross-listed in sociology.

#### *Transfer of Credits towards the PhD Degree*

PhD students may transfer up to 30 credits. Students should familiarize themselves with departmental requirements prior to petitioning to transfer credits. Students who expect to transfer 30 credits upon admission to the PhD should not petition for their MA degree.

The transfer of credits petition is available at <http://www.newschool.edu/nssr/academic-petitions-policies/>; students must a copy of all transcripts for the evaluation, but also ensure that the Registrar has an

official sealed copy of all necessary documents. Departmental approval of the transfer of credits is based upon the decision of the Chair of the Department of Sociology and the Academic Affairs office. The Registrar has final approval.

### **4.3 PHD EXAM STRUCTURE**

The overall structure of departmental exam requirements is as follows:

1. General level of knowledge: Masters level written examination (see MA exam section)\*.
2. Intermediate level: defense of two field statements (Comprehensive exam).
3. Specialized level: dissertation proposal defense (Oral exam).

**Note: Incoming students who already have an MA in Sociology from another institution will still be required to take and to pass the Sociology Department MA examination before being allowed to move on to the PhD examination stage, even if they were admitted as direct PhD students.**

**Note 2: Direct PhD admits do not receive the MA en route (they may petition for the MPhil after a successful defense of the field statements; see below).**

#### *The PhD Comprehensive Exam (Field Statements)*

By the end of the student's 10th semester in the program (or 4 semesters after the last course was taken, whichever comes first), students must pass the PhD Comprehensive Exam. This examination consists of two requirements, both of which must be successfully completed by each student:

1. two written **field statements** (with bibliographies);
2. one **oral examination** based on the field statements.

**Overview:** Each student must complete two field statements. In consultation with and contingent upon approval by their faculty advisor, students may formulate each of the individual field statements either as: 1) a broad analytical and synthetic exploration of literature in a subfield of the discipline; 2) a theoretical chapter of their dissertation; or 3) a research article which is publishable (according to the judgment of the student's committee).

Each field statement committee should consist of two members of the sociology faculty, who will serve as co-chairs. An optional third faculty member can be included from either the sociology faculty or outside of the department. Both co-chairs must sign a form, available from the graduate advisor, which indicates what form the field statements will take and in what areas.

We strongly suggest that the student meet with appropriate faculty members to discuss the field statements by the end of the first year in the PhD program. The student is also encouraged to continue to meet with the appropriate faculty members to discuss an analytic framework as s/he writes the field statements. Drafts should be provided to all committee members for comment with enough time for revision before an oral exam is scheduled.

Exemplary completed field statements donated by students are available in a department archive kept by the Graduate Student Advisor. (Again, however, students are required to demonstrate originality in their analyses.) Reading lists and finished field statements may be added to the archive by either the student or a supervising faculty member, with the student's permission, in the interests of expanding the archive.

### *Evaluations for the PhD Examination are as Follows:*

Students can achieve grades of "high pass", "pass", "fail," or "low pass" on the field statements.

1. *High Pass/Pass:* Students may proceed to the PhD proposal.
2. *Low Pass:* Students may take the MPhil degree only and cannot proceed to the PhD. Students may petition to take the exam a 2nd time. If the petition is denied, an MPhil remains the degree option. If a student does take the exam again and passes, they may proceed to the PhD.
3. *Fail:* Students cannot receive an MPhil or proceed to the PhD. Students may petition to take the exam a 2nd time. If denied, a student does not receive the MPhil or proceed to the PhD. If the student passes on the 2nd attempt, they proceed to the PhD. If they receive a low pass, the MPhil is the only degree option.

**Note: Petitions to retake an exam may be sent to the department chair. The petition outlining the rationale for the request will be reviewed by the department chair and faculty directing the field statements. (If the chair is on the field statement committee, the director of graduate studies or a senior faculty designee will review the petition with the committee.) Any opportunity to retake the exam remains at the discretion of the department. The faculty decision on the petition is final.**

### *Scheduling Oral Examinations*

We recommend that at least one semester before their expected date of completion for both field statements PhD students begin consulting with the members of their examination committees to schedule the oral exam.

To schedule their field statements oral exam, PhD students must petition at the student advisor's office at least three weeks before the date when they plan to defend their field statements. The student advisor will be in charge of completing the paperwork needed for the defense. Students should also contact the department secretary to book a room after the examinee has arranged a day/time with his/her committee members.

**Note: Students about to defend any work (field statements, dissertation proposal and dissertation) MUST CONTACT the student advisor at least three**

weeks before the examination to get paperwork completed in a timely manner, and contact the Department secretary to reserve a room.

#### **4.4 DISSERTATION COMMITTEE REQUIREMENTS: DISSERTATION PROPOSAL AND ORAL DEFENSE**

Before being advanced to candidacy for the PhD, students must submit a dissertation proposal for evaluation in an oral exam conducted by a dissertation committee. Students must pass the PhD proposal defense by the end of their 16th semester in the program.

**Note 1: The 16th semester rule applies to all incoming students as of the Fall 2014 semester.**

Each proposal committee should consist of at least three members. In Sociology, the proposal committee must have at least two faculty members from the Sociology department. External members from other NSSR departments are accepted upon approval by the student's supervisor. External members from other Universities are accepted upon approval by the student supervisor and the Department Chair. (Also see the NSSR Catalog for more information about including external examiners).

The defense of the dissertation proposal includes an examination of the candidate's substantive knowledge of the sociological area in which the dissertation problem is placed.

The dissertation proposal should include:

1. a clear indication of the problem to be studied;
2. a discussion relating the research to previous work in the field;
3. a detailed description of the materials to be collected and the analytical methods to be used,
4. a clear statement of possible conclusions to be drawn from the research; and
5. a short outline of each of the planned chapters.

*Timetable:* By the end of the 10th semester in the program, we strongly suggest that students contact a faculty member who might serve as their committee chair, to discuss the proposal, and their dissertation plans. The committee chair does not need be a faculty member who was part of the student's Field Statements (although they obviously can be, and often are). Drafts should be provided to all committee members for comment with enough time for revision before an oral exam is scheduled.

Students who fail the oral defense may request to take it one more time. A second unsuccessful attempt will require withdrawal from the PhD program.

#### ***Advancement to Candidacy***

Before being admitted to PhD candidacy, students must pass the PhD Comprehensive Exam (Field Statements), complete 60 credits, and successfully defend their dissertation proposal.

Upon successfully passing the PhD Comprehensive exam (field statements), completing 60 credits and successfully defending the dissertation proposal, the student should petition for advancement from PhD Status (PHDS) to PhD Candidacy (PHDC). Change of Status form can be found at <http://www.newschool.edu/nssr/academic-petitions-policies/>.

#### **4.5 LANGUAGE EXAMS**

Students need to pass the language exam prior to being advanced to candidacy. PhD candidates must demonstrate reading competence in one foreign language (other than English). The NSSR provides students with the opportunity to take non-credit language courses at The New School for Public Engagement at no cost to the student. The courses and the course times are listed in *The New School for Public Engagement Bulletin*, as well as in the [University Course Catalog](#). Interested students should visit the NSSR Office of Academic Affairs during registration for information and relevant materials.

With the assistance of the department secretary, prepared students should schedule their language exam with a faculty member who is proficient in the language they have chosen. A form must be filled out and signed by the Chair to indicate that the student passed the language exam and fulfilled the requirement. In the event that no faculty member in the department is proficient in the language, the student must find an approved teacher of the language at The New School or a NSSR faculty member from another department to administer the exam.

The exam is comprised of a 1-page translation of the foreign language text into English. The specific page of text is to be chosen by the professor administering the exam. The student will be given 1.5 hours to complete the translation and may use the aid of a non-electronic language-to-language dictionary. The exam will be administered on campus in a place chosen by the professor administering the exam.

Students whose first language is not English may waive the examination by providing documentation supporting their claim. A faculty member must send a memorandum to the student advisor on behalf of the student, attesting to her/his command of a language other than English.

#### **4.6 RESEARCH WITH HUMAN SUBJECTS**

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. See the NSSR Appendix below or IRB website <http://www.newschool.edu/provost/institutional-review-board/> for important information about the university Institutional Review Board (IRB).

#### **4.7 DISSERTATION DEFENSE**

A final dissertation must be submitted, approved and defended orally before a committee consisting of four members – three faculty members who constitute the central dissertation committee, and a designated Dean’s Representative who is an eligible faculty member from elsewhere in The New School. In Sociology, the central dissertation committee must have at least two faculty members from the Sociology department. External members from other NSSR departments are accepted upon approval by the student’s supervisor. External members from other Universities are accepted upon approval by the student supervisor and the Department Chair. (Also see the NSSR Catalog for more information about including external examiners). The “Dean’s Representative,” technically a member of the student’s full committee, must be approved by the NSSR Office of Academic Affairs. Students can submit their request for Dean’s Representative at: <https://docs.google.com/forms/d/e/1FAIpQLSdPZcYF6c7IV5E000kXOMOUnnwroHCCLTBZmSyolc56DV4Zng/viewform>.

While preparing the dissertation manuscript, students must also consult the NSSR PhD. Handbook found online and in Academic Affairs.

#### **4.8 MPHIL DEGREE**

The NSSR offers the degree of Master of Philosophy in the Sociology Department. With the permission of the department chair, the degree will be conferred upon a registered student who has fulfilled satisfactorily all the requirements of the department for the PhD. except the dissertation and dissertation proposal defense. Registered students in satisfactory academic standing who have fulfilled the requirements for the MPhil can petition for the degree and receive it en route to the PhD or they may take it as a terminal degree. Students cannot be readmitted or reenrolled for the purpose of receiving the MPhil.

## **5. GENERAL DEPARTMENTAL PROCEDURES AND INFORMATION**

### **5.1 STUDENT ADVISOR**

The Sociology Student Advisor is an advanced PhD. student who facilitates the registration process, assists students with academic program planning, assists the Chair and the Director of Graduate Studies in reviewing student progress toward the fulfillment of degree requirements, proctors the MA examination, and attends departmental faculty meetings. The Student Advisor may, for example, help students make connections with a study group or provide information on external grants, work opportunities and calls for conference papers.

The advisor works part time and will let all students know his or her office hours. Messages can be left for the advisor at (212) 229-5737 ext. 3129.

### **5.2 DIRECTOR OF GRADUATE STUDIES**

The Director of Graduate Studies (DGS) is a member of the faculty who serves students' needs and oversees the progress of graduate students in the department. The DGS organizes and oversees MA and PhD workshops throughout the year, assists graduating PhD students (organizing practice job talks and website), and serves as an ombudsman for student concerns or dilemmas regarding faculty. The DGS will be available in posted office hours or by appointment.

### **5.3 REGISTRATION PROCEDURE**

Registration for courses occurs online during designated times (announced online, through e-mail, and through registration mailers). Students who register and do not make payment arrangements by August 10th (for fall registration) and January 10th (for spring registration) deadlines must pay a late payment fee. All students, including those maintaining status, should register on-line to avoid complications and delays that could result in getting closed out of classes or a late fee. Those students who are no longer in course work but are continuing as matriculated students are responsible to register to maintain status and pay for the maintenance of status fee. All the fees are explained in the *NSSR Catalog*.

Please see The New School website for updates to the academic calendar.

The Student Advisor is a primary contact during the registration process. All students must contact her in order to receive information with which the online registration will be completed. The student advisor is not allowed to release registration information to non-New School email accounts, so students should use New School accounts for registration purposes. The Student Advisor might have extended office hours during the registration period. If the latter is the case, after registration regular office hours will be posted for the remaining weeks of the semester. The faculty might also have special office hours posted. All students are

encouraged to seek their advice. After seeing the Student Advisor, incoming students will receive necessary information in order to register online.

## **5.4 STUDENT ASSOCIATIONS**

### *Sociology Student Association (SSA)*

The Sociology Student Association is an organization for Sociology students that has traditionally provided a forum for public discussion of student concerns on topics ranging from the quality of community life at The New School to financial aid problems, student conferences, and when and where the next sociology party will be. Three students are elected to serve as student representatives. They organize meetings, attend and present student concerns at the departmental faculty meetings (where student representatives may have one vote on policy matters discussed in general meetings). The SSA organizes a variety of events including the yearly “Graduate Student Conference.” They also can represent the department as members of the NSSR Student Union. The elections are staggered so that one or two new representatives are elected each semester to serve for one year. Since the major part of student activities are organized by the Sociology Student Association, it is very important for students to elect responsible and more advanced students as their representatives who can present all students’ concerns to the Sociology Department and are willing to contribute to the sociology student life outside the classroom. Student committees are frequently formed to take on specific functions. Meetings are announced through email. The Sociology Student Association meets once or twice a month, as called by the Student Representatives, and food and drink are provided at the meetings. Everyone is encouraged to watch for announcements of these student meetings and attend whenever possible.

### *GFSS Student Senate*

The GFSS Student Senate serves as a NSSR-wide student organization. It represents student interests across departments and coordinates interdepartmental student activities. A Fee Board, which receives its money from the registration fees paid by all NSSR students and allocates special funds for interdepartmental activities. Students should watch for notices of GFSS meetings and activities and be encouraged to take part.

### *Sociology Student Workshop for Works in Progress*

The Sociology Student Workshop is a forum for graduate students at all stages of their studies to present and receive commentary on works-in-progress. Students sign up to present and comment on papers at the beginning of the semester. Student workshops are organized every year at the students’ initiative with the help from the interested faculty members. Students have found the previous workshops to be very useful for receiving constructive responses to their own



ongoing work, as well as for learning about the projects and approaches of other students.

### *Study Groups*

Although daytime jobs may make it difficult for students to find convenient meeting times, it is well worth the effort to form a study group. Groups can be started by a few interested students, either within or outside a class. Most sociology students find participation in a study group essential when they are preparing for the MA exam or their qualifying examinations.

### *Speaker and Brown Bag Lunch Series*

Academic lectures and informal talks are frequently held by the in-house and visiting faculty and students to present their on-going work or recent publications. Students are strongly encouraged to attend these talks and presentations and take part in the general discussion. They provide an invaluable forum for students to get acquainted with the current work of their professors and other scholars. Advanced graduate students and other scholars in the field may be invited to serve as commentators.

## **5.5 MAILBOXES AND EMAIL COMMUNICATION**

### *Mailboxes*

All full- and half-time NSSR sociology students should have a mailbox outside the Sociology Department office. A current list of the box numbers is posted outside the Sociology office. Anyone who does not have a box should contact the Department Secretary.

### *E-mail Distribution List*

The student advisor and the secretary of the department maintain an e-mail distribution list of all new and continuing Sociology students. Information on conferences, job opportunities, registration, departmental activities, etc., is distributed in this electronic form. If students have any information they would like to disseminate to the entire student body, this is the forum in which to do so. Every student must have a New School email account to receive emails from the Sociology Department, Dean's office, and other university offices. Registration for continuing students is online and MUST be done using the student's new school email account. The Student advisor is not allowed to release registration information to non- New School e mail addresses. Students should contact the Academic Computing Center, to get their New School email address. New students should email the student advisor and the secretary of the Department to make sure that they are part of the Sociology email list.

### *Bulletin Board*

The Sociology Department maintains a bulletin board that students should periodically check for notices of speakers, conferences, calls for papers, job openings and upcoming events.

## **6. DEGREE CHECKLIST**

The following five pages consist of sample checklists for the fulfillment of the MA and PhD requirements. Students are urged to fill out these checklists each semester and use them as a gauge to judge their progress. The checklists, however, do not allow for the many exceptions to the rule; nor do they allot space for transfer credits or for waivers of requirements that students may be given under special circumstances.

Students can also use DegreeWorks to track their progress.

**DEPARTMENT OF SOCIOLOGY MA GRADUATION REQUIREMENTS**

**NAME:** \_\_\_\_\_

*Course Title and No.*

*Date to be Completed*

- (1) Classical Sociological Theory (GSOC 5101)
- (2) Contemporary Sociological Theory (GSOC 5061)
- (3) Logic of Social Inquiry (GSCO 5118)
- (4) Historical Sociology (GSOC 5102)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Optional Fundamentals Course in One Sub-Field*

\_\_\_\_\_

\_\_\_\_\_

*Electives Cross-Listed in Sociology (Up to 18 credits)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Electives Outside the Department (Optional - up to 6 credits)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Transfer Credits Accepted (Optional- up to 3 credits)*

\_\_\_\_\_

\_\_\_\_\_

*TOTAL CREDITS (30 required)*

\_\_\_\_\_

**WRITTEN EXAMINATION DATE**

\_\_\_\_\_

**THIS STUDENT HAS COMPLETED ALL OF THE ABOVE REQUIREMENTS**

\_\_\_\_\_  
Student Advisor

\_\_\_\_\_  
Date

**DEPARTMENT OF SOCIOLOGY PHD GRADUATION REQUIREMENTS**

**NAME:** \_\_\_\_\_

*Course Title and No.*

*Date to be Completed*

- (1) Classical Sociological Theory (GSOC 5101)
- (2) Contemporary Sociological Theory (GSOC 5061)
- (3) Logic of Social Inquiry (GSCO 5118)
- (4) Historical Sociology (GSOC 5102)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Methods (one additional required)*

- [(1) Taken as MA] \_\_\_\_\_
- (2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Electives (no more than 12 credits from non-sociology not cross-listed unless authorized by Dept. Chair)*

(Circle one)

(D-CL/Not-CL): \_\_\_\_\_

\_\_\_\_\_

(D-CL/Not-CL): \_\_\_\_\_

\_\_\_\_\_

(D-CL/Not-CL): \_\_\_\_\_

\_\_\_\_\_

(D-CL/Not-CL): \_\_\_\_\_

\_\_\_\_\_

*Transfer Credits Accepted (Up to 30 credits)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*TOTAL CREDITS (60 required)*

**MA EXAMINATION DATE**

**PHD QUALIFYING EXAM DATE**

**PHD ORAL EXAMINATION DATE**

**LANGUAGE EXAMINATION DATE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS STUDENT HAS COMPLETED ALL OF THE ABOVE REQUIREMENTS**

\_\_\_\_\_  
Student Advisor

\_\_\_\_\_  
Date

## **MA AND PHD REQUIREMENTS FOR STUDENTS WHO BEGAN THEIR COURSE OF STUDY BEFORE AUGUST 2011.**

Students entering with a B.A. degree must successfully complete 30 credits of coursework (usually 10 courses) with a cumulative grade average of B or better. 27 of these credits must be listed or cross-listed in sociology. These must include:

1. **Foundations of Sociology I and II** (SOCI 5101 and SOCI 5102);
2. One course in a **sociological method** (field or ethnographic research, textual/historical analysis, or quantitative analysis). The course Logic of Social Inquiry also fulfills the method requirement and will appear on the MA exam administered Spring Term of 2012

### *The MA Written Examination*

After **taking and completing** Foundations of Sociology I, Foundations of Sociology II, a Methods course and at least 9 additional sociology credits, students are eligible to sit for the MA Examination.

**Students must petition to take the exam by December 15th. This petition is available in the Student Advisor's office.**

### *PhD Course Requirements*

The normal course requirements for the Ph.D. are:

1. Completion of the course and distribution requirements for the MA at the NSSR or their equivalent elsewhere;
2. A second sociological method;
3. Four departmental seminars or proseminars.
4. Electives up to the total of 60 credits, of which no more than 12 credits may be for courses from other NSSR departments or other divisions at The New School that are not cross-listed in sociology.

**DEPARTMENT OF SOCIOLOGY MA GRADUATION REQUIREMENTS (ALL MA STUDENTS ENTERING BEFORE AUGUST 2011)**

**NAME:** \_\_\_\_\_

*Core Courses (required)*

*Date to be Completed*

Foundations I (GSOC 5101)

Foundations II (GSOC 5102)

*Methods*

*Optional Fundamentals Course in One Sub-Field*

*Electives Cross-Listed in Sociology (Up to 21 credits)*

*Electives Outside the Department (Optional - up to 3 credits)*

*Transfer Credits Accepted (Optional- up to 3 credits)*

*Total Credits (30 required)*

**WRITTEN EXAMINATION DATE**

**THIS STUDENT HAS COMPLETED ALL OF THE ABOVE REQUIREMENTS**

\_\_\_\_\_  
Student Advisor

\_\_\_\_\_  
Date

**DEPARTMENT OF SOCIOLOGY PHD GRADUATION REQUIREMENTS (\*\*ALL PHD STUDENTS ENTERING BEFORE AUGUST 2011)**

**NAME:** \_\_\_\_\_

*Core Courses (required)*

Foundations I (GSOC 5101)

Foundations II (GSOC 5102)

*Date to be Completed*

*Methods (two different types)*

1. \_\_\_\_\_

2. \_\_\_\_\_

*Optional Fundamentals Course in One or More Sub-Field*

\_\_\_\_\_

\_\_\_\_\_

*Electives (no more than 12 credits from non-sociology that are not cross-listed)*

(Circle one)

(D-CL/Not-CL): \_\_\_\_\_

(D-CL/Not-CL): \_\_\_\_\_

(D-CL/Not-CL): \_\_\_\_\_

(D-CL/Not-CL): \_\_\_\_\_

(D-CL/Not-CL): \_\_\_\_\_

(D-CL/Not-CL): \_\_\_\_\_

*Transfer Credits Accepted (Optional- up to 3 credits)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Total Credits (60 required)*

**MA EXAMINATION DATE**

**PHD QUALIFYING EXAM DATE**

**PHD ORAL EXAMINATION DATE**

**LANGUAGE EXAMINATION DATE**

**THIS STUDENT HAS COMPLETED ALL OF THE ABOVE REQUIREMENTS**

\_\_\_\_\_

Student Advisor

\_\_\_\_\_

Date



## 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.