



# PARSONS

2012-2013  
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**PARSONS THE NEW SCHOOL FOR DESIGN**

## ACADEMIC CALENDAR 2012-2013

### FALL 2012

Registration ( <u>Most new students</u> register over the summer for the fall term)	April 2–27 (Registration for continuing students) Aug. 20–24 (Registration for transfer students and late registration for continuing students)
Classes Begin	Mon., Aug. 27
Last Day to Add a Class	Mon., Sept. 10
Last Day to Drop a Class	Tues., Sept. 18
<b>Last Day to Withdraw From a Class With a Grade of W</b>	
Undergraduate Students	Fri., Oct. 12
Parsons Graduate Students	Fri., Oct. 12
All Other Graduate Students	Tues., Dec. 18
<b>Holidays</b>	
Labor Day weekend:	Sat., Sept. 1–Mon., Sept. 3
Rosh Hashanah:	Sun., Sept. 16 eve*–Mon., Sept. 17
Yom Kippur:	Tues., Sept. 25 eve*–Wed., Sept. 26 <i>*Sunday and Tuesday classes scheduled for 3:50 p.m. or later do not meet. No classes meet on Monday and Wednesday. See rescheduled days below.</i>
Thanksgiving:	Wed., Nov. 21–Sun., Nov. 25
Winter Break:	Wed., Dec. 19–Fri., Jan. 25
Makeups and Rescheduled Days	On Tuesday, Nov. 20, classes will follow the Wednesday schedule. On Tuesday, Dec. 18, daytime classes will not meet.
Spring 2013 Registration	Nov. 5–30
Juries	Arranged by program
Classes and Exams End	Tues., Dec. 18
Online Session A	Aug. 27–Dec. 18
Online Session B	Aug. 27–Oct. 26
Online Session C	Oct. 8–Dec. 18
Winter Break	Dec. 19–Jan. 25

### SPRING 2013

Registration (New students register in January for the spring term.)	Nov. 5–30, Registration for continuing students Jan. 22–25, Registration for new students and late registration for continuing students
Classes Begin	Mon., Jan. 28
Last Day to Add a Class	Fri., Feb. 8
Last Day to Drop a Class	Fri., Feb. 15
<b>Last Day to Withdraw From a Class With a Grade of W</b>	
Undergraduate Students	Fri., March 15
Parsons Graduate Students	Fri., March 15
All Other Graduate Students	Mon., May 20
<b>Holidays</b>	
Martin Luther King Day:	Mon., Jan. 21
Presidents Day:	Mon., Feb. 18
Spring Break:	Mon., March 25–Sun., March 31
Fall 2013 Registration	April 1–26
Juries	Arranged by program
Classes and Exams End	Mon., May 20
Graduation	Fri., May 24
Online Session A	Jan. 28–May 20
Online Session B	Jan. 28–April 5
Online Session C	Mar. 11–May 20

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## ABOUT PARSONS

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Student Affairs: Joe Hosking, Senior Director

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Lawrence, Dean

School of Art, Media and Technology: Anne Gaines, Dean

School of Constructed Environments: William Morrish, Dean

School of Design Strategies: Alison Mears, Dean

School of Fashion: Simon Collins, Dean

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### A BRIEF GUIDE TO PARSONS

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Parsons prepares students to be independent thinkers who creatively and critically address the complex human conditions of 21st-century culture. We are creating a diverse learning environment for developing intelligent and reflective practices through studio-based research and critical scholarship in order to make meaningful and sustainable contributions to today's global society. As a division of The New School, Parsons builds on the university's legacy of progressive ideals, scholarship, and educational methods. Our faculty challenges convention through a setting and philosophy that encourages formal experimentation, nurtures alternative world views, and cultivates forward-thinking leaders and creative professionals in a world increasingly influenced by art and design.

The New School was founded in 1919 as a "center for discussion, instruction, and counseling for mature men and women." Today it is a thriving urban university offering undergraduate and graduate degrees in the liberal arts and social sciences, design, and the performing arts. The New School, a privately supported institution, is chartered as a university by the Board of Regents of the State of New York. Its degree and certificate programs are approved by the New York State Division of Veterans Affairs.

### Accreditation

All degree programs at The New School are registered by the New York State Education Department. The New School has been regionally accredited by Middle States Commission of Higher Education since 1960. (Read the report and documentation from the most recent [Middle States review](#) at [www.newschool.edu/leadership/middle-states](http://www.newschool.edu/leadership/middle-states).) The university's professional curricula are accredited by the

appropriate professional educational agency or board.  
Accrediting agencies of individual programs are listed below.

Parsons The New School for Design has been accredited by the National Association of Schools of Art and Design since 1966.

The Bachelor of Business Administration in Design and Management meets NASAD standards for the Bachelor of Arts—4 years: Design and Management. It is registered as a BBA with the New York State Education Department (NYSED).

The master's program in Architecture has been accredited by the National Architectural Accrediting Board since 1994.

The doctoral Clinical Psychology program has been accredited by the American Psychological Association since 1981.

The master's program in Urban Policy Analysis and Management has been accredited by the National Association of Schools of Public Affairs and Administration since 1988.

## Facts About Parsons

- Founded in 1896 by New York City artist William Merritt Chase and associates
- Named in 1936 for longtime president Frank Alvah Parsons, who devoted his life to integrating visual art and industrial design
- Became a division of The New School in 1970
- Located in Greenwich Village, New York City
- Current enrollment: Parsons enrolls more than 4,000 students in its undergraduate and graduate degree programs. The New School as a whole enrolls more than 10,000 matriculated students.
- The Parsons faculty includes 160 full-time members and approximately 1,000 part-time members. The majority of faculty members are working professional artists and designers.

## The Five Schools

Parsons recently unveiled a new academic structure. Consolidating a dozen departments, each offering numerous degree programs, Parsons now comprises five schools. This step acknowledges the historical segregation of disciplines within university-level art and design studies programs. It also recognizes the increasingly interdisciplinary nature of problem solving in contemporary society. The five schools are listed below.

### The School of Art and Design History and Theory

The following academic programs are offered:

- MA Design Studies
- MA Fashion Studies

- MA History of Decorative Arts and Design

### The School of Art, Media, and Technology

The following academic programs are offered:

- AAS Graphic Design
- BFA Communication Design
- BFA Design and Technology
- BFA Fine Arts
- BFA Illustration
- BFA Photography
- MFA Design and Technology
- MFA Fine Arts
- MFA Photography

### The School of Constructed Environments

The following academic programs are offered:

- AAS Interior Design
- BFA Architectural Design
- BFA Interior Design
- BFA Product Design
- MArch Architecture
- MFA Interior Design
- MFA Lighting Design

### The School of Design Strategies

The following academic programs are offered:

- BA Environmental Studies
- BA Urban Studies
- BBA Strategic Design and Management
- BFA Integrated Design
- BS Environmental Studies
- BS Urban Design
- Graduate Certificate in Design Business
- MA Theories of Urban Practice
- MFA Transdisciplinary Design
- MS Design and Urban Ecologies
- MS Strategic Design and Management

### The School of Fashion

The following academic programs are offered:

- AAS Fashion Design
- AAS Fashion Marketing
- BFA Fashion Design

- MFA Fashion Design and Society

## **General Education at the University**

The New School's academic programs are designed to prepare students to be productive citizens in the 21st century. In addition to mastery of discipline-specific competencies, the university expects all of its graduates to be able to demonstrate the capacity to think critically; to analyze quantitative and/or scientific constructs; to communicate effectively both orally and in writing; and use appropriate technologies as tools for collecting information.



## PROGRAMS OF STUDY

### UNDERGRADUATE PROGRAMS

All undergraduate programs include a strong liberal arts component, including courses in art and design history, theory, and criticism. These courses provide a context for studio practice. And because Parsons is part of a larger university with a tradition of cross-disciplinary inquiry, students can choose from a wide range of lecture courses and electives in humanities, social sciences, media studies, and business.

The Bachelor's program options at Parsons are:

#### Bachelor of Fine Arts (BFA)

BFA programs consist of 134 credits, including 92 studio/program credits, designed to be completed in four years of full-time study. A BFA degree prepares students for art and design professions and/or graduate studies. Areas of Study: Architectural Design, Communication Design, Design and Technology, Fashion Design, Fine Arts, Illustration, Integrated Design, Interior Design, Photography, and Product Design

*Note: Due to space limitations, placement in certain BFA programs is competitive; students cannot be guaranteed their first choice of a major.*

#### Bachelor of Arts (BA) and Bachelor of Science (BS)

Bachelor of arts (BA) and bachelor of science (BS) programs consist of 120 credits designed to be completed in four years of full-time study.

Areas of study: Environmental Studies, Urban Design, and Urban Studies.

#### Bachelor of Business Administration (BBA)

The Bachelor of Business Administration (BBA) in Design and Management is a four-year program consisting of 134 credits. The curriculum includes finance, accounting, and studio work. It educates students in the entrepreneurial and strategic aspects of design and the design aspects of business. Project-based studio and seminar courses integrate business, design, and liberal arts education, promoting interdisciplinary learning through wide-ranging research and collaborative work.

#### BA/BFA Dual Degree Program

Parsons and Eugene Lang College The New School for Liberal Arts jointly offer a five-year curriculum permitting simultaneous completion of both the Bachelor of Fine Arts degree (90 credits) and a Bachelor of Arts degree (90 credits). More information about this program and the special BA/BFA application form can be found at [www.newschool.edu/apply](http://www.newschool.edu/apply), or contact the office of admission at either Parsons or Eugene Lang College.

## First-Year Options for Incoming Freshmen

### First-Year Foundation

Foundation lets students explore a broad range of art and design concepts, skills, and critical practices, establishing a basis for their growth as an artist or designer. In the 2D Integrated Studio, Laboratory, 3D Studio, and Drawing Studio courses, students develop their creative practice with fellow students who are passionate about all kinds of art and design. After completing first-year courses, students work with an advisor and instructors to define their goals and choose a major.

This option is an appropriate first-year choice for students interested in the following majors:

- Architectural Design (BFA)
- Communication Design (BFA)
- Design and Management (BBA)
- Design and Technology (BFA)
- Environmental Studies (BA or BS)
- Fashion Design (BFA)
- Fine Arts (BFA)
- Illustration (BFA)
- Integrated Design (BFA)
- Interior Design (BFA)
- Photography (BFA)
- Product Design (BFA)
- Urban Design (BS)

### First-Year Design and Management

The first-year Design and Management curriculum introduces students to business principles and practices that will enable them to succeed as a manager or entrepreneur. Project-based studio and seminar courses integrate business, design, and liberal arts, promoting interdisciplinary learning through collaborative work. Students interested in majoring in design and management are strongly encouraged to take this first-year curriculum.

This option is an appropriate first-year choice for students interested in the following majors:

- Design and Management (BBA)
- Environmental Studies (BA or BS)
- Integrated Design (BFA)
- Urban Design (BS)

### First-Year Design and Technology

In the first-year Design and Technology curriculum, students explore the way digital technologies are revolutionizing art and design. In Core Studios, students learn the principles of design, particularly as they relate to interactive print and time-based media (including video, audio, and animation). They produce projects of progressively increasing complexity, focusing on visual composition, typography, color, imaging, and design for a specific audience. Students interested in time-based media, communication design, graphic and Web design, animation, and data visualization are encouraged to take this

first-year curriculum.

This option is an appropriate first-year choice for students interested in the following majors:

- Architectural Design (BFA)
- Communication Design (BFA)
- Design and Technology (BFA)
- Environmental Studies (BA or BS)
- Fine Arts (BFA)
- Illustration (BFA)
- Integrated Design (BFA)
- Urban Design (BS)

### **First-Year Environmental Studies**

The first-year Environmental Studies curriculum integrates education in sustainability and design thinking with instruction in environmental policy, the social sciences, and natural sciences. The curriculum offers students important insights into the environmental conditions of our cities, teaches them to think critically about environmental challenges, and empowers them to create interventions. Students interested in study urban ecosystems, sustainable design, and public policy are encouraged to take this first-year curriculum.

This option is an appropriate first-year choice for students interested in the following majors:

- Architectural Design (BFA)
- Environmental Studies (BA or BS)
- Integrated Design (BFA)
- Interior Design (BFA)
- Urban Design (BS)

### **First-Year Photography**

The first-year Photography curriculum introduces students to the visual, technical, conceptual, and professional skills and vocabulary necessary to succeed in the field. Courses include seminars and studio in photographic drawing, painting, lighting, and design.

This option is an appropriate first-year choice for students interested in the following majors:

- Communication Design (BFA)
- Environmental Studies (BA or BS)
- Fine Arts (BFA)
- Integrated Design (BFA)
- Photography (BFA)
- Urban Design (BS)

### **First-Year Urban Design**

The first-year Urban Design curriculum introduces students to methods used in researching city spaces and the social, cultural, aesthetic, political, and ecological dimensions of urban life. Students take part in fieldwork in which they observe and document street life in New York City, using photography, video, and drawing.

This option is an appropriate first-year choice for students interested in the following majors:

- Architectural Design (BFA)
- Environmental Studies (BA or BS)
- Integrated Design (BFA)
- Interior Design (BFA)
- Urban Design (BS)

## **ASSOCIATE IN APPLIED SCIENCE (AAS)**

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The AAS programs are designed for students with college degrees or credits who are clear about their interest in design and prepared for rapid immersion in a professional course of study in particular field.

Areas of study: Fashion Design, Fashion Marketing, Graphic Design, and Interior Design

## **GRADUATE PROGRAMS**

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### **Master of Architecture (MArch)**

#### **Master of Architecture/Master of Fine Arts in Lighting Design (MArch/MFA)**

**Master of Arts (MA)** in Design Studies, Fashion Studies, the History of Decorative Arts and Design, and Theories of Urban Practice

**Master of Fine Arts (MFA)** in Design and Technology, Fine Arts, Fashion Design and Society, Interior Design, Lighting Design, Photography, and Transdisciplinary Design

**Master of Science (MS)** in Design and Urban Ecologies and Strategic Design and Management

**Graduate Certificate** in Design Business

## **OTHER ACADEMIC PROGRAMS**

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Parsons offers a variety of programs for nonmatriculated students of all ages: Summer Intensive Studies (pre-college and college-level) in New York City and Paris; Continuing Education (certificate programs and general art and design education for adults); Parsons Pre-College Academy (certificate programs and general art and design education for young people in grades 4–12). Visit the website at [www.newschool.edu/parsons](http://www.newschool.edu/parsons) for more information.

## HEGIS CODES

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PROGRAM	HEGIS	DEGREE
Architectural Design	0299.00	BFA
Architecture	0202.00	March
Communication Design	1002.00	BFA
Design and Management	1099.00	BBA
Design and Technology	1009.00	BFA
Design and Technology	1009.00	MFA
Design and Urban		
Ecologies	2214.00	MS
Design Business	1099.00	GR Certificate
Design Studies	1003.00	MA
Environmental Studies	1999.10	BA
Environmental Studies	1999.10	BS
Fashion Design	1009.00	BFA
Fashion Marketing	5012.00	AAS
Fashion Design	5012.00	AAS
Fashion Design and Society	1009.00	MFA
Fashion Studies	1003.00	MA
Fine Arts	1002.00	BFA
Fine Arts	1002.00	MFA
Graphic Design	5012.00	AAS
History of Decorative		
Arts and Design	1003.00	MA
Illustration	1009.00	BFA
Integrated Design	1009.00	BFA
Interior Design	5012.00	AAS
Interior Design	0203.00	BFA
Interior Design	0203.00	MFA
Lighting Design	0201.00	MFA
Photography	1011.00	BFA
Photography	1011.00	MFA
Product Design	1009.00	BFA
Strategic Design		
Management	1099.00	MS
Theories of Urban Practice	2214.00	MA
Transdisciplinary Design	1009.00	MFA
Urban Studies	2214.00	BA
Urban Design	2214.00	BS



## PROGRAM REQUIREMENTS

### Course Descriptions

Course descriptions contain prerequisite and corequisite information as well as any other restrictions that apply. Course descriptions are published in the Advising section of the Parsons website: [www.newschool.edu/parsons/courses](http://www.newschool.edu/parsons/courses). General course distribution and other program requirements are described below.

### Liberal Arts Requirements

Students may fulfill these requirements by enrolling in courses offered by the School of Art and Design History and Theory and by taking approved courses offered by other programs at the university. Liberal arts courses are clearly designated every semester on the student resources pages of the Parsons website: [www.newschool.edu/parsons/courses](http://www.newschool.edu/parsons/courses).

Courses offered by the School of Art and Design History and Theory focus on the culture, history, theory, and analysis of design and art. Studying these subjects helps students understand the processes, practices, and products of design and art as core loci of human knowledge, agents of social change, and sites of cultural diversity.

All degree candidates are required to fulfill this component of their program requirements. Transfer credit for appropriate academic coursework is subject to review and must be approved in advance.

### Writing and Language Requirements

#### Critical Reading and Writing

All undergraduates in BBA, BFA, BS, and AAS programs must take a critical reading and writing course, every semester until the requirement has been completed. (The requirement consists of 6 credits of Critical Reading and Writing. An exception is made for students for whom English is a second language, who must complete the ESL sequence and a minimum of 3 credits in Critical Reading and Writing or Bridge for a minimum of 6 credits.) Bachelor students who entered as freshmen must complete the requirement before their junior or third year of study. Transfer students can usually receive credit for equivalent courses taken at another college. Students may be required to take summer courses and/or may be prevented from enrolling in courses in their program until the requirement has been fulfilled.

Students who test into or are placed in English as a Second Language (ESL) courses may be required to take additional credits in critical reading and writing.

#### English as a Second Language (ESL)

Students who test into or are placed in ESL courses are expected to enroll in and complete an ESL course every semester until the prescribed sequence has been successfully completed.

## SCHOOL OF ART AND DESIGN HISTORY AND THEORY

### MA History of Decorative Arts and Design

Parsons offers the master of arts degree in the History of Decorative Arts and Design in collaboration with the Cooper-Hewitt Museum of the Smithsonian Institution. The master of arts degree is awarded for completion of 48 credits of coursework and a master's examination or thesis. A maximum of six credits of graduate-level coursework may be transferred from another accredited institution. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

#### First Year Fall

PGHI 5100 Survey of Decorative Arts 1	3
PGHI 5105 Proseminar	3
Electives (2)	6
	12

#### First Year Spring

PGHI 5102 Survey of Decorative Arts 2	3
Electives (3)	9
	12

#### Second Year Fall

Electives (4)	12
	12

#### Second Year Spring

PGHI 5902 Independent Study: Thesis 1	3
PGHI 5903 Independent Study: Thesis 2	3
Electives (2, if writing a thesis)	6
or	
PGHI 5904 Independent Study: Master's Exam	3
Electives (3, if taking exams)	9
	12

<b>Total Credits</b>	<b>48</b>
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## MA Design Studies

The Master of Arts degree in Design Studies is awarded for completion of 42 credits of coursework, including a master's thesis. No credits can be transferred from another institution. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Fall

PGDS 5115 Discourses of Design Studies	3
PGHT 5600 Design for this Century: Lecture	0
PGHT 5601 Design for this Century: Recitation	3
Elective	3
Elective	3
	12

### First Year Spring

PGDS 5010 Writing for the Public Realm in the 21st Century	3
PGDS 5100 Seminar in Methods and Theory	3
Design Studies Elective	3
Elective	3
	12

### Second Year Fall

PGDS 5200 Advanced Preparation for Thesis	3
Elective	3
Elective	3
	9

### Second Year Spring

PGDS 5210 Thesis	6
Elective	3
	9
<b>Total Credits</b>	<b>42</b>

## MA Fashion Studies

The Master of Arts degree in Fashion Studies is awarded for completion of 42 credits, including a master's thesis. No credits can be transferred from another institution. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Fall

PGFS 5000 Fashion Studies: Key Concepts	3
PGFS 5010 Fashion, History, and Mediation	3
Fashion Studies Elective	3
Elective	3
	12

### First Year Spring

PGFS 5020 Interpreting Fashion	3
PGFS 5030 Fashion Cultures: Lecture	0
PGFS 5031 Fashion Cultures: Recitation	3
Fashion Studies Elective	3
Elective	3
	12

### Second Year Fall

PGFS 5200 Advanced Thesis Preparation	3
Electives	6
	9

### Second Year Spring

PGFS 5210 Thesis	6
Elective	3
	9
<b>Total Credits</b>	<b>42</b>

## SCHOOL OF ART, MEDIA, AND TECHNOLOGY

### AAS Graphic Design

The Associate in Applied Science degree is awarded for completion of 65 credits of coursework. A maximum of 31 credits of undergraduate coursework may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner. Students who receive the maximum number of transfer credits (31) are eligible to enroll in the fast-track option outlined below.

#### Level 1

PAGD 1040 Graphic Design 1	4
PAGD 1060 Typography 1	2
PAGD 1070 Process and Skills	2
PAGD 1140 Digital Layout	2
PAGS 1021 Color Theory	2
PLEN 1020 Critical Reading and Writing 1	3
	15

#### Level 2

PAGD 1010 History of Graphic Design	3
PAGD 1041 Graphic Design 2	4
PAGD 1091 Interactive/Web Design 1	2
PAGS 1001 Drawing	2
PLEN 1021 Critical Reading and Writing 2	3
Digital Design Elective	3
	17

#### Level 3

PAGD 1042 Graphic Design 3	4
Studio Electives	5
Liberal Arts	6
Printmaking	2
	17

#### Level 4

PAGD 1030 Portfolio and Process	2
Studio Elective	3
Graphic Design or Digital Design Elective	2
Liberal Arts	9
	16
<b>Total Credits</b>	<b>65</b>

## AAS Graphic Design with Liberal Arts Transfer Credits

#### Level 1

PAGD 1010 History of Graphic Design	3
PAGD 1040 Graphic Design 1	4
PAGD 1060 Typography 1	2
PAGD 1070 Process and Skills	2
PAGD 1140 Digital Layout	2
PAGS 1021 Color Theory	2
	15

#### Level 2

PAGD 1041 Graphic Design 2	4
PAGD 1061 Advanced Typography	2
PAGD 1091 Interactive/Web Design 1	2
PAGD 1240 Advanced Digital Layout	2
PAGS 1001 Drawing	2
Graphic Design or Digital Design Elective	2
Printmaking	2
	16

#### Level 3

PAGD 1030 Portfolio and Process	2
PAGD 1042 Graphic Design 3	4
Digital Design Elective	3
Graphic Design Elective	2
Internship or Studio Elective	2
	13
Transfer credit (Liberal Arts)	21
<b>Total Credits</b>	<b>65</b>

## AAS Graphic Design Fast Track

### First Semester

PAGS 1021 Color Theory	2
PAGD 1010 History of Graphic Design	3
PAGD 1040 Graphic Design 1	4
PAGD 1060 Typography 1	2
PAGD 1070 Process and Skills	2
PAGD 1091 Interactive/Web Design 1	2
PAGD 1140 Digital Layout	2
	17

### Second Semester

PAGD 1030 Portfolio and Process	2
PAGD 1041 Graphic Design 2	4
PAGD 1042 Graphic Design 3	4
PAGS 1001 Drawing	2
Digital Design Elective	3
Printmaking	2

17

Transfer Credits 31

**Total Credits 65**

## BFA Communication Design

The Bachelor of Fine Arts degree is awarded for completion of 134 credits as designated by the program. A maximum of 67 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year*</b>	<b>F</b>	<b>S</b>
PUDT 1100 Core Studio: Image	4	-
PUDT 1103 Core Lab: Image	2	-
PUDT 1200 Core Studio: Time	-	4
PUDT 1202 Core Lab: Time	-	2
PUDT 1203 Creative Computing	-	3
Studio Electives	6	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUCD 2025 Core Studio: Typography	4	-
PUCD 2026 Core Lab: Typography	2	-
PUDT 2100 Core Studio: Interaction	-	4
PUDT 2101 Core Lab: Interaction	-	2
Studio Electives	6	6
PLDS 2500 Intro to Design Studies: Lecture	0	-
PLDS 2501 Intro to Design Studies: Recitation	3	-
PLVS 2025 History of Graphic Design	-	3
Art History/ Design Studies Elective [2000 level]	3	-
ULEC University Lecture Elective	-	3
	18	18

<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUCD 3095 Topics Studio	6	-
PSAM 5550 Collaborative Studio/Current Elective	-	3
Studio Electives	6	6
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
Art History/Design Studies Elective [3000 level]	-	3
Liberal Arts Elective	3	-
ULEC University Lecture Elective	-	3
	18	15

<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUCD 4205 Senior Thesis 1	6	-
PUCD 4210 Senior Thesis 2	-	6
PUCD 3901 Internship (fall or spring)	2	-
Studio Electives	3	6
Senior Seminar	3	-
Liberal Arts Elective	-	3
	14	15

**Total Credits 134**

\* First year may be completed in the Foundation program or in the Design and Technology program, as indicated above.

## BFA Design and Technology

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
PUDT 1100 Core Studio: Image	4	-
PUDT 1103 Core Lab: Image	2	-
PUDT 1200 Core Studio: Time	-	4
PUDT 1202 Core Lab: Time	-	2
PUDT 1203 Creative Computing	-	3
Studio Electives	6	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUDT 2100 Core Studio: Interaction	4	-
PUDT 2102 Core Lab: Interaction	2	-
PUDT 2200 Core Studio: Space	-	4
PUDT 2201 Core Lab: Space	-	2
Studio Electives	6	6
PLVS 2060 History of Design & Technology: Lec	-	0
PLVS 2061 History of Design & Technology: Rec	-	3
PLDS 2500 Intro to Design Studies: Lecture	0	-
PLDS 2501 Intro to Design Studies: Recitation	3	-
Art History/ Design Studies Elective [2000 level]	-	3
ULEC ULEC University Lecture Elective	3	-
	18	18
<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUCD 3095 Topics Studio	6	-
PUDT 3000 Prototyping	-	3
PSAM 5550 Collaboration Studio	-	3
Studio Electives	6	6
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
Art History/Design Studies Elective [3000 level]	-	3
Liberal Arts Elective	3	-
ULEC University Lecture Elective	-	3
	18	18
<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUDT 4100 Thesis 1	6	-
PUDT 4200 Thesis 2	-	6
PUDT 3901 Internship (fall or spring)	2	-
Studio Electives	3	3
Senior Seminar	3	-
Liberal Arts Elective	-	3
	14	12
<b>Total Credits</b>	<b>134</b>	

## BFA Fine Arts

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
PUFN 1440 2D Integrated Studio 1	3	-
PUFN 1450 2D Integrated Studio 2	-	3
PUFN 1000 3D Studio 1	3	-
PUFN 1010 3D Studio 2	-	3
PUFN 1040 Drawing Studio 1	3	-
PUFN 1050 Drawing Studio 2	-	3
PUFN 1505 Laboratory 1	3	-
PUFN 1510 Laboratory 2	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUFA 2200 Core Studio 1: Sign & System	3	-
PUFA 2220 Labs: 2D or PUFA 2230 Labs: 3D or PUFA 2240 Labs: 4D	6	-
PUFA 2210 Core Studio 2: Form & Innovation	-	3
PUFA 3220 Topics: 2D or PUFA 3230 Topics: 3D or PUFA 3240 Topics: 4D	-	3
Studio Electives	3	6
PLVS 2500 Intro to Visual Culture: Lecture	0	-
PLVS 2501 Intro to Visual Culture: Recitation	3	-
PLAH 2305 History of Modern and Postmodern Art	-	3
Art History/Design Studies Elective [2000 level]	-	3
ULEC University Lecture Elective	3	-
	18	18

<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUFA 3200 Core Studio 3: Site & Context	3	-
PUFA 3220 Topics: 2D or PUFA 3230 Topics: 3D or PUFA 3240 Topics: 4D	3	-
PUFA 3210 Core Studio 4: Professional Practicum	-	3
PUFA 3520 Advanced Projects: 2D or PUFA 3530 Advanced Projects: 3D or PUFA 3540 Advanced Projects: 4D	-	3
Studio Electives	6	6
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
Art History/Design Studies Elective [3000 level]	-	3
Liberal Arts Elective	3	-
ULEC University Lecture Elective	-	3
	18	18
<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUFA 4200 Core Studio 5: Artist & Studio	3	-
PUFA 4210 Core Studio 6: Expanded Fields	-	3
PUFA 4300 Core Lab: Independent Studio	3	3
PUFA 4032 Senior Thesis	-	3
Studio Electives	3	2
Senior Seminar	3	-
Liberal Arts Elective	-	3
	12	14
<b>Total Credits</b>	<b>134</b>	

## BFA Illustration

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
PUFN 1440 2D Integrated Studio 1	3	-
PUFN 1450 2D Integrated Studio 2	-	3
PUFN 1000 3D Studio 1	3	-
PUFN 1010 3D Studio 2	-	3
PUFN 1040 Drawing Studio 1	3	-
PUFN 1050 Drawing Studio 2	-	3
PUFN 1505 Laboratory 1	3	-
PUFN 1510 Laboratory 2	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUIL 2115 Core Studio 1: 2D	4	-
PUIL 2135 Core Lab 1: Painting & Drawing	2	-
PUIL 2116 Core Studio 2: 3D	-	4
PUIL 2136 Core Lab 2: Objects	-	2
PUIL 2070 Language & Letterforms	3	-
Electives	3	6
PLDS 2500 Intro to Design Studies: Lecture	0	-
PLDS 2501 Intro to Design Studies: Recitation	3	-
PLVS 2045 History of Illustration	-	3
Art History/Design Studies Elective [2000 level]	-	3
ULEC University Lecture Elective	3	-
	18	18
<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUIL 3115 Core Studio 3: Motion	4	-
PUIL 3135 Core Lab 3: Moving Pictures	2	-
PUIL 3300 Topics Studio	-	6
Studio Elective	6	6
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
Art History/Design Studies Elective [3000 level]	3	-
ULEC University Lecture Elective	-	3
Liberal Arts Elective	-	3
	18	18



<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUIL 4115 Senior Thesis 1	6	-
PUIL 4116 Senior Thesis 2	-	6
PUIL 4021 Professional Practices	-	3
Studio Electives	3	2
Senior Seminar	3	-
Liberal Arts Elective	-	3
	12	14
<b>Total Credits</b>	<b>134</b>	

## BFA Photography

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
PUPH 1010 Freshman Seminar 1	4	-
PUPH 1011 Freshman Seminar 2	-	4
PUPH 1015 Design 1: From Line to Pixel	3	-
PUPH 1016 Design 2: From Line to Pixel	-	3
PUPH 1001 Drawing	2	-
PUPH 1002 Drawing and Painting	-	2
PUPH 1020 Light	3	-
Studio Elective	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUPH 2007 Design 3: Capture to Print	3	-
PUPH 2300 Design 4: Video	-	3
PUPH 2013 Photo Topics	-	3
PUPH 2009 Sophomore Seminar 1	3	-
PUPH 2011 Sophomore Seminar 2	-	3
PUPH 2003 Studio and Light 1	3	-
PUPH 2004 Studio and Light 2	-	3
PUPH 2001 View Camera	3	-
PLVS 2300 History of Photography	3	-
PLVS 2500 Intro to Visual Culture: Lecture	0	-
PLVS 2501 Intro to Visual Culture: Recitation	3	-
Art History/Design Studies Elective [2000 level]	-	3
ULEC University Lecture Elective	-	3
	18	18
<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUPH 3001 Junior Seminar 1	3	-
PUPH 3002 Junior Seminar 2	-	3
PUPH 3901 Internship or Elective	-	2
Design-Centered Elective	3	-
Studio Electives	6	6
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
Art History/Design Studies Elective [3000 level]	-	3
Liberal Arts Elective	3	-
ULEC University Lecture Elective	-	3
	18	17

<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUPH 4001 Senior Seminar 1	3	-
PUPH 4003 Senior Seminar 2	-	3
PUPH 4002 Senior Seminar Lab 1	2	-
PUPH 4004 Senior Seminar Lab 2	-	2
PUPH 4005 Senior Thesis Tutorial	1	1
Studio Electives	6	3
Senior Seminar [ADHT]	3	-
Liberal Arts Elective	-	3
	15	12
<b>Total Credits</b>	<b>134</b>	

## MFA Design and Technology

The Master of Fine Arts degree is awarded for completion of 60 credits. A maximum of six credits of graduate-level coursework may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Summer

PGTE Boot Camp	0
	0

### First Year Fall

PGTE 5200 Major Studio 1	6
PGHT 5600 Design for this Century: Lecture	0
PGHT 5601 Design for this Century: Recitation	3
PGTE 5250 Creativity and Computation	3
Support Elective	3
	15

### First Year Spring

PGTE 5201 Major Studio 2	6
PSAM 5550 Collaboration Studio	3
Academic Elective	3
Support Electives	6
	18

### Second Year Fall

PGTE 5300 Integrative Thesis Studio 1	6
PSAM 5550 Collaboration Studio	3
Support Electives	6
	15

### Second Year Spring

PGTE 5301 Integrative Thesis Studio 2	6
Academic Elective	3
Support Elective	3
	12
<b>Total Credits</b>	<b>60</b>

## MFA Fine Arts

The Master of Fine Arts degree is awarded for completion of 60 credits. A maximum of six credits of graduate-level liberal arts coursework may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Fall

PGFA 5036 Graduate Core 1: Group Critique	3
PGFA 5105 Graduate Core 1: Studio Visits (includes Fine Arts Visiting Lecture series)	3
PGFA 5127 Theory, Practice, & Career 1	3
PGFA 5150 Critical Thinking 1	3
Elective	3
	15

### First Year Spring

PGFA 5037 Graduate Core 2: Group Critique	3
PGFA 5107 Graduate Core 2: Studio Visits (includes Fine Arts Visiting Lecture series)	3
PGFA 5151 Critical Thinking 2	3
Electives	6
	15

### Second Year Fall

PGFA 5115 Graduate Core 3: Studio Visits (includes Fine Arts Visiting Lecture series)	3
PGFA 5046 Graduate Core 3: Group Critique	3
PGFA 5140 Thesis Research & Writing 1	3
Electives	6
	15

### Second Year Spring

PGFA 5047 Graduate Core 4: Group Critique	3
PGFA 5117 Graduate Core 4: Studio Visits (includes Fine Arts Visiting Lecture series)	3
PGFA 5145 Thesis Research & Writing 2	3
PGFA 5128 Theory, Practice, & Career 2	3
PGFA 5146 Thesis Exhibition	3
	15

**Total Credits** **60**

## MFA Photography

The Master of Fine Arts degree is awarded for completion of 60 credits. No credits may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Summer

PGPH 5001 Major Studio 1	6
PGPH 5000 Graduate Seminar 1	3
	9

### First Year Fall

PGPH 5003 Independent Studio 1	3
Academic Elective	3
	6

### First Year Spring

PGPH 5006 Independent Studio 2	3
Academic Elective	3
	6

### Second Year Summer

PGPH 5101 Major Studio 2	6
PGPH 5100 Graduate Seminar 2	3
PGPH 5103 Teaching Methods (Elective)	3
	12

### Second Year Fall

PGPH 5110 Independent Studio 3	3
PGPH 5301 Thesis and Exhibition 1	2
Academic Elective	3
	8

### Second Year Spring

PGPH 5113 Independent Studio 4	3
PGPH 5302 Thesis and Exhibition 2	2
Academic Elective	3
	8

### Third Year Summer

PGPH 5202 Major Studio 3	6
PGPH 5200 Graduate Seminar 3	3
PGPH 5201 Thesis and Exhibition 3	2
	11

**Total Credits** **60**

## SCHOOL OF CONSTRUCTED ENVIRONMENTS

### AAS Interior Design

The Associate in Applied Science degree is awarded for completion of 65 credits of coursework. A maximum of 31 credits of undergraduate coursework may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner. Students who receive the maximum number of transferable credits (31) are eligible to enroll in the fast-track option outlined below.

#### Level 1

PAID 1030 Drawing Interiors 1: 2D	4
PAID 1211 Drawing Interiors 1: 3D	2
PAGS 1001 Drawing	2
PAGS 1021 Color Theory	2
PAID 1050 Principles of Interior Design	2
PLEN 1020 Critical Reading and Writing 1	3
	15

#### Level 2

PAID 1020 ID Studio 1	4
PAID 1028 Environmental Design	2
Interior Design Elective	2
PLEN 1021 Critical Reading and Writing 2	3
Liberal Arts	6
	17

#### Level 3

PAID 1021 ID Studio 2	6
PAID 1070 Construction Documents	2
PAID 1040 Interior Design History 1	3
Elective	2
Liberal Arts	3
	16

#### Level 4

PAID 1022 ID Studio 3	4
Electives	7
Liberal Arts	6
	17
<b>Total Credits</b>	<b>65</b>

## AAS Interior Design Fast Track

#### First Semester

PAGS 1001 Drawing	2
PAID 1030 Drawing Interiors 1: 2D	4
PAID 1211 Drawing Interiors 1: 3D	2
PAID 1020 ID Studio 1	4
PAID 1028 Environmental Design	2
PAID 1050 Principles of Interior Design	2
	16

#### Second Semester

PAID 1021 ID Studio 2	6
PAID 1022 ID Studio 3	4
PAID 1070 Construction Documents	2
PAID 1040 Interior Design History 1	3
PAGS 1021 Color Theory	2
Interior Design Elective	1
	18
Transfer Credits	31
<b>Total Credits</b>	<b>65</b>

## BFA Architectural Design

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits of undergraduate-level coursework may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
PUFN 1440 2D Integrated Studio 1	3	-
PUFN 1450 2D Integrated Studio 2	-	3
PUFN 1000 3D Studio 1	3	-
PUFN 1010 3D Studio 2	-	3
PUFN 1040 Drawing Studio 1	3	-
PUFN 1050 Drawing Studio 2	-	3
PUFN 1505 Laboratory 1	3	-
PUFN 1510 Laboratory 2	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUAD 2001 Design Studio 1	5	-
PUAD 2002 Design Studio 2	-	5
PUAD 2013 Elements of Space, Tectonics, and Surface	3	-
PUAD 2400 Materials: Methods and Intentions	-	3
PUAD 2021 Representation and Analysis 1	3	-
PUAD 2023 Representation and Analysis 2	-	3
PLSD 2324 History of World Architecture 1: Lec	0	-
PLSD 2325 History of World Architecture 1: Rec	3	-
PLSD 2326 History of World Architecture 2: Lec	-	0
PLSD 2327 History of World Architecture 2: Rec	-	3
PLDS 2500 Intro to Design Studies: Lecture	0	-
PLDS 2501 Intro to Design Studies: Recitation	3	-
ULEC University Lecture Elective	-	3
	17	17
<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUAD 3001 Design Studio 3	6	-
PUAD 4002 Design Studio 4	-	6
PUAD 3030 Architecture & Energy: Lecture	3	-
PUAD 3031 Architecture & Energy: Recitation	0	-
PUAD 3032 Nature, Culture, Design	3	-
SCE Electives	-	6
Art History/Design Studies Elective [2000 level]	3	-
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
ULEC University Lecture Elective	-	3
	18	15

<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUAD 4001 Design Studio 5	6	-
PUAD 4003 Design Studio 6	-	6
PUAD 4021 Portfolio Preparation	1	-
SCE Electives	3	3
Senior Seminar	-	3
Art History/Design Studies Elective [3000 level]	3	-
Liberal Arts Electives	3	3
	16	15
<b>Total Credits</b>	<b>134</b>	

## BFA Interior Design

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits of undergraduate-level coursework may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
PUFN 1440 2D Integrated Studio 1	3	-
PUFN 1450 2D Integrated Studio 2	-	3
PUFN 1000 3D Studio 1	3	-
PUFN 1010 3D Studio 2	-	3
PUFN 1040 Drawing Studio 1	3	-
PUFN 1050 Drawing Studio 2	-	3
PUFN 1505 Laboratory 1	3	-
PUFN 1510 Laboratory 2	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUID 2000 Design Studio 1	5	-
PUID 2001 Design Studio 2	-	5
PUID 2055 Representation & Analysis 1	3	-
PUID 2056 Representation & Analysis 2	-	3
PUID 2050 Elements of Space, Tectonics, Surface	3	-
PUID 2016 Materiality: Methods and Intentions	-	3
PLSD 2324 History of World Architecture 1: Lec	0	-
PLSD 2325 History of World Architecture 1: Rec	3	-
PLSD 2326 History of World Architecture 2: Lec	-	0
PLSD 2327 History of World Architecture 2: Rec	-	3
PLDS 2500 Intro to Design Studies: Lecture	0	-
PLDS 2501 Intro to Design Studies: Recitation	3	-
ULEC University Lecture Elective	-	3
	17	17
<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUID 3000 Design Studio 3	6	-
PUID 3001 Design Studio 4	-	6
PUID 3055 Program, Concept and Representation	3	-
PUID 3100 Critical Studies in Design 1	3	-
PUID 3200 Critical Studies in Design 2	-	3
SCE Elective	-	3
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
Art History/Design Studies Elective [2000 level]	3	-
ULEC University Lecture Elective	-	3
	18	15

<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUID 4000 Design Studio 5	6	-
PUID 4001 Design Studio 6	-	6
PUID 4012 Portfolio Preparation	1	-
PUID 4005 Details, Furniture and Construction	3	-
SCE Elective	-	3
Senior Seminar	-	3
Art History/Design Studies Elective [3000 level]	3	-
Liberal Arts Elective	3	3
	16	15
<b>Total Credits</b>	<b>134</b>	



## BFA Product Design

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits of undergraduate-level coursework may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
PUFN 1440 2D Integrated Studio 1	3	-
PUFN 1450 2D Integrated Studio 2	-	3
PUFN 1000 3D Studio 1	3	-
PUFN 1010 3D Studio 2	-	3
PUFN 1040 Drawing Studio 1	3	-
PUFN 1050 Drawing Studio 2	-	3
PUFN 1505 Laboratory 1	3	-
PUFN 1510 Laboratory 2	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUPD 2000 Product Design Studio 1: Research, Design, & Development	3	-
PUPD 2001 Product Design Studio 2: Research, Design, & Development	-	3
PUPD 2060 Introduction to CAD	-	2
PUPD 2072 Materials and Processes 1	-	2
PUPD 2025 Models, Mockups, & Prototypes 1	4	-
PUPD 2026 Models, Mockups, & Prototypes 2	-	4
PUPD 2015 Graphic Layout, Portfolio, & Publication	3	-
PUPD 2040 Process Drawing & Digital Presentation	2	-
PLDS 2190 History of Design: 1850-2000	-	0
PLDS 2191 History of Design: 1850-2000	-	3
PLDS 2500 Intro to Design Studies: Lecture	0	-
PLDS 2501 Intro to Design Studies: Recitation	3	-
Art History/Design Studies Elective [2000 level]	-	3
ULEC University Lecture Elective	3	-
	18	17

<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUPD 3000 Product Design Studio 3: Design Concepts & Applications	3	-
PUPD 3001 Product Design Studio 4: Design Concepts & Applications	-	3
PUPD 3052 Models 3 or PUPD 3220 Prototypes 3	2	-
PUPD 3060 Models 4 or PUPD 3221 Prototypes 4	-	2
PUPD 3070 Information Design	2	-
PUPD 3072 Materials and Processes 2	2	-
PUPD 3073 Materials and Processes 3	-	2
Digital Electives 1 & 2*	2	2
Studio Electives	2	4
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
Art History/Design Studies Elective [3000 level]	-	3
	16	16
<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUPD 4000 Product Design Studio 5: Interdisciplinary Project	4	-
PUPD 4001 Product Design Studio 6: Capstone Project	-	4
PUPD 4020 Capstone Prototype(s)	-	2
PUPD 4030 Dynamic Media Studio	-	2
PUPD 4082 Materials and Processes 4	2	-
PUPD 3901 Professional Internship	1	-
Digital Elective 3*	-	2
Studio Elective	2	-
Senior Seminar	3	-
Liberal Arts Elective	3	3
ULEC University Lecture Elective	-	3
	15	16
<b>Total Credits</b>	<b>134</b>	

\*PUPD 3102 Rhino 1, PUPD 3126 Solid Works 1 and either PUPD 3104 Rhino 2 or PUPD 3226 Solid Works 2

## Master of Architecture: First Professional Program

The Master of Architecture degree is awarded for completion of 107 credits or the equivalent as designated by the program. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner. The program could be completed in 2-3 years, depending on an evaluation of the student's educational background. The standard course of study is three years. Students must have earned a four-year undergraduate bachelor's degree to enter this program.

### First Year Fall

PGAR 5001 Design Studio 1	6
PGAR 5013 Representation and Spatial Reasoning 1	4
PGAR 5113/5115 Issues and Practices of Modern Architecture 1: Lecture and Recitation or	
PGAR 5040/5041 Modern and Postmodern Architecture: Lecture and Recitation	3
PSCE 5300 Environmental Technology 1: Lecture	3
PSCE 5301 Environmental Technology 1: Recitation	0
	16

### First Year Spring

PGAR 5002 Design Studio 2 (Housing)	9
PGAR 5015 Representation and Spatial Reasoning 2: Lecture	3
PGAR 5116 Representation and Spatial Reasoning 2: Recitation	0
PGAR 5023 Construction Technology 1: Lecture	3
PGAR 5024 Construction Technology 1: Recitation	0
PGAR 5123 Theory of Architectural Form	3
	18

### Second Year Fall

PGAR 5201 Design Studio 3 (Natural Systems)	9
PGAR 5213 Structural Technology 1: Lecture	3
PGAR 5215 Structural Technology 1: Recitation	0
PSCE 5310 Environmental Technology 2: Lecture	3
PSCE 5311 Environmental Technology 2: Recitation	0
Design Workshop Seminar or Elective	3
	18

### Second Year Spring

PGAR 5202 Design Studio 4 (Design Workshop or Comprehensive)	9
PGAR 5214 Structural Technology 2: Lecture	3
PGAR 5216 Structural Technology 2: Recitation	0
PGAR 5224 Construction Technology 2	3
PGAR 5716 Nature in Environment or Elective	3
	18

### Third Year Fall

PGAR 5401 Design Studio 5 (Urban Architecture)	9
PGAR 5403 Thesis Preparation Seminar	1
PGAR 5513 Theory of Urban Form	3
Electives	6
	19

### Third Year Spring

PGAR 5402 Design Studio 6 (Thesis Studio)	9
PGAR 5523 Professional Practice: Lecture	3
PGAR 5524 Professional Practice: Recitation	0
Electives	6
	18
<b>Total Credits</b>	<b>107</b>

## MArch Program Advanced Placement

Students with a four-year Bachelor of Arts or Bachelor of Science degree in Architecture from a recognized undergraduate program will be evaluated for advanced placement in the Parsons Master of Architecture program. The evaluation is conducted by the admission committee following a review of the applicant's prior design studio work. A maximum equivalence of one year of study will be awarded to a student granted advanced placement, in which case the student must complete a minimum of two years of study in residence and fulfill all remaining degree requirements.

To be considered for Advanced Placement, applicants must have completed the following undergraduate curriculum with grades of "B" or better in all courses:

- 6 Semesters Studio
- 2 Semesters History
- 2 Semesters Structures
- 1 Semester Theory
- 1 Semester Environmental Technology
- 1 Semester Construction Technology

### Graduate Criteria for a Waiver

A graduate student may be granted a waiver for a course or courses if he/she demonstrates that the requirements of that class have been sufficiently met at another institution. A request for a waiver must be submitted at least one month prior to the course registration deadline.

Students requesting a waiver must submit a transcript reflecting a grade of "B" or higher; syllabus/syllabi for relevant course/courses; and course assignments or homework samples including project images (8.5 x 11 inch format) and/or copies of tests and/or writing samples.

### Process

1. Students submit a request including a list of courses for which a waiver is sought along with a list of corresponding classes from previous institution(s), date(s) of class(es), and grade(s) received.
2. Graduate program director and faculty review materials and respond to waiver request.
3. If approved, the graduate program director revises student's course of study and places a copy in the student's file. Waived credits must be fulfilled via substitution.

## Master of Architecture and MFA Lighting Design Dual Degree

The Master of Architecture/Master of Fine Arts dual degree is awarded for completion of 142 credits. The curriculum requires all the same coursework as each stand-alone degree; the compressed time frame and reduced credit points are possible because required architecture courses replace free electives in the lighting program, and required lighting design courses replace free electives in the architecture program. Dual-degree students take one lighting design/architecture design combined studio and must complete a joint thesis. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

The standard course of study is four years. Students must have earned a four-year bachelor's degree to enter the program.

### First Year Fall

PGAR 5001 Design Studio 1	6
PGAR 5013 Representation and Spatial Reasoning 1	4
PGAR 5113/5115 Issues and Practices of Modern Architecture 1: Lecture and Recitation	
or	
PGAR 5040/5041 Modern and Postmodern Architecture: Lecture and Recitation	3
PSCE 5300 Environmental Technology 1: Lecture	3
PSCE 5301 Environmental Technology 1: Recitation	0
	16

### First Year Spring

PGAR 5002 Design Studio 2	9
PGAR 5023 Construction Technology 1: Lecture	3
PGAR 5024 Construction Technology 1: Recitation	0
PGAR 5123 Theory of Architectural Form	3
PGAR 5015 Representation and Spatial Reasoning 2: Lecture	3
PGAR 5116 Representation and Spatial Reasoning 2: Recitation	0
	18

### Second Year Fall

PGLT 5001 Studio 1: Light, Vision and Representation	6
PGLT 5111 Principles of Light 1	3
PGAR 5213/5215 Structural Technology 1	3
PGLT 5115 Luminaire Design	3
History/Theory Elective	3
	18

**Second Year Spring**

PGAR 5214 Structural Technology 2: Lecture	3
PGAR 5216 Structural Technology 2: Recitation	0
PGLT 5002 Studio 2: Day Lighting Studio	6
PGLT 5112 Principles of Light 2	3
PGLT 5143 Day Lighting and Sustainability	3
PGLT 5146 Light: Critical Issues	3
	18

**Third Year Fall**

PGAR 5201 MArch/MFALD Design	
Studio 3: Natural Systems/Integrated Studio	9
PGLT 5116 Systems Technology	3
PSCE 5310 Environmental Technology 2: Lecture	3
PSCE 5311 Environmental Technology 2:	
Recitation	0
MArch/MFALD Elective	3
	18

**Third Year Spring**

PGAR 5202 Design Studio 4: Design	
Workshop or Comprehensive	9
PGAR 5224 Construction Technology 2	3
PGAR 5716 Nature in Environment	
or MArch/MFALD Elective	3
PGLT 5102 Light, Perception, and Culture	3
	18

**Fourth Year Fall**

PGAR 5401 Design Studio 5	9
PGAR 5403 Thesis Preparation Seminar	3
PGAR 5513 Theory of Urban Form	3
MArch/MFALD Elective	3
	18

**Fourth Year Spring**

PGAR 5402 MArch/MFALD Joint Thesis Studio	9
PGAR 5523 M.Arch Professional Practice: Lecture	3
PGAR 5524 M.Arch Professional Practice:	
Recitation	0
PGLT 5125 MFALD Professional Practice	3
MArch/MFALD Elective	3
	18
<b>Total Credits</b>	<b>142</b>

**MFA Interior Design**

The Master of Fine Arts degree is awarded for completion of 60 credits. No credits may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in timely manner.

**First Year Fall**

PGID 5001 Design Studio 1	6
PGID 5015 Interior Design Survey	3
PGID 5021 Representation & Spatial Analysis	3
PGID 5122 Materials and Performance	3
	15

**First Year Spring**

PGID 5101 Design Studio 2	6
PGID 5111 Theory of the Interior	3
PGID 5133 Forms of Programming	3
PGID 5212 Fabrication and Process	3
	15

**Second Year Fall**

PGID 5201 Design Studio 3	6
PSCE 5300 Environmental Technology 1: Lecture	3
PSCE 5301 Environmental Technology 1:	
Recitation	0
PGID 5233 Thesis Preparation	3
Program Elective 1	3
	15

**Second Year Spring**

PGID 5301 Design Studio 4: Thesis	9
PGID 5320 Professional Practice	3
Program Elective 2	3
	15
<b>Total Credits</b>	<b>60</b>

## MFA Lighting Design

The Master of Fine Arts degree is awarded for completion of 64 credits. No credits may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in timely manner.

### First Year Fall

PGLT 5001 Studio 1: Light, Vision, and Representation	6
PGLT 5115 Luminaire Design	3
PGLT 5111 Principles of Light 1	3
PGAR 5113/5115 Issues and Practices of Modern Architecture 1: Lecture and Recitation	
or	
PGAR 5040/5041 Modern and Postmodern Architecture: Lecture and Recitation	3
	15

### First Year Spring

PGLT 5002 Studio 2: Natural and Technological Light	6
PGLT 5143 Daylight and Sustainability	3
PGLT 5146 Light: Critical Issues	3
PGLT 5112 Principles of Light 2	3
Elective	3
	18

### Second Year Fall

PGLT 5003 Lighting Studio 3 or	
PSCE 5201 Design Studio 3: Integrated Studio	6
PGLT 5126 Thesis Seminar	3
PGLT 5116 Systems Technology	3
Elective	3
	15

### Second Year Spring

PGLT 5004 Studio 4: Thesis	7
PGLT 5102 Light, Perception, and Culture	3
PGLT 5125 Professional Practice	3
Elective	3
	16
<b>Total Credits</b>	<b>64</b>

## MFA Interior and Lighting Design Double Major

The Master of Fine Arts degree in interior and lighting design is awarded for completion of 102 credits. No credits may be transferred.

### First Year Fall

PGID 5001 MFAID Studio 1	6
PGID 5015 Interior Design Survey	3
PGID 5021 Representation & Spatial Analysis 1	3
PSCE 5300/5301 Environmental Technology	3
	15

### First Year Spring

PGID 5101 MFAID Studio 2	6
PGID 5111 Theory of the Interior	3
PGID 5122 Materials and Performance	3
PGID 5133 Forms of Programming	3
MFAID/MFALD Elective	3
	18

### Second Year Fall

PGLT 5001 MFALD Studio 1:	
Light, Vision, and Representation	6
PGLT 5115 Luminaire Design	3
PGLT 5111 Principles of Light 1	3
PGAR 5113/5115 Issues and Practices of Modern Architecture 1: Lecture and Recitation	
or	
PGAR 5040/5041 Modern and Postmodern Architecture: Lecture and Recitation	3
MFAID/MFALD Elective	3
	18

### Second Year Spring

PGLT 5002 MFALD Studio 2:	
Natural and Technological Light	6
PGLT 5143 Daylight and Sustainability	3
PGLT 5146 Light: Critical Issues	3
PGLT 5112 Principles of Light 2	3
MFAID / MFALD Elective	3
	18

### Third Year Fall

PGID 5201 Design Studio 3 or	
PGLT 5003 Lighting Studio 3	6
PGLT 5116 Systems Technology	3
PGID 5212 Fabrication and Process	3
PGID 5233 Thesis Preparation or	
PGLT 5126 Thesis Seminar	3
	15

**Third Year Spring**

PGID 5301 Design Studio 4 or	
PGLT 5004 Lighting Studio 4: Thesis	9
PGLT 5102 Light, Perception, and Culture	3
PGID 5320 MFAID Professional Practice	3
PGLT 5125 MFALD Professional Practice	3
	18
<b>Total Credits</b>	<b>102</b>

**SCHOOL OF DESIGN STRATEGIES****BA Environmental Studies**

The Bachelor of Arts degree is awarded for completion of 120 credits. A maximum of 60 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
LMTH 2050 Math Models in Nature	-	4
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
PSDS 1601 Ecological Communication Design	3	-
PSDS 2610 Sustainable Design Thinking Lab	-	3
UENV 2000 or UENV 2001 Environment and Society	3	-
General Elective or ENS Concentration Elective**	3	3
	15	16
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
LMTH 2030 Statistics with SPSS or LMTH 2040 Calculus	4	-
LSCI 2502 Chemistry and the Environment	-	4
LECO 3040 Environmental Economics	-	4
PSDS 2602 Material Impacts	6	-
UENV 2400 Principles of Ecology	4	-
General Elective or ENS Concentration Elective**	-	6
University Lecture Elective**	3	-
	17	14
<b>Junior Year</b>	<b>F</b>	<b>S</b>
UENV 3200 Spatial Thinking with GIS	-	4
UENV 3250 Research Methods: Social Change	-	3
UENV 3450 Ecology Lab	-	4
ULEC University Lecture**	6	-
General Elective or ENS Concentration Elective**	6	3
	12	14



<b>Senior Year</b>	<b>F</b>	<b>S</b>
UENV 3400 Urban Ecosystems	4	-
UENV 4210 Directed Research	3	-
UENV 4215 Environmental Leadership	-	3
General Elective or ENS Concentration Elective**	8	12
Senior Internship	2	-
	17	15
<b>Total Credits</b>	<b>120</b>	

\*With ULEC 2340 Rethinking Sustainable Design Lecture or comparable

\*\*Students may take either liberal arts or studio courses for electives, but note that at least 90 liberal arts credits are required for graduation.

## BBA Design and Management

The Bachelor of Business Administration degree is awarded for completion of 134 credits. A maximum of 67 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
LMTH 1950 Quantitative Reasoning	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
PSDS 2130 Design, Self, and Society: Lecture	0	-
PSDS 2131 Design, Self, and Society: Recitation	3	-
PUDM 1100 Intro to Design and Management	3	-
PUDM 1101 Design in Everyday Experience	-	3
PUFN 1800 Design 1: Design Elements and Visual Tools	5	-
PUFN 1810 Design 2: Imaging for Designers	-	3
Department Elective*	-	3
	17	18
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
LMTH 2020 Statistics	3	-
PLDS 2190 History of Design: 1850-2000	0	-
PLDS 2191 History of Design: 1850-2000	3	-
PSDS 2000 Innovation: Lecture	0	-
PSDS 2001 Innovation: Recitation	3	-
PSDS 2107 Marketing 1	-	3
PUDM 2002 Design 3	3	-
PUDM 2003 Design 4	-	2
PUDM 2454 Business Ethics	-	3
ULEC 2020 Intro to Macroeconomics: Lecture	-	0
ULEC 2021 Intro to Macroeconomics: Recitation	-	3
ULEC 2030 Intro to Microeconomics: Lecture	0	-
ULEC 2031 Intro to Microeconomics: Recitation	3	-
Department Electives*	3	3
Liberal Arts Elective**	-	3
	18	17
<b>Junior Year</b>	<b>F</b>	<b>S</b>
PSDS 3106 Business Models & Planning	-	3
PSDS 3901 Professional Internship	-	1
PUDM 2101 Economics & Ethics of Sustainable Design	3	-
PUDM 3301 Research & Development Methods	3	-
PUDM 3311 Research & Development Advanced Methods or PUDM 3321 Research & Development Applied Methods	-	3
PUDM 3401 Managing Creative Projects & Teams	3	-
PUDM 3409 Financial Management	3	-
Department Electives*	3	3
Art History/Design Studies Elective	-	3
Liberal Arts Electives**	3	3
	18	16

<b>Senior Year</b>	<b>F</b>	<b>S</b>
Senior Requirement	3	-
(PSDS, PUDM or ADHT 4000 level or higher)		
PSDS 4110 Portfolio Strategies: Lecture	-	0
PSDS 4111 Portfolio Strategies: Workshop	-	3
Advanced Topic [4000 level]***	-	3
PUDM 4020 Business Law	3	-
PUDM 4030 Strategic Management	3	-
PUDM 4050 International Business	-	3
Department Electives*	3	3
Liberal Arts Electives**	3	3
	15	15
<b>Total Credits</b>	<b>134</b>	

\*Department electives may be used to take courses in other design programs and design-related areas of study, such as Communication Design, Digital Technology, Environmental Studies, Fashion Marketing, Integrated Fashion Design, Service Design, Sustainable Design, and Urban Design.

\*\*Approved Liberal Arts electives are distributed across the humanities, social sciences, and natural sciences. All students must take two university-wide lecture courses (ULEC), at least one course (three credits) in humanities, two courses (six credits) in the social sciences and two courses (six credits) in Liberal Arts subjects of their choice

\*\*\*Department electives at 4000, or 5000 level with instructor permission.

## BFA Integrated Design

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

Every student is required to select one area of study: Fashion, Service Design, Sustainability, or Urban.

<b>First Year</b>	<b>F</b>	<b>S</b>
PUFN 1440 2D Integrated Studio 1	3	-
PUFN 1450 2D Integrated Studio 2	-	3
PUFN 1000 3D Studio 1	3	-
PUFN 1010 3D Studio 2	-	3
PUFN 1040 Drawing Studio 1	3	-
PUFN 1050 Drawing Studio 2	-	3
PUFN 1505 Laboratory 1	3	-
PUFN 1510 Laboratory 2	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
	18	18

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUIC 2500 Integrative Design Core:		
Ecologies or PUIC 2510 Integrative Design Core:		
Ecologies	4	-
PUIC 2600 Integrative Design Core:		
Systems or PUIC 2610 Integrative Design Core:		
Systems	-	4
PUIC 2100 IDC Lab: Media	2	-
PUIC 2101 IDC Lab: Design Thinking	-	2
Area of Study Electives	6	6
PLDS 2500 Intro to Design Studies: Lecture	0	-
PLDS 2501 Intro to Design Studies: Recitation	3	-
History of (area of study)	3	-
Art History/Design Studies Elective [2000 level]	-	3
ULEC University Lecture Elective	-	3
	18	18

<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUIC 3500 Integrative Design Core: Interfaces		
or PUIC 3510 Integrative Design Core: Interfaces	4	-
PUIC 3600 Integrative Design Core: Networks		
or PUIC 3610 Integrative Design Core: Networks	-	4
PUIC 3100 IDC Lab: Performance	2	-
PUIC 3101 IDC Lab: Cooperative	-	2
Area of Study Electives	6	6
PLDS 3500 Global Issues in Design: Lecture	-	0
PLDS 3501 Global Issues in Design: Recitation	-	3
Art History/Design Studies Elective [3000 level]	3	-
ULEC University Lecture Elective	3	-
Liberal Arts Elective	-	3
	18	18

<b>Senior Year</b>	<b>F</b>	<b>S</b>
PSDS 4110 Portfolio Strategies: Lecture	0	-
PSDS 4111 Portfolio Strategies: Workshop	3	-
PSDS 3903 Area of Study Internship	2	-
Area of Study Electives	6	9
Senior Seminar [ADHT]	3	-
Liberal Arts Elective	-	3
	14	12
<b>Total Credits</b>	<b>134</b>	

## BS Environmental Studies

The Bachelor of Science degree is awarded for completion of 120 credits. A maximum of 60 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
LMTH 2050 Math Models in Nature	-	4
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3
PSDS 1601 Ecological Communication Design	3	-
PSDS 2600 Sustainable Design Thinking Lab	-	3
UENV 2000 or UENV 2001 Environment and Society	3	-
General Elective or ENS Concentration Elective*	3	3
	15	16
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
LMTH 2030 Statistics with SPSS or LMTH 2030 Calculus	4	-
LSCI 2502 Chemistry and the Environment	-	4
PSDS 2602 Material Impacts	6	
PSDS 3602 Sustainable Everyday Practices	-	6
UENV 2400 Principles of Ecology	4	-
UENV 3450 Ecology Lab	-	4
Liberal Arts Elective**	3	-
	17	14
<b>Junior Year</b>	<b>F</b>	<b>S</b>
PSDS 3601 Sustainable Business	6	-
UENV 3200 Spatial Thinking with GIS	-	4
UENV 3400 Urban Ecosystems	4	-
LECO 3040 Economics of the Environment	-	4
UENV 3250 Research Methods: Social Change	-	3
General Elective or ENS Concentration Elective*	3	3
University Lecture Elective**	3	-
	16	14
<b>Senior Year</b>	<b>F</b>	<b>S</b>
UENV 4210 Directed Research	3	3-
UENV 4215 Environmental Leadership	-	3
Senior Internship/Elective	2	-
General Elective or ENS Concentration Elective*	3	-
Liberal Arts Elective	6	8
	14	14
<b>Total Credits</b>	<b>120</b>	

\*Students may take either liberal arts or studio courses for electives, but at least 60 liberal arts credits are required for graduation

\*\*Recommended courses. Planning Sustainable Cities fulfills the Environmental Social Science requirement

## BS Urban Design

The Bachelor of Science degree is awarded for completion of 120 credits. A maximum of 60 credits may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in timely manner.

<b>First Year</b>	<b>F</b>	<b>S</b>
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PUFN 1505 Laboratory 1	3	-
PUFN 1510 Laboratory 2: Sustainable City or City Cultures	-	3
General Elective or URB-related Elective*	9	9
	15	15
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUUD 2810 Design 1: Street Life	3	-
PUUD 2820 Design 2: Temporary Works	-	3
ULEC University Lecture Elective (ULEC): Urban	3	-
UURB 2000 History of World Urbanism 1	-	3
UENV 2400 Principles of Ecology	4	-
Urban Electives [2000 level]**	6	6
General Elective or URB-related Elective*	-	3
	16	15
<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUUD 3800 Urban Design Studio 1	6	-
PUUD 3801 Urban Design Studio 2	-	6
UURB 3810 Urban Core Laboratory	3	-
Urban Toolbox Elective	-	3
PLSD/UURB 2001 History of World Urbanism 2	3	-
ULEC University Lecture Elective	3	-
Urban Electives [3000 level]**	-	3
General Elective or URB-related Elective*	4	-
	16	15
<b>Senior Year</b>	<b>F</b>	<b>S</b>
Urban Core Project	3	-
Advanced Urban Concepts	3	-
Advanced Urban Design Issues	-	3
Comparative/Non-Western Urbanism	-	3
Urban Design Senior Studio	-	6
Urban Electives [4000 level]**	3	-
General Elective or URB-related Elective*	4	3
	13	15
<b>Total Credits</b>	<b>120</b>	

\*Students may take either liberal arts or studio courses for electives, but note that at least 60 liberal arts credits are required for graduation.

\*\*Any course that relates to Urbanism (for example, all UURB and LURB courses) will count.

## MA Theories of Urban Practice

The Master of Arts degree is awarded for completion of 36 credits. A maximum of six credits of graduate-level coursework may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Fall

PGUD 5105 Urban Colloquium 1: Lecture	0
PGUD 5110 Urban Colloquium 1: Workshop	3
PGUD 5015 Urban History Lab: Lecture	0
PGUD 5020 Urban History Lab: Workshop	3
Elective—Parsons	3
	9

### First Year Spring

PGUD 5115 Urban Colloquium 2: Lecture	0
PGUD 5120 Urban Colloquium 2: Workshop	3
PGUD 5005 Urban Theory Lab: Lecture	0
PGUD 5010 Urban Theory Lab: Workshop	3
Elective—The New School	3
	9

### Second Year Fall

PGUD 5200 Theories of Urban Practice Thesis Prep 3	
PGUD 5230 Advanced Research in Theories of Urban Practice	3
Elective	3
	9

### Second Year Spring

PGUD 5300 Theories of Urban Practice Thesis	6
Elective	3
	9
<b>Total Credits</b>	<b>36</b>

## MFA Transdisciplinary Design

The Master of Fine Arts degree is awarded for completion of 60 credits. A maximum of six credits of graduate-level coursework may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Fall

PGTD 5110 Intensive 1: Orientation	1
PGTD 5100 Projects Studio 1	6
PGTD 5130 Design-Led Research	3
PGTD 5000 Transdisciplinary Seminar 1	3
PGHT 5600 Design for this Century: Lecture	0
PGHT 5601 Design for this Century: Recitation	3
	16

### First Year Spring

PGTD 5101 Projects Studio 2	6
SDS Elective	3
Electives	6
	15

### Second Year Fall

PGTD 5210 Intensive 2: Workshop	1
PGTD 5200 Projects Studio 3	6
PGTD 5220 Thesis Preparation	3
PGTD 5230 Professional Communication	3
Elective	3
	16

### Second Year Spring

PGTD 5211 Intensive 3: Charrette	1
PGTD 5201 Thesis Project	9
PGTD 5010 Transdisciplinary Seminar 2	3
	13

**Total Credits** **60**

## MS Design and Urban Ecologies

The Master of Science degree is awarded for completion of 60 credits. A maximum of six credits of graduate-level coursework may be transferred.. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Fall

PGUD 5180 Design & Urban Ecologies Studio 1	6
PGUD 5160 Design & Urban Ecologies Methods 1	3
PGUD 5105 Urban Colloquium 1: Lecture	0
PGUD 5110 Urban Colloquium 1: Workshop	3
PGUD 5015 Urban History Lab: Lecture	0
PGUD 5020 Urban History Lab: Workshop	3
	15

### First Year Spring

PGUD 5190 Design & Urban Ecologies Studio 2	6
PGUD 5170 Design & Urban Ecologies Methods 2	3
PGUD 5115 Urban Colloquium 2: Lecture	0
PGUD 5120 Urban Colloquium 2: Workshop	3
PGUD 5005 Urban Theory Lab: Lecture	0
PGUD 5010 Urban Theory Lab: Workshop	3
	15

### Second Year Fall

PGUD 5280 Design & Urban Ecologies Studio 3	6
PGUD 5260 Design & Urban Ecologies Methods 3	3
Elective	3
Elective	3
	15

### Second Year Spring

PGUD 5310 Design & Urban Ecologies Thesis	6
PGUD 5270 Design & Urban Ecologies Methods 4	3
Elective	3
Elective	3
	15

**Total Credits** **60**

## MS Strategic Design and Management

The Master of Science degree is awarded for completion of 36 credits. No credits can be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Fall

PGDM 5100 Strategic Design and Management in New Economies	3
PGDM 5110 Designing and Implementing Sustainable Business Models	3
PGDM 5120 Managing High-Performance Creative Project Teams	3
	9

### First Year Spring

PGDM 5140 Design Innovation and Leadership	3
PGDM 5200 Integrative Studio 1	6
	9

### Second Year Fall

PGDM 5150 Regulatory and Ethical Contexts	3
PGDM 5902 Independent Project: Field/Research Study or	
PGDM 5901 Independent Project: Internship	6
	9

### Second Year Spring

PGDM 5130 New Design Firms	3
PGDM 5210 Integrative Studio 2	6
	9
<b>Total Credits</b>	<b>36</b>

## Graduate Certificate in Design Business

The Graduate Certificate is awarded for completion of 18 credits. No credits may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in timely manner.

### First Year Fall

PGDM 5100 Strategic Design and Management in New Economies	3
PGDM 5110 Designing and Implementing Sustainable Business Models	3
PGDM 5120 Managing High-Performance Creative Project Teams	3
	9

### First Year Spring

PGDM 5140 Design Innovation and Leadership	3
PGDM 5150 Regulatory and Ethical Contexts	3
PGDM 5130 New Design Firms	3
	9
<b>Total Credits</b>	<b>18</b>



## SCHOOL OF FASHION

### AAS Fashion Marketing

The Associate in Applied Science degree is awarded for completion of 65 credits of coursework. A maximum of 31 credits of undergraduate-level coursework may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all program requirements in a timely manner.

Students who receive the maximum number of transferable credits (31) are eligible to enroll in the fast-track option as outlined below.

#### Level 1

PAFM 1000 Fashion Textile Survey	2
PAFM 1051 Marketing 1: Fashion Marketing	2
PAFM 1190 Fashion Industry Profile	2
PAFS 1425 Fashion Industry: Design	2
PAGS 1021 Color Theory	2
PLEN 1020 Critical Reading and Writing 1	3
Liberal Arts	3
	16

#### Level 2

PAFM 1040 Merchandising Math	2
PAFM 1080 Merchandising	2
PAFM 1090 Retailing	2
PAFM 1109 Social Commerce	2
PAFS 1428 Fashion Digital: U4ia/Kaledo or PAFS 1439 Fashion Digital: Intensive or PAFS 1441 Fashion Digital: Photoshop	2
PLEN 1021 Critical Reading and Writing 2	3
Liberal Arts	3
	16

#### Level 3

PAFM 1020 Import & Export	2
PAFM 1061 Marketing 2: Branding	2
PAFM 1194 Production Methods	2
PAFS 1431 Fashion History: Couture or PAFS 1432 Fashion History: Survey or PAFS 1437 Fashion History: Fusion or PAFM 1196 Design History: Connection	3
Program Electives	4
Internship	1
Liberal Arts	3
	17

#### Level 4

PAFM 1070 Merchandising Workshop	2
PAFM 1161 Marketing 3: Marketing Management	2
Studio Electives	6
Liberal Arts	6
	16
<b>Total Credits</b>	<b>65</b>

## AAS Fashion Marketing Fast Track

### First Semester

PAFM 1000 Fashion Textile Survey	2
PAFM 1040 Merchandising Math	2
PAFM 1051 Marketing 1: Fashion Marketing	2
PAFM 1080 Merchandising	2
PAFM 1109 Social Commerce	2
PAFM 1190 Fashion Industry: Marketing	2
PAFS 1425 Fashion Industry: Design	2
PAFS 1428 Fashion Digital	2
PAGS 1021 Color Theory	2
	18

### Second Semester

PAFM 1020 Import & Export	2
PAFM 1061 Marketing 2: Branding	2
PAFM 1070 Merchandising Workshop	2
PAFM 1090 Retailing	2
PAFM 1161 Marketing 3: Marketing Management	2
PAFM 1194 Production Methods	2
PAFS 1431 Fashion History: Couture or PAFS 1432 Fashion History: Survey or PAFS 1437 Fashion History: Fusion or PAFM 1196 Design History: Connection	3
Internship or Elective	1
Total	16
<b>Transfer Credits</b>	<b>31</b>
<b>Total Credits</b>	<b>65</b>

## AAS Fashion Design

The Associate in Applied Science degree is awarded for completion of 65 credits of coursework. A maximum of 31 credits of undergraduate-level coursework may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all program requirements in a timely manner.

Students who receive the maximum number of transferable credits (31) are eligible to enroll in the fast-track option as outlined below.

### Level 1

PAFM 1190 Fashion Industry: Profile	2
PAFS 1000 Fashion Drawing 1	2
PAFS 1090 Construction 1: Sewing	2
PAFS 1422 Process and Skills: Fashion Design	2
PAFS 1425 Fashion Industry: Design	2
PAFS 1428 Fashion Digital	2
PAGS 1021 Color Theory	2
PLEN 1020 Critical Reading and Writing 1	3
	17

### Level 2

PAFM 1000 Fashion Textile Survey	2
PAFS 1020 Construction 1: Patternmaking	2
PAFS 1050 Fashion Technical Drawing	2
PAFS 1080 Construction 1: Draping	2
Studio Elective	2
PLEN 1021 Critical Reading and Writing 2	3
Liberal Arts	3
	16

### Level 3

PAFS 1010 Construction 2	4
PAFS 1431 Fashion History: Couture or PAFS 1432 Fashion History: Survey or PAFS 1437 Fashion History: Fusion or PAFM 1196 Design History: Connection	3
Internship or Studio Elective	2
Liberal Arts	6
	15

### Level 4

PAFS 1011 Construction 3	2
PAFS 1130 Fashion Portfolio	2
PAFS 1140 Fashion Techniques	2
Studio Electives	5
Liberal Arts	6
	17
<b>Total Credits</b>	<b>65</b>

## AAS Fashion Design with Liberal Arts Transfer

### Level 1

PAFM 1190 Fashion Industry: Profile	2
PAFS 1000 Fashion Drawing 1	2
PAFS 1020 Construction 1: Patternmaking	2
PAFS 1080 Construction 1: Draping	2
PAFS 1090 Construction 1: Sewing	2
PAFS 1422 Process and Skills: Fashion Design	2
PAFS 1425 Fashion Industry: Design	2
PAFS 1431 Fashion History: Couture or PAFS 1432 Fashion History: Survey or PAFS 1437 Fashion History: Fusion or PAFM 1196 Design History: Connection	3
	17

### Level 2

PAFM 1000 Fashion Textile Survey	2
PAFS 1010 Construction 2	4
PAFS 1428 Fashion Digital	2
PAGS 1021 Color Theory	2
Studio Elective	2
Internship or Studio Elective	2
	14

### Level 3

PAFS 1011 Construction 3	2
PAFS 1050 Fashion Technical Drawing	2
PAFS 1130 Fashion Portfolio	2
PAFS 1140 Fashion Techniques	2
Internship or Studio Electives	5
	13

**Transfer Credits [Liberal Arts]**

**Total Credits** **65**

## AAS Fashion Design Fast Track

### First Semester

PAFM 1000 Fashion Textile Survey	2
PAFM 1190 Fashion Industry: Profile	2
PAFS 1000 Fashion Drawing 1	2
PAFS 1020 Construction 1: Patternmaking	2
PAFS 1080 Construction 1: Draping	2
PAFS 1090 Construction 1: Sewing	2
PAFS 1422 Process and Skills: Fashion Design	2
PAFS 1425 Fashion Industry: Design	2
PAFS 1428 Fashion Digital	2
	18

### Second Semester

PAFS 1010 Construction 2	4
PAFS 1011 Construction 3	2
PAFS 1050 Fashion Technical Drawing	2
PAFS 1130 Fashion Portfolio	2
PAFS 1140 Fashion Techniques	2
PAFS 1431 Fashion History: Couture or	
PAFS 1432 Fashion History: Survey or	
PAFS 1437 Fashion History: Fusion or	
PAFM 1196 Design History: Connection	3
Studio Elective	1

16

**Transfer Credits 31**

**Total Credits 65**

## BFA Fashion Design

The Bachelor of Fine Arts degree is awarded for completion of 134 credits, as designated by the program. A maximum of 67 credits of may be transferred. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in timely manner

<b>First Year</b>	<b>F</b>	<b>S</b>
PUFN 1440 2D Integrated Studio 1	3	-
PUFN 1450 2D Integrated Studio 2	-	3
PUFN 1000 3D Studio 1	3	-
PUFN 1010 3D Studio 2	-	3
PUFN 1040 Drawing Studio 1	3	-
PUFN 1050 Drawing Studio 2	-	3
PUFN 1505 Laboratory 1	3	-
PUFN 1510 Laboratory 2	-	3
PLEN 1020 Critical Reading & Writing 1	3	-
PLEN 1021 Critical Reading & Writing 2	-	3
PLAH 1000 Perspectives in World Art & Design 1	3	-
PLAH 1001 Perspectives in World Art & Design 2	-	3

18 18

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
PUFD 2002 Integrated Studio 1	6	-
PUFD 2003 Integrated Studio 2	-	6
PUFD 2035 Visual Communication 1	3	-
PUFD 2036 Visual Communication 2	-	3
Program Electives	2	3
PLFS 2000 History of Fashion Design	-	3
PLDS 2500 Intro to Design Studies: Lecture	0	-
PLDS 2501 Intro to Design Studies: Recitation	3	-
Art History/Design Studies Elective [2000 level]	3	-
ULEC University Lecture Elective	-	3

17 18

<b>Junior Year</b>	<b>F</b>	<b>S</b>
PUFD 3002 Integrated Studio 3	6	-
PUFD 3003 Integrated Studio 4	-	6
PUFD 3035 Visual Communication 3	3	-
PUFD 3036 Visual Communication 4	-	3
Program Electives	3	3
PLDS 3500 Global Issues in Design: Lecture	0	-
PLDS 3501 Global Issues in Design: Recitation	3	-
Art History/Design Studies Elective [3000 level]	-	3
Liberal Arts Elective	3	3

18 18

<b>Senior Year</b>	<b>F</b>	<b>S</b>
PUFD 4002 Integrated Design: Thesis 1	3	-
PUFD 4003 Creative Technical Studio 1	3	-
PUFD 4012 Integrated Design: Thesis 2	-	3
PUFD 4013 Creative Technical Studio 2	-	3
Program Electives	6	3
Senior Seminar	3	-
ULEC University Lecture Elective	-	3
	15	12
<b>Total Credits</b>	<b>134</b>	

## MFA Fashion Design and Society

The Master of Fine Arts degree is awarded for completion of 60 credits. No credits may be transferred. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year Fall

PGFD 5100 Orientation 1	1.5
PGFD 5110 Design Studio 1: Personal Identity	6
PGFD 5130 Design in Fashion Systems	3
Elective	3
	13.5

### First Year Spring

PGFD 5120 Design Studio 2	6
PGFD 5140 Advanced Visual Practicum	1.5
PGFD 5150 Fashion Presentation	3
PGFS 5030/5031 Fashion Cultures	3
	13.5

### Second Year Fall

PGFD 5200 Orientation 2	1.5
PGFD 5210 Design Studio 3	6
PGFD 5230 Communication	3
PGFD 5240 Thesis Preparation	3
Elective	3
	16.5

### Second Year Spring

PGFD 5220 Design Thesis Studio	9
PGFD 5250 Thesis Reviews	1.5
PGFD 5260 Thesis Presentation and Portfolio	3
PGFD 5270 Professional Practice	3
	16.5
<b>Total Credits</b>	<b>60</b>

## OTHER STUDY OPTIONS

### Independent Study

Students who wish to pursue a specific area of interest beyond what is available in an existing course may elect to work independently with a faculty member. Undertaking such study requires a serious commitment on the part of the student and the supervising faculty member. The project must be clearly and realistically defined in advance. Progress will be measured at regular intervals, and the final project—be it research, written work, or a creative project—will be evaluated rigorously. Students approved to pursue independent work should be focused, motivated, and capable of working productively on their own. Students interested in pursuing this option should seek additional guidelines and advising from the program chair or director, or an advisor. Students granted permission to work independently with a faculty member must complete an Independent Study Contract within the “add” period and register for the approved number of credits.

## Internships

The professional internship is defined as an experience intended to provide a learning opportunity for students to apply their knowledge and skills acquired in the classroom to a professional context; understand what skills are transferable to new contexts; identify and understand the practices and protocols of the particular employer and industry in which they are working; successfully reflect on the quality of the contribution they have made to the organization; and refine and assess their own career goals as a result of the experience.

Many programs include a professional internship as part of their degree requirements. Some programs grant credit for internships that students obtain independently or through resources offered at the Office of Career Services. Students who are eligible to participate in an internship for credit must secure an internship offer, complete an Internship Work Contract during the registration “Add” period, and register for the approved number of credits.

A one-credit professional internship is equivalent to 60 hours of on-site, supervised work.

For more information on internships eligibility, processes, and requirements, visit [www.parsons.edu/internships](http://www.parsons.edu/internships).

International students considering internship opportunities must discuss their eligibility for internships with an International Student Services advisor.

## Exchange Programs and Study Abroad

In their third year, BBA, BFA, BS, and BA/BFA students may enroll for one or two semesters in another college in the United States or abroad. With approval from Parsons and the other school and consistent with the student’s program requirements, credit for courses taken at the host school is accepted by Parsons as transfer credit. Interested students should discuss options with their program advisor. An applicant for an exchange program must meet these minimum requirements:

- Be in good academic standing with no academic or disciplinary warnings
- Minimum cumulative grade point average (GPA) of 2.8
- Be making satisfactory progress toward degree completion
- Complete the application process
- Successfully complete all courses in progress at the time of application.

Sophomores must make arrangements in the spring semester prior to the proposed semester or year abroad. Students are required to attend an information session, complete the application paperwork and portfolio requirements, and obtain permission from their advisor. The exact March application deadline is announced in the preceding fall semester.

Any qualified student who wishes to undertake study at a school with which Parsons does not have an exchange agreement must 1) procure information from the host school about course offerings, application process, deadlines, and portfolio requirements; 2) develop a plan of study and obtain approval from their advisor; 3) complete all application paperwork and portfolio requirements; and 4) if the application is accepted, notify their major program so that the exchange credits can be preapproved for transfer.

Students who participate in Study Abroad or Exchange register for “mobility” credit at Parsons. Where tuition is paid depends on Parsons’ agreement with the host institution and other factors. Financial aid awards may be applicable to courses taken as part of an exchange or study abroad, but given the complexity of the issues, prior consultation with Student Financial Services is very important. Students should refer to [parsons.edu/studyabroad](http://parsons.edu/studyabroad) on the website for the most current information and deadlines.

## Summer Study

Parsons offers summer courses in two intensive sessions. Summer term registration begins in April. Students may enroll in up to three courses per summer session. Interested students should consult with their advisors about available courses, dates, and prerequisites. Certain students, especially those who have not completed their first-year requirements, may be required to take summer courses.

### Required Courses

Most courses required by degree programs are not available during the summer. The School of Art and Design History and Theory and a few other programs may offer summer courses that meet degree requirements, although not necessarily during both summer sessions.

### Summer Study At Another College Or University

Students may enroll in summer courses at another institution if they are in good academic standing, if they have not exceeded the maximum number of allowable transfer credits, if they have completed required first-year courses, and if the summer courses are preapproved for transfer. Students must bring a summer course catalog from the host institution to a meeting with an advisor and complete the Permission to Take Courses at Another Institution form. Because each program has a carefully structured and sequential curriculum, approval is very rarely given for core program courses. BFA and BBA students may request up to nine credits of off-campus summer study, so long as they have not already received the maximum allowable transfer credits (67). AAS students may request up to five credits of off-campus summer study, so long as they have not already received the maximum allowable transfer credits (31).

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BFA, Parsons The New School for Design

**Yvonne Watson**

Associate Professor  
Fashion  
MA, Nottingham Trent University

**Thomas Werner**

Assistant Professor  
Art, Media, and Technology  
BA, Art Center College of Design

**Peter Wheelwright**

Associate Professor  
Constructed Environments  
MArch, Princeton University

**David White**

Assistant Professor  
Constructed Environments  
MArch, University of California, Berkeley

**Anthony Whitfield**

Associate Professor  
Constructed Environments  
BA, Sarah Lawrence College

**Nadia Williams**

Assistant Professor  
SPACE

**Johanne Woodcock**

Associate Professor  
Constructed Environments  
MArch, Columbia University

**Susan Yelavich**

Assistant Professor  
Art and Design History and Theory  
MFA, Cranbrook Academy of Art

**Alfred Zollinger**

Assistant Professor  
Constructed Environments  
MArch, Cranbrook Academy of Art

**Part-Time Faculty**

Parsons has a part-time faculty of approximately 1,000 members, almost all of whom are working professionals in their fields. Visit the [Faculty](#) page of the Parsons website to learn more about our distinguished part-time faculty.

## ADVISING

Advising at Parsons is a core component of students' academic experience. Interactions between advisors and students extend the teaching and learning objectives of the university beyond the classroom.

We consider advising to be a relationship shared between student and advisor. Students will encounter a variety of factors that can affect academic performance as they work toward their degrees, so advisors address student issues from a developmental perspective. Because of their extensive knowledge of campus resources, advisors teach students how to navigate the university system and act as liaisons between students and University Student Services staff. Additionally, advisors help students learn how to communicate with faculty and other academic leadership when policy issues arise. The advisor's role is to provide information and to create a supportive environment where students learn to think critically about their decisions related to issues affecting academic progress.

### Parsons Advising Vision

Academic Advising at Parsons aspires to engage students in making informed decisions and understanding the responsibilities connected with their decisions. We strive to cultivate an environment where students flourish creatively and intellectually, making art and design that improves the world in which they live.

### Parsons Advising Mission

Through a collaborative, student-centered approach, academic advisors at Parsons guide degree-seeking students in developing an educational plan to realize their goals.

### Advising Responsibilities

- To be accessible to students through office hours and appointments
- To know curricular requirements for degree programs
- To assist students in the development of strong decision-making skills
- To promote academic and student development programming that enhances students' educational experiences
- To interpret and implement Parsons and university policies and procedures
- To assess students' needs and make appropriate referrals
- To maintain accurate student records
- To abide by FERPA regulations
- To maintain professionalism by being knowledgeable of the larger Parsons and university communities
- To affirm the belief that students are ultimately responsible for their decisions and the outcomes of those decisions

### Student Responsibilities

- To approach the advising process with informed questions and adequate preparation
- To proactively use the resources provided by Parsons and the university
- To regularly check academic records and maintain current contact information through [my.newschoo.edu](http://my.newschoo.edu)
- To activate and regularly check university GroupWise email account
- To be aware of the right to confidentiality under FERPA guidelines
- To be aware of program and degree requirements and projected date of graduation
- To be aware of posted registration (add, drop, withdraw and refund) deadlines and complete all registration activities within these deadlines.
- To meet as needed with an advisor during posted office hours or by appointment.
- To be respectful when communicating with others at the University

## ADVISING RESOURCES

Advising services are administered through the Office of Advising and led by the assistant dean of advising and the director of advising in each of the five schools (Art, Media, and Technology; Art and Design History and Theory; Constructed Environments; Design Strategies; and Fashion). Each school has a staff of full-time academic advisors. Students are assigned to an advisor based on their program of study within their school. All members of the advising staff work with academic leadership and faculty of the school and the Parsons Office of Student Affairs to answer questions about academic policies, degree requirements, course offerings, major choice and career development. To provide guidance in such areas as billing and financial aid, time and stress management, and enhancing written and oral presentation skills, the advisors consult with and refer students to University Student Services offices (see page XX).

Advisors are available during posted walk-in hours or by appointment. Directory information is available at [My.Newschoo.edu](http://My.Newschoo.edu). Contact an advisor by calling 212.229.5855 or visiting the office at 2 West 13th Street, Room 506 (School of Fashion advising is at 232 West 40th Street, 12th floor.)

### Parsons Career Services

For information about career services at Parsons, visit their webpage at [www.newschoo.edu/parsons/careerservices](http://www.newschoo.edu/parsons/careerservices).

# ACADEMIC POLICIES AND PROCEDURES

## GRADES

### Grade Reporting

Faculty members determine the grades that each student will receive for work done under their instruction. Grades are recorded for all students registered in a course for credit. They are generally posted within two weeks of the end of the course. Students can access their grades and view their academic transcript through MyNewSchool. The university does not automatically mail paper copies of grades to students. Students who need an official copy of their grades for the current term can request it through MyNewSchool.

Numerical values of grades are as follows:

A = 4.0	B+ = 3.3	C+ = 2.3	D = 1.0
A- = 3.7	B = 3.0	C = 2.0	F = 0.0
	B- = 2.7	C- = 1.7	WF = 0.0

The following grades are not figured into the grade point average:

W = Withdraw

I = Temporary incomplete

N = Permanent incomplete

P = Pass (credits count toward degree)

U = Unsatisfactory (credits do not count toward degree)

AP = Approved (non-credit certificate)

NA = Not approved (non-credit certificate)

GM = Grade not reported

### Grade Descriptions for Parsons

#### Undergraduates

A	Work of exceptional quality, which often goes beyond the stated goals of the course
A-	Work of very high quality
B+	Work of high quality that indicates substantially higher than average abilities
B	Very good work that satisfies the goals of the course
B-	Good work
C+	Above-average work
C	Average work that indicates an understanding of the course material; passable <i>Satisfactory completion of a course is considered to be a grade of C or higher.</i>
C-	Passing work but below good academic standing
D	Below-average work that indicates a student does not fully understand the assignments; probation level though passing for credit
F	Failure, no credit

#### Graduate

A	Work of exceptional quality
A-	Work of high quality
B+	Very good work
B	Good work; satisfies course requirements <i>Satisfactory completion of a course is considered to be a grade of B or higher.</i>
B-	Below-average work
C+	Less than adequate work
C	Well below average work
C-	Poor work; lowest possible passing grade
F	Failure
GM	Grade missing for an individual

*Grades of D are not used in graduate level courses.*

#### Grade of W

The grade of W may be issued by the Office of the Registrar to a student who officially withdraws from a course within the applicable deadline. There is no academic penalty, but the grade will appear on the student transcript.

A grade of W may also be issued by an instructor to a graduate student (except at Parsons and Mannes) who has not completed course requirements nor arranged for an Incomplete.

#### Grade of WF

The grade of WF is issued by an instructor to a student (all undergraduates and all graduate students at Parsons and Mannes) who has not attended or not completed all required work in a course but did not officially withdraw before the withdrawal deadline. It differs from an "F," which would indicate that the student technically completed requirements but that the level of work did not qualify for a passing grade. The WF is equivalent to an F in calculating the grade point average (zero grade points), and no credit is awarded.

#### Grades of Incomplete

The grade of I, or temporary incomplete, may be granted to a student under unusual and extenuating circumstances, such as when the student's academic life is interrupted by a medical or personal emergency. This mark is not given automatically but only upon the student's request and at the discretion of the instructor. A Request for Incomplete form must be completed and signed by student and instructor. The time allowed for completion of the work and removal of the "I" mark will be set by the instructor with the following limitations:

**Undergraduate students:** Work must be completed no later than the seventh week of the following fall semester for spring or summer term incompletes and no later than the seventh week of the following spring semester for fall term incompletes. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "WF" by the Office of the Registrar.

**Graduate students:** Work must be completed no later than one year following the end of the class. Grades of "I" not

revised in the prescribed time will be recorded as a final grade of “WF” (for Parsons and Mannes graduate students) or “N” (for all other graduate students) by the Office of the Registrar. The grade of “N” does not affect the GPA but does indicate a permanent incomplete.

## Mid-semester Evaluations

In most programs, progress is reviewed in the middle of each semester. Instructors notify students of their current academic standing in a class by issuing mid-semester evaluations. Copies may be kept in program files, but the evaluations do not become part of the permanent academic record.

## Grade Point Averages

The semester grade point average is computed by multiplying the number of credits earned in each course by the numerical values 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 attempted, including any failed courses.

The cumulative grade point average is computed by dividing the total number of grade points earned (quality points) by the total number of graded credits attempted. Credits transferred from another institution are not included in the cumulative GPA.

## Changing a Grade

Final grades are subject to revision by the instructor with the approval of the dean’s office for one semester following the term in which the course was offered (one year for graduate students). After that time has elapsed, all grades recorded in the registrar’s office become a permanent part of the academic record, and no changes are permitted.

## Grade Appeal Policy

Students may petition for an academic grade review by following the procedure outlined below within 60 days after the grade was issued. Before deciding to appeal for a grade change, the student should request a verbal explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, he or she may appeal the grade according to following steps:

- The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy to the program chair or director. (If the faculty member is also the chair or director, the copy should be sent to the respective school dean.)
- The instructor submits a written response to the student’s letter within one month of receipt, with a copy to the program chair or director (or the respective school dean, if the faculty member is also the chair or director).
- If the student is not satisfied after the faculty member’s written response, he or she may appeal further by writing and sending copies of previous

communication to the respective school dean. The School Dean will convene an appeals committee to review both letters, clarify any outstanding questions or issues and make a recommendation. As the dean of Parsons’ designee, the School Dean’s decision is final.

## ACADEMIC TRANSCRIPTS

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An official transcript carries the registrar’s signature and the New School seal and documents a student’s permanent academic record at the university. Students may have a transcript mailed to the address of their choosing (including other colleges and institutions) by submitting an official request to the Office of the Registrar. This can be done online at MyNewSchool. Transcripts are not issued for students with outstanding debts to the university. For additional information visit:

[www.newschool.edu/student-services/registrar/transcripts/](http://www.newschool.edu/student-services/registrar/transcripts/).

## ACADEMIC STANDING AND PROGRESS

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### Dean’s List

Undergraduates who are full time and have a term grade point average of 3.7 or higher are placed on the Dean’s List, which is noted on the academic transcript. Students who receive grades of incomplete will be eligible for the Dean’s List if they complete all course requirements within the time allocated by the instructor. A Dean’s List is not awarded for the summer term.

### Retaking a Course

With approval, graduate students with a grade of B- or below and undergraduate students with a grade of F or WF (except in cases where the F is a result of academic dishonesty) in a course are eligible to retake the course and have the original grade removed from the cumulative GPA. Approval will be granted for this up to three times during a single degree program. The initial grade will continue to appear on the transcript but will drop out of the cumulative GPA; the grade earned the second time will be used to compute the GPA. Retaken courses will not count twice toward fulfillment of graduation requirements nor for student loan or New York Tuition Assistance Program (TAP) certification. Students who wish to retake a course should contact their advising office to learn the proper procedure prior to registration.

## ACADEMIC STANDING

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### Undergraduate Students

Undergraduates must maintain a term and cumulative GPA of at least 2.0 to remain in good academic standing. Students whose term or cumulative GPA falls below 2.0 will be placed on academic probation. In some circumstances, first-year Parsons students may be placed on academic warning instead

of academic probation. Students on academic warning who earn less than a 2.0 term GPA or cumulative GPA will be placed on academic probation.

Incomplete grades not resolved in the time allocated by the instructor are automatically converted to grades of “WF” and will be considered in determining a student’s academic standing. The “WF” is equivalent to an F in calculating the grade point average (zero grade points).

At Parsons, the following undergraduate students will be dismissed:

- Those who earn less than a 2.0 term or cumulative GPA for two consecutive semesters
- Those who earn less than a 1.0 term GPA
- Those admitted on academic probation who earn less than a 2.0 term GPA

Parsons students on academic warning or academic probation are required to meet with their advisor prior to registering and may be required to reduce their course load.

## Graduate Students

All graduate students must maintain term and cumulative GPA of at least 3.0 to remain in good academic standing. Students whose term or cumulative GPA falls below 3.0 will be placed on academic probation.

Graduate students who do not complete one half of accumulated attempted credits after two consecutive semesters in their program will be placed on probation and will not necessarily be allowed to register for courses and/or equivalency credits in the following semester. Students are additionally responsible for meeting department/program academic requirements in order to remain in good academic standing in their program.

Parsons graduate students will be dismissed if:

- Those who earn less than a 3.0 term or cumulative GPA for two consecutive semesters
- Those who earn less than a 2.5 term GPA
- Those admitted on academic probation who earn less than a 3.0 term GPA
- Those who twice fail the master’s exam or thesis

Parsons students on academic warning or academic probation are required to meet with their advisor prior to registering and may be required to reduce their course load.

## Dismissal Notification

Students dismissed based on fall semester grades must be notified before spring semester classes begin. Otherwise, the student will be placed on probation and allowed to attend spring-term classes.

All dismissal statuses supersede any leave of absence or withdrawal status, unless an appeal is submitted and accepted. Any student who is on academic warning or probation before

the exit becomes official remains on academic warning or probation upon return.

## Academic Dismissal Appeals

Students who are dismissed from their degree program may petition the Academic Status Review Committee to reverse the decision by filing a formal appeal. All appeals must be presented in writing, with supporting documentation, within two weeks of receipt of notice of academic dismissal. Students may expect to hear the results of an appeal within two to four weeks of its submission. The decision of the Academic Status Review Committee is final.

Appeals must contain the following information:

- An explanation of poor performance and/or failure to complete required coursework
- A description of plans to improve academic performance and/or to complete outstanding work
- Any other relevant information pertaining to academic history or potential

The Academic Status Review Committee is chaired by the assistant dean and comprises staff and faculty members from the university community.

## Academic Standing and Financial Aid

Satisfactory academic progress is a crucial factor in maintaining eligibility for state, federal, and institutional financial aid. In addition to the standards described above, certain aid programs (such as New York State’s Tuition Assistance Program) may have additional or different academic progress requirements. Failure to meet these requirements may jeopardize a student’s continued financial assistance. Students should contact Student Financial Services with questions about general requirements or personal status.

A student who loses financial aid eligibility because of failure to satisfy academic progress requirements may have his or her financial aid reinstated if satisfactory academic standing is regained or if he or she is readmitted to the academic program.

## CHANGE OF PROGRAM

Students should not assume that the credits earned or approved for transfer in one program will be applicable to another. Because many programs have structured and professionally oriented curriculum, few program course offerings and requirements may overlap. Moreover, it is not always possible to change programs in the middle of the year. Therefore, any change in program may necessitate summer study and/or additional time in school.

Students generally declare a major either as part of the admission process or upon entering their second year of study at Parsons. After this initial major is declared, students who wish to change their major should work with their advisor to complete the necessary process, as described below.



## Change of Major

A student who wishes to change his or her major must complete an official internal transfer procedure that ensures that he or she has been properly advised about the new program and is fully informed about the implications of the change. Students considering a change of major or program can use the “What If” functionality of DegreeWorks (the university’s online degree audit tool) to explore how the courses they have taken will apply towards a new program of study.

For information on a change of major that involves a change of degree, such as from Design and Technology (BFA) to Design and Management (BBA), see “Change of Degree” below.

New students who wish to change majors prior to enrollment must discuss the change with the Office of Admission. Eligibility, status, and transfer credit will be reevaluated for the new major.

Matriculated students considering a change of major should become fully informed before making a final decision. Students should seek counsel from an advisor and from the current and new program directors, and then work with their advisor to officially declare the new major. A student can verify that the change of program has become official by checking his or her program of study at [my.newschool.edu](http://my.newschool.edu).

## Change of Degree

Admission criteria and procedures vary according to the degree being sought (i.e. AAS, BBA, BFA, BS, etc.) Therefore, students must complete a modified application process to make a degree change. Students who wish to change from the BA/BFA program to the BA or BFA only must submit a Change of Status form, with the necessary signatures, following the process for submission indicated on the form.

Currently matriculated BA, BS or BBA students interested in entering the BFA program should submit the following to the new Major/Degree advisor:

- Completed ‘Change of Major/Degree’ form
- A portfolio of the student’s best work in a CD, slides, or via URL address
- An unofficial New School transcript, from MyNewSchool
- A brief (one paragraph) statement of intent explaining the reasons for selecting the new degree program

Currently matriculated BA, BS or BFA students interested in entering the BBA program should submit the following to the new Major/Degree advisor:

- Completed ‘Change of Major/Degree’ form
- An unofficial New School transcript, from MyNewSchool

- A brief (one paragraph) statement of intent explaining the reasons for selecting the new degree program
- The design and management application essay (500-550 words): Describe a situation in which you combined creativity and analysis to solve a challenging problem. This is open to any problem: it could be personal, social, political, environmental, or something very different. We are more interested in your process or method in considering the problem, than whether you reached a complete solution.

Currently matriculated BBA or BFA students interested in entering the BA or BS in Environmental Studies programs should submit the following to the new Major/Degree advisor:

- Completed ‘Change of Major/Degree’ form
- An application form (the application fee is waived)
- An unofficial New School transcript, from MyNewSchool
- A brief (one paragraph) statement of intent explaining the reasons for selecting the new degree program
- The environmental studies application essay (500-550 words): Please discuss a major environmental challenge facing a large urban area such as New York, Los Angeles, Mexico City, London, etc. and propose a solution that would focus on design and sustainability.

Currently matriculated BBA or BFA students interested in entering the BS in Urban Design program should submit the following to the new Major/Degree advisor:

- Completed ‘Change of Major/degree’ form
- An unofficial New School transcript, from MyNewSchool
- A brief (one paragraph) statement of intent explaining the reasons for selecting the new degree program
- The urban design application essay (500-550 words): describe an urban experience you have encountered in relation to a physical place, book, movie, poem, documentary, artwork or design piece that left a significant impression on you. Explain how you might change something in your own neighborhood based on your impression from this urban experience. This might include adding, removing, redirecting or rearranging urban elements or processes. Supporting images included in your text are optional.

Any degree change not described above requires an application, online, through the Office of Admission.

## ATTENDANCE REQUIREMENTS

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Parsons' attendance policy was developed to encourage students' success in all aspects of their academic programs. Parsons promotes high levels of attendance; full participation is essential to the successful completion of coursework and enhances the quality of the educational experience for all, particularly in courses where group work is integral. Students are therefore expected to attend classes regularly and promptly and in compliance with the standards stated in course syllabi.

Faculty members may fail any student who is absent for a significant portion of class time. A significant portion of class time is defined as three absences for classes that meet once per week and four absences for classes that meet two or more times per week. During intensive summer sessions, a significant portion of class time is defined as two absences. Lateness or early departure from class may be recorded by the instructor as one full absence.

Members of the faculty are expected to make the attendance policy clear, in writing, at the beginning of the term. Students may be asked to withdraw from a course if habitual absenteeism or tardiness has a negative impact on the class environment.

Students who must miss a class session should notify the instructor and arrange to make up any missed work as soon as possible. A student who anticipates an extended absence must immediately inform the chair or director of his or her major program and explain any extenuating circumstances in writing. Advance approval for an extended absence is required to ensure successful completion of the course. The chair or director will recommend a leave of absence or even withdrawal from program if the proposed absence would compromise a student's ability to meet course requirements and standards.

### Religious Absences and Equivalent Opportunity

Pursuant to Section 224-a of the New York State Education Laws, any student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days.

### Assignments, Exams, and Deadlines

Unless special permission is received in advance, students must be present for all regularly scheduled examinations and final reviews and must submit completed assignments when they are due. Failure to take examinations or submit work on time may result in lowered grades or failure of the course.

## ACADEMIC PROGRAM STATUS

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### Leave of Absence

Students in good academic standing may petition for a leave of absence. Students taking a leave of absence should meet with their academic advisor in their school and complete the official Exit Form. Leaves of absence are typically approved for one or two semesters, depending on the curriculum and academic requirements of the program. Recipients of student loans should note that a leave of absence constitutes a break in their program of study, resulting in loss of their loan repayment grace period and/or eligibility for student deferment. They should consult Student Financial Services when contemplating taking a leave of absence. International students on F1 and J1 visas normally fall out of status during the period of a leave and must return to their home countries. International students must consult with International Student Services if contemplating a leave of absence.

Academic records for students on leave are maintained in accordance with the relevant drop and withdrawal deadlines, and refunds are calculated in accordance with the University Refund Schedule.

Leaves of absence for medical reasons require appropriate documentation. To return from a leave taken for medical reasons, a student must submit follow-up documentation indicating that the student is able to resume study. Upon receipt of this documentation, the Office of Student Support will make a decision as to the student's eligibility to return. Until the student receives clearance to return, a hold will be placed on registration. If unable to return to study as planned at the end of a leave of absence, a student must contact their program advisor immediately to request an extension of the leave or arrange to withdraw from the program.

### Withdrawal from a Degree Program

Students who wish to withdraw completely from the university must meet with an appropriate advisor in their program and complete the official Exit Form. Academic records will be maintained in accordance with the relevant drop and withdrawal deadlines, and refunds will be calculated in accordance with the University Refund Schedule.

Students who withdraw and later wish to return to the university must apply for readmission.

### Readmission

A student seeking to return to the university may be required to apply for readmission if he or she

- Was dismissed
- Did not complete the official Exit form before taking a leave or withdrawing
- Was not approved for a leave of absence
- Was approved for a leave of absence but did not return to the university within the approved time frame

- Withdrew from his/her program

## Delayed Entry

New students who decide to delay entry into the school must submit a formal request for reconsideration to the Office of Admission. The Office of Admission will re-review new students who wish to delay entry to determine their eligibility to come to Parsons for a term other than the one into which they were originally accepted. Students who have been away for more than five years may be asked to complete the full application process, including the submission of a portfolio. Not all prior coursework is necessarily applicable. The deadlines for readmission are stated in the application materials.

## Degree Completion Term Limits

Students must complete degree requirements within five years for the master's degree. Beyond this time limit, students are not permitted to register unless an extension of time is obtained. Extensions of time may be granted based on a petition submitted by the student and assessed by the student's academic department. To petition, the student must outline work completed toward the degree and a plan for completion of the degree. If the extension of time is not granted, the student will be dismissed from the program.

## Transfer Credits

The Office of Admission reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is University policy to accept credits earned at institutions fully accredited by their regional accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student's intended degree program. Exceptions are noted in the following paragraphs. Classes from non-regionally accredited colleges, which derive educational status from a specialized accrediting agency, will be evaluated on a case-by-case basis.

Final and official transcripts must be provided in a timely manner to insure accurate evaluation; failure to provide documents in a timely manner may result in the forfeit of transfer credit.

## Transcripts

An official transcript must be submitted for all prior coursework. Transcripts sent directly from the student's previous institution(s) to the Office of Admission or the Office of the Registrar, as well as transcripts sent directly to the student and forwarded to the above-named offices *in an original sealed envelope*, are considered official. Any prior course of study that is not indicated on the admission application will not be evaluated for transfer.

To transfer credit from a university outside of the United States, students must have prior coursework assessed by a recognized body such as the World Education Services (<http://www.wes.org/>) or other NACES member

(<http://www.naces.org/members.htm>). NACES members will review a student's prior coursework and provide Parsons with an equivalency that may be used to determine applicability. Transfer credit cannot be awarded for coursework completed at a university outside of the United States without an assessment.

Transfer credit earned more than ten (10) years prior to admission to Parsons is subject to review.

## Undergraduate Transfer Credit Guidelines

For students pursuing undergraduate degree, the Office of Admission determines transfer credit according to the guidelines outlined below.

In order for credits to be transferred they must be undergraduate level and applicable to the curriculum of the program to which the student has been admitted at Parsons, and a minimum grade of "C" must have been earned. A grade of "P" (Pass) is not acceptable unless the transcript indicates that it is the equivalent to a "C" or better. Finally, grades and grade point averages (GPA) are not transferred. Only the category and amount of credit awarded for transfer will appear on the student's New School transcript.

Three (3) credits earned in a quarter -system are equivalent to two (2) credits earned in Parsons' semester-based system. Four (4) and five (5) credits earned in a quarter-system are equivalent to three (3) credits.

Further, courses that are being considered for transfer towards liberal arts and sciences must conform to the standards outlined here:

<http://www.highered.nysed.gov/ocue/lrp/liberalarts.htm>

Continuing Education Units (non-credit) are not transferrable. Parsons' certificate courses may be taken for credit or non-credit. Credit students who successfully complete individual courses will earn undergraduate credits that may transfer to a degree program, if applicable.

## Undergraduate Transfer Credit Review Process

A Credit Summary is prepared by the Office of Admission upon a student's acceptance to Parsons. It provides the student with a tentative overview of the credit that is likely to be transferred should the student choose to attend Parsons.

A formal Transfer Credit Evaluation (TCE) is completed after the student accepts the offer of admission by submitting the Reply Form along with the tuition deposit. A TCE is the process by which Admission counsellors evaluate previous coursework and qualifying exams in order to determine if and how it may be transferred toward the student's degree requirements at Parsons.

A student's level of placement (freshman, sophomore, etc.) is determined based on a comprehensive review of application materials, including the Parsons Challenge, the portfolio, and previous college transcripts. The total number of credits accrued at a previous institution(s) does not alone determine a student's level of placement. Further, if a student has earned credit in a course that is relevant to the degree program to

which he or she has been admitted, but did not complete a directly equivalent course, then that course credit may be transferred toward electives. The Transfer Credit Evaluation is subject to final approval and potential redistribution of credits by the academic program.

#### Level Guidelines [BBA]

**Freshman Transfer:** Students applying directly from high school or with fewer than 36 transfer credits earned in a comparable business, liberal arts, or studio curriculum are considered freshmen.

**Sophomore Transfer:** Students who have completed at least 36 credits in a comparable business, liberal arts, or studio curriculum prior to their semester of entry are considered sophomores. Of these credits, 18 should be from business or studio classes *and* 18 should be from liberal arts classes.

**Junior Transfer:** Students who have completed at least 60 credits in a comparable business, liberal arts, or studio curriculum prior to their semester of entry are considered juniors. For junior transfers, it is preferable to have 42 business credits relating to the freshman and sophomore curriculum at Parsons *and* at least 18 liberal arts credits.

#### Level Guidelines [BFA]

**Freshman Transfer:** Students applying directly from high school or with fewer than 18 studio art credits are considered freshmen.

**Sophomore Transfer:** Students who have completed 18 to 24 credits in a comparable studio curriculum prior to their semester of entry are considered sophomores. Studio art credits may be for a variety of art disciplines but should represent an experience equivalent to that of Parsons' Foundation or direct-entry programs.

**Junior Transfer:** Students who have completed 60 credits in a comparable studio and liberal arts curriculum prior to their semester of entry are considered juniors. For junior transfers, it is preferable to have 42 studio credits similar to the freshman and sophomore curricula at Parsons *and* at least 18 liberal arts credits. Studio art credits may be for a variety of art disciplines but should represent an experience equivalent to the first and second years at Parsons. *Please note that Fashion Design does not accept junior transfers.*

#### Level Guidelines [BA and BS]

**Freshman Direct Entry:** Environmental Studies and Urban Design are direct-entry programs. First-year applicants who have not successfully completed 18–24 credits in a comparable program will spend four years of concentrated study in the program area.

**Sophomore Transfer:** Students must have successfully completed a comparable undergraduate first-year course of study in a BA, BFA, or BS track.

**Junior Transfer:** Students must have successfully completed a comparable undergraduate first- and second-year course of study in a BA, BFA, or BS track.

Since the level of placement at Parsons is rarely dependent upon the total number of liberal arts (including art and design history and theory) credits that the student has previously earned, these courses are evaluated and transferred on a course-by-course basis.

With the exception of the BFA Fashion Design, Integrated Design and Product Design programs, many programs allow spring entry for transfer students. Spring entry is dependent upon the number and kind of credits that the student has completed.

After matriculation, questions about receiving additional credit or about how transfer credit has been distributed may be answered by the student's Academic Advisor. Course descriptions, syllabi, and examples of the work may be requested by the Academic Advisor to inform a final review by the program director.

#### Advanced Placement and Qualifying Exams for Undergraduates

Students who completed the French Baccalaureate, German Abitur, International Baccalaureate, A-Level Exams or another equivalent European university qualifying exam may potentially transfer credit toward their degree program per the guidelines below. A maximum of 30 credits of this kind will be awarded.

##### Advanced Placement (AP):

For liberal arts subject examinations, with a minimum score of 4, a student may receive 3–4 credits (or one semester course equivalent).

##### British Advanced Level Examinations:

For General Certificate Examinations, students may only receive credit for the A Levels (A/AS) or H Levels (H2/H1). No credit may be awarded for O/OA Levels (or General Paper). For A or H level subject examinations, with a minimum score of C, a student may receive 6–8 credits (or two semester courses equivalent).

##### French Baccalaureate:

An official transcription from WES or comparable evaluation service is required.

##### German Abitur Final Examination:

An official transcription from WES or comparable evaluation service is required.

##### International Baccalaureate (IB):

For higher level subject examinations, with a minimum score of 5, a student may receive 6–8 credits (or two semester course equivalent).

#### Undergraduate Transfer Credit and Residency Requirement

A maximum of 31 credits may be transferred toward the AAS degree. A maximum of 60 credits may be transferred toward the BA and BS degrees. A maximum of 67 credits may be transferred toward the BBA and BFA degrees.

Therefore, AAS students must earn a minimum of 34 credits in residence. All BA and BS students must complete 60 credits in residence. All BBA and BFA students must complete 67 credits in residence, including two full years of program coursework, to be eligible for a degree. All BA/BFA students must earn a minimum of 54 out of 90 required studio/design credits and 45 out of 90 required liberal arts credits in residence. Credits earned through Exchange or Study Abroad do not count toward the residency requirement. The senior year may not be taken off campus without the special written approval of the program director and the assistant dean for advising.

### **Undergraduates Taking Courses Elsewhere**

Matriculated Parsons undergraduates who wish to earn credits elsewhere must receive approval from their academic advisor prior to enrollment. In order to attain permission, students must be in satisfactory academic standing and have completed all first year requirements, including Critical Reading and Writing and Perspectives in World Art and Design. Further, the proposed courses must be equivalent to those offered at Parsons.

AAS students will be permitted to transfer a maximum of six (6) credits once matriculated at Parsons; Bachelors degree students will permitted to transfer a maximum of nine (9) credits. All degree students are required to attain the residency requirement.

For approval, students should make an appointment with their academic advisor well in advance of the deadline to register. The advisor will review the proposed school's catalog, including the course description and course schedule. The student and his or her advisor will complete the "Permission to Take Courses Elsewhere" form. Upon completion of the course an official transcript must be provided to The New School. Students who attain all other standards will be granted one (1) credit for every 15 hours of instruction.

### **Graduate Transfer Credit Guidelines**

In order for credits to be transferred they must be applicable to the curriculum of the program to which the student has been admitted at Parsons, and a minimum grade of "B" must have been earned. A grade of "P" (Pass) is not acceptable unless the transcript indicates that it is the equivalent to a "B" or better. Finally, grades and grade point averages (GPA) are not transferred. Only the category and amount of credit awarded for transfer will appear on the student's New School transcript.

Three (3) credits earned in a quarter-system are equivalent to two (2) credits earned in Parsons' semester-based system. Four (4) and five (5) credits earned in a quarter-system are equivalent to three (3) credits.

### **Graduate Transfer Credit Review Process**

A formal Transfer Credit Evaluation (TCE) is completed by the program director.

### **Graduate Transfer Credit and Residency Requirement**

For graduate programs, a maximum of six credits may be transferred toward the MA in History of Decorative Arts and Design, the MFA in Design and Technology, Fine Arts, and Transdisciplinary Design; and the MS in Design & Urban Ecologies.

No credits may be transferred toward the MA in Design Studies and Fashion Studies; the MFA in Interior Design, Fashion Design & Society, Lighting Design, and Photography; the MS in Strategic Design and Management; and the Graduate Certificate in Design Business.

All MA candidates must complete 42 credits in residence with the exception of the Theories of Urban Practices program who must earn 30 credits in residence.

Candidates for the MArch must complete 107 credits in residence, except those granted advanced standing, who must complete a minimum of 73 credits in residence.

MFA candidates in Design & Technology, Fine Arts and Transdisciplinary Design must complete 54 credits in residence; MFA candidates in Fashion Design & Society, Interior Design and Photography must complete 60 credits in residence; MFA candidates in Lighting Design must complete 64 credits in residence.

MS candidates in Design & Urban Ecologies must complete 54 credits in residence. MS candidates in Strategic Design & Management must complete 36 credits in residence.

For graduate programs, credits earned on an approved Exchange or Study Abroad are considered "in residence".

### **English Course Placement Test and Transfer Credit**

The English course placement test is offered regularly in the weeks leading up to the start of term. The purpose of the exam is to insure that students are prepared for the courses they will take at Parsons. The test includes the following sections: listening comprehension (recorded speech followed by multiple-choice questions); grammar questions (multiple choice); reading comprehension questions (multiple choice); one 30-minute essay of at least one page (choice of two topics); and a brief interview.

Students will receive their placement results and register for an appropriate English class on the morning following their placement test. English course instructors and academic advisors will be available for questions and to assist with registration. Failure to register for indicated class will impact a student's progress towards completion of degree requirements and may extend the student's expected date of graduation. Further, for AAS students in particular, a student's English course placement test results will determine if the student will be required to attend an additional semester or two in order to satisfy this language proficiency requirement.

A native English speaker is generally defined as a person whose first language is English. If the main language spoken in the home is English, the student is considered a native speaker.

### **Undergraduates**

All non-native English speakers are required to take the English language placement test, without exception. This includes students who have previously taken English classes or have submitted a TOEFL or SAT score.

With respect to using transfer credit to meet the Critical Reading and Writing requirement, students should be aware that the transfer credit evaluation is a preliminary evaluation subject to revision pending the outcome of the English course placement test. Further, English courses taken by non-native English speakers are not transferred until an English language placement test is administered and the student's level is assessed.

Note, in some circumstances, AAS students who place into the advanced level of ESL may be exempted from completing the ESL sequence.

Transfer credits for Critical Reading and Writing for students who subsequently place into NELP 1650 ESL or NESL 1700 will be re-assigned as liberal arts elective credits. For students who place into NELP 1800 or NELP 1850 Writing for International students, transfer credits will be placed on hold until completion of the NELP 1800 or NELP 1850 course. Upon completion, the Writing/ESL Coordinator will consult with the student's ESL instructor and advisor to determine whether the pending transfer credits will be awarded. Up to three credits may count toward the Critical Reading and Writing requirement, and any remaining English credits would count as liberal arts electives.

### **Graduate Students**

All non-native English speaking students entering Parsons MFA programs in Design and Technology, Fashion Design and Society, Interior Design and Lighting Design are required to take the English course placement test before beginning their studies. All other graduate students are required to take the English course placement test if their TOEFL score falls between 92 IBT (580 PBT) and 105 IBT (620 PBT).

Graduate students who take the English course placement test and are placed in ESL will be required to register for one of the following courses: ESL Graduate Intermediate (NESL 0898) or ESL Graduate Advanced (NESL 0899).

## **Residency Requirements**

### **Undergraduate**

See information under "Undergraduate Transfer Credit and Residency Requirement."

### **Graduate**

All MA candidates must complete 42 credits in residence with the exception of students in the Theories of Urban Practices program, who must earn 30 credits in residence.

Candidates for the MArch must complete 107 credits in residence, except those granted advanced standing, who must complete a minimum of 73 credits in residence.

MFA candidates in Design and Technology, Fine Arts, and Transdisciplinary Design must complete 54 credits in residence; MFA candidates in Fashion Design and Society, Interior Design, and Photography must complete 60 credits in residence; MFA candidates in Lighting Design must complete 64 credits in residence.

MS candidates in Design and Urban Ecologies must complete 54 credits in residence. MS candidates in Strategic Design and Management must complete 36 credits in residence.

## **GRADUATION**

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### **Requirements for Graduation**

To earn an undergraduate degree, students must have a minimum 2.0 cumulative grade point average and must complete all degree requirements (as specified in school catalogs) prior to the graduation date.

To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and must complete all degree requirements (as specified in school catalogs) prior to the graduation date.

Students may track their progress towards degree requirements in DegreeWorks, the university's online degree audit tool, which is accessible through MyNewSchool.

Graduate students may not enroll in undergraduate courses for credit in fulfillment of degree requirements.

Graduating students should not receive incomplete grades in any course taken in the final semester of study.

### **Petitioning to Graduate**

Students intending to graduate must submit a Graduation Petition to the Office of the Registrar through MyNewSchool. The petition must be filed regardless of intent to attend the commencement ceremony. Students graduating in January should petition prior to October 1. Students graduating in May should petition prior to February 15. Late fees may apply after these deadlines. See the registrar's website for details.

### **The Commencement Ceremony**

The graduation ceremony for both May and January graduates is held in May. Undergraduate students who are within nine credits of completing their degree requirements and will complete all outstanding credits in the summer term following commencement may participate in the ceremony. Graduate students must complete all degree requirements in the

semester prior to commencement to participate in the ceremony. Participation in commencement exercises does not ensure that degree requirements have been met.

Students attending the May ceremony must purchase graduation attire from the university supplier.

## **Graduation with Honors**

Undergraduates who have completed at least 60 credits in residence for a bachelor's degree and 34 credits for an associate's degree and who have a cumulative grade point average of 3.7 or higher may graduate "with honors" noted on their diplomas and transcripts.

At Parsons, departmental honors may be awarded to degree candidates who have demonstrated outstanding achievement in their programs as evidenced by

- Prominent leadership
- Outstanding contribution to departmental projects
- Notable professional achievement and/or
- Noteworthy participation in or remarkable contribution to the senior/thesis exhibition

Departmental honors are awarded to a maximum of ten percent of the graduating class per program. All degree candidates are eligible, as are mid-year conferrals. Parsons departments select candidates for departmental honors by seeking nominations from faculty and staff. A departmental committee reviews nominations and makes final determinations should nominations exceed ten percent of the graduating class. Parsons BFA, BBA, and graduate programs' departmental honors are noted on the diploma and transcript.

## **Degree Conferral and Issuing of Diplomas**

The New School confers degrees in January and May. After all final semester grades are received and posted, an evaluation of the student's academic record will determine eligibility to graduate. This process takes several weeks. If the student is eligible to graduate, the degree will be conferred and a diploma will be mailed to the student's specified "diploma address" approximately 12 weeks later. Diplomas will not be issued to students with outstanding debts to the university.

## **ACADEMIC RESPONSIBILITY**

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At Parsons, all students are expected to take an active role in their own education.

All students are responsible for promoting, protecting, and upholding the highest standards of academic integrity and honesty. Students are required to learn the procedures specific to their disciplines for correctly and appropriately differentiating original work from quoted, incorporated, or emulated sources.

All students are responsible for keeping track of their progress in particular courses. Students should familiarize themselves with course requirements by reading syllabi and by attending to oral and written instructions for assignments throughout the semester. Students are responsible for knowing and complying with the attendance policy of each instructor. If students have questions about course requirements, assignments, examinations, attendance records, progress, or grades, they should ask instructors for clarification.

All students are responsible for keeping track of their academic progress. At all times, students should be aware of the credits they have earned, are in the process of earning, and have yet to earn in order to meet graduation requirements. If students have questions, they should ask the program advisor and/or the Office of Advising for clarification.

## **ACADEMIC INTEGRITY AND HONESTY**

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### **Statement of Purpose: Academic Honesty and Integrity**

The New School views "academic honesty and integrity" as the duty of every member of an academic community to claim authorship for his or her own work and only for that work, and to recognize the contributions of others accurately and completely. This obligation is fundamental to the integrity of intellectual debate, and creative and academic pursuits. Academic honesty and integrity includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing and describing ideas, or reporting on research findings or any aspect of the work of others (including that of faculty members and other students). Academic dishonesty results from infractions of this "accurate use". The standards of academic honesty and integrity, and citation of sources, apply to all forms of academic work, including submissions of drafts of final papers or projects. All members of the University community are expected to conduct themselves in accord with the standards of academic honesty and integrity.

Students are responsible for understanding the University's policy on academic honesty and integrity and must make use of proper citations of sources for writing papers, creating, presenting, and performing their work, taking examinations, and doing research. Through syllabi, or in assignments, faculty members are responsible for informing students of policies with respect to the limits within which they may

collaborate with, or seek help from, others. Individual divisions/programs may require their students to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

The New School recognizes that the different nature of work across the schools of the University may require different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all schools of The New School and institutions of higher education in general. This policy is not intended to interfere with the exercise of academic freedom and artistic expression.

## Definitions and Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- cheating on examinations, either by copying another student's work or by utilizing unauthorized materials
- using work of others as one's own original work and submitting such work to the university or to scholarly journals, magazines, or similar publications
- submission of another students' work obtained by theft or purchase as one's own original work
- submission of work downloaded from paid or unpaid sources on the internet as one's own original work, or including the information in a submitted work without proper citation
- submitting the same work for more than one course without the knowledge and explicit approval of all of the faculty members involved
- destruction or defacement of the work of others
- aiding or abetting any act of academic dishonesty
- any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents, including documents related to internships
- engaging in other forms of academic misconduct that violate principles of integrity.

## Adjudication Procedures

An administrator or faculty member at each of the divisions/programs of the University is the Dean's designee with responsibility for administering the University's Academic Honesty and Integrity Policy (hereinafter "school designee"). The name of each School Designee is listed on the Provost's Office website.

The steps below are to be followed in order. If the two parties come to agreement at any of the steps, they do not need to proceed further.

Throughout this policy where correspondence is indicated, but the method is not specified, New School e-mail accounts and/or hard copy, sent through regular mail or hand delivery,

may be used and is considered a good faith effort of notification on the part of the University. Each school will follow internal procedures for tracking correspondences with students related to this policy.

All time frames indicated by days refer to business days that do not include when the University's administrative offices are closed, including weekends and holidays.

Grades awarded under the university's Academic Integrity and Honesty Policy are not subject to review under this Grade Appeal Policy.

### Step 1: Notification to Student

A faculty member who suspects that a student has engaged in academic dishonesty will meet with the student. It is expected that the faculty member will contact the student within ten (10) days after the last day of classes for that semester in which the alleged incident occurs. If academic dishonesty is alleged on an examination, paper, or creative work due within the last two weeks of classes, the faculty member should submit an incomplete grade until the student can be properly notified and the matter resolved. If grading a major culminating work (for example, a Senior Exhibit, final course paper, Masters Thesis, or Doctoral Dissertation) which may take longer to evaluate, faculty may request an exception to this deadline through the Dean's office.

The student must contact the faculty member within ten (10) days of the notification to schedule a meeting with the faculty member. The faculty member is responsible for setting the meeting. This meeting can be in person or via telephone. A student who fails to respond in the time required will be deemed to have waived his/her rights under this policy. If the student does not respond, and the faculty member determines that the infraction is an actionable offense, s/he will inform in writing the School's Designee of his/her determination and include copies of the following: correspondence with the student, syllabi, and course assignments.

In cases where the student is taking a course with a faculty member of a different school, the faculty member's school designee will inform the student's School Designee who will then oversee the adjudication process.

### Step 2: Faculty Meeting with Student

During the meeting with the student, the faculty member will review the allegations with the student and allow the student the opportunity to respond. The student and/or the faculty member may, on a voluntary basis, request the presence of a designated third party from the student's school or the University's student ombudsman. A Third Party is appointed within each school for this purpose and can assist in clarifying questions about this policy and its processes, and facilitate communication between the faculty member and the student. The name of each Third Party is listed on the Provost's Office website and the School Designee can never also serve as a Third Party. If the faculty member and/or the student elect to have a third party present, the requestor is responsible for notifying the other of his/her decision in advance of the meeting.



During this meeting, the student may either accept responsibility for the allegations or dispute them. Regardless, the faculty member will consult with the School Designee and then make one or more of the following determinations:

1. Indicate that the student has not committed an infraction of this policy.
2. Indicate that the student has committed an infraction and impose one of the following sanctions:
  - a. require the student to resubmit the assignment; or
  - b. give the student a failing grade for that particular assignment; or
  - c. give the student a failing grade for the course.
3. Indicate that the student has committed an egregious infraction supporting the recommendation to the Dean that the student be suspended or expelled. Examples of egregious infractions include, but are not limited to: (1) multiple instances of academic dishonesty in a single course, (2) repeated instances of academic dishonesty by a student in different courses, and (3) academic dishonesty related to a major culminating work such as a Senior Exhibit, Masters Thesis or Doctoral Dissertation.

The faculty member will send correspondence as well as syllabi and course assignments to the School Designee with his/her determination.

In the rare and exceptional circumstance where the Step 2 process cannot occur, the instructor or the School's Designee shall notify the student of the instructor's concern that the student has engaged in academic dishonesty and that the matter has been referred to the Dean for resolution. In such cases, the student may proceed as set forth in the Appeals Procedures.

### **Step 3: Review of Faculty Determination and Possible Imposition of Sanctions by School Designee**

The school designee will review the faculty member's determination and consult, as needed, with appropriate academic personnel. Based on the faculty member's determination, the nature of the most recent violation as it relates to past violations, consistency within the division and across the University, and on any other relevant information pertaining to the student's record at the University, the School Designee may determine that modified sanctions should be imposed on the student that can include, but are not limited to, suspension or expulsion.

Recognizing the importance of the decision for the student, the faculty member and the School Designee will notify the student in writing of the sanction(s) as soon as possible, but not more than twenty (20) days after receipt of the faculty member's written recommendation. In addition, the School Designee will notify the appropriate offices in the school, the faculty member, the faculty member's School Designee (if the

course at issue is offered through another school), as well as the Office of the Assistant Vice President for Student and Campus Life.

## **Appeal Procedures**

If the student is dissatisfied with the outcome of the adjudication procedures, s/he has the right to appeal.

### **Student's Right to Appeal**

The student may appeal the school designee's decision to the Dean/Director of the School or his/her designee (hereinafter "Dean"). The appeal must be in writing and sent within ten (10) days of the decision letter received by the student. The student may request that the Dean convene a meeting of the existing committee that is responsible for academic standards and standing, or convene such a committee should one not already exist, to review the appeal. No member of this committee will have been part of the appeals process to date. The committee's recommendation will be made to the Dean, whose decision is final except in cases where the student has been suspended or expelled. Alternately, the student may waive review by a committee and request that the appeal be reviewed exclusively by the Dean or his/her designee, who will *not* be the School's Designee.

The student's appeal must be reviewed within fifteen (15) days of receipt. Note that an appeal to the Dean may result in a stricter penalty than that applied by the School Designee. The student must be notified in writing of the appeal decision within five (5) days of the decision. A copy of the decision must be sent to the faculty member who brought the initial allegations, the Office of the Assistant Vice President for Student and Campus Life, and other offices as appropriate. The Dean's decision is final, and not subject to further appeal, except in cases where the decision is either to suspend or expel.

### **Appeal to the Provost**

A student who has been ordered suspended or expelled from the University because of a violation of this policy may appeal to the Provost or his/her designee (hereinafter "Provost"). The appeal must be made in writing within five (5) days of receipt of the Dean's decision.

If the Provost decides to consider the appeal, such a review will be limited to: (a) whether the adjudication procedures outlined in this policy were properly followed; and (b) whether the sanction imposed is appropriate given the nature of the violation, and is consistent with sanctions imposed across the University in the past for similar violations. Note that an appeal to the Provost may result in a stricter penalty than that applied by the Dean; i.e. an appeal of a Dean's decision of suspension could result in the Provost's decision of expulsion. The Provost will, within ten (10) days of receipt of the request, make a determination. The Provost's decision is final.

## REGISTRATION

The Office of the Registrar registers students for classes, charges tuition and fees, and processes course changes and withdrawals.

### Registration Procedures

Registration procedures at The New School vary by division. New students should visit the New Students page ([www.newschool.edu/student-services/newstudents](http://www.newschool.edu/student-services/newstudents)) for registration information prior to arrival on campus. Continuing students should refer to the Registration Information website ([www.newschool.edu/reginfo](http://www.newschool.edu/reginfo)) each semester for detailed registration instructions specific to their school, as well as relevant policy information. Students should follow the registration procedures outlined by their school.

All students should note the following:

- Exact advising and Web registration dates are provided by the student's department. Generally, new students register over the summer (for the fall term) or in January (for the spring term). Continuing students register in April for the following fall term and in November for the following spring term.
- All course registrations must be approved by a departmental advisor before a student registers at MyNewSchool or in person. Students who register for a course without the appropriate advisor's approval will be asked to drop the course and may be administratively withdrawn from the course.

Student Financial Services emails to continuing degree students a schedule of their classes and a single invoice for tuition and fees several weeks before the start of each semester. Students should verify the accuracy of the schedule. A student is not registered and cannot receive credit for any course not appearing on the schedule.

New students registering over the summer for their first-semester classes are e-mailed an invoice prior to their arrival on campus. Payment is due prior to the first day of classes.

- Registration is not complete until payment or payment arrangements have been made.
- Students who fail to register or fail to make payment by the published deadlines (see below) will incur late fees. Deadlines for completing registration cannot be extended because of delays in clearing registration holds (see below).

### Registration Holds

Holds may be imposed for a variety of reasons typically including nonpayment of late fees or other balances due or for failure to submit required vaccination forms. In the event that a student fails to satisfy requirements for documentation or payment, the appropriate university office will place a hold preventing future registration until the requirement has been

satisfied. Students should check MyNewSchool at least two weeks prior to registration to see if any holds have been placed on their accounts. If any hold has been placed, MyNewSchool will indicate the type of hold and the office to contact to resolve the hold. Registration deadlines will not be extended because of delays in clearing holds, and students will be liable for any applicable late fees.

### Full-Time and Half-Time Status

For undergraduate degree students, full-time status is defined as enrollment in a minimum of 12 credits per semester. Half-time status is defined as enrollment in a minimum of 6 credits per semester.

For graduate degree students, full-time status is defined as enrollment in a minimum of either 12 or 9 credits per semester, depending on the program. Half-time status is defined as enrollment in a minimum of one-half the credits required for full-time status (6 or 4.5, depending on program).

Students with loans or tuition grants from external sources, including New York State TAP awards, should be advised that such programs may require 12 credits for full-time status. It is the student's responsibility to meet the full-time status requirements as defined by each external source of funds.

Parsons students are not permitted to exceed 19 credits without written permission from their program advisor. BBA and BFA students who wish to register for less than 12 credits per semester must receive permission from the program director and their program advisor. Permission is not required of seniors whose program requirements dictate less than 12 credits.

### Pass/Fail (Graduate students)

Graduate students have the option of taking certain courses on a pass/fail basis. Instead of a letter grade, a grade of Pass (P) or Unsatisfactory (U) will be assigned. A grade of P is required to earn credit points. Grades of P and U are not included in the cumulative grade point average. To take a class pass/fail, a petition approved by the course instructor must be filed by the student with the registrar's office before the semester's "add" deadline. The petition cannot be filed retroactively. Note: a grade of P is not usually valid for core course requirements.

### Auditing Courses (Graduate students)

In order to audit a course, graduate students must obtain the appropriate advisor signatures using an add/drop form and register for the course in-person at the registrar's office. Students cannot register to audit courses in MyNewSchool. Audit fees are listed in the Tuition and Fee Schedule.

### Adding, Dropping, and Withdrawing From Courses

To add, drop, or withdraw from a course, students must contact their academic advisor for approval. All course

changes must be submitted to the Office of the Registrar through MyNewSchool or in person. No course change is effective until this step is complete.

There is a financial penalty for dropping courses after a term has begun. However, if a student adds equivalent credits on the same day that a course is dropped, the penalty is waived. (See the University Refund Schedule for more information.)

Deadlines for adding, dropping, and withdrawing from courses are based on the following rules (but see the Academic Calendar for exact dates for each semester):

*Adding a course:* through second week of semester

*Dropping a course (deleted from student's academic transcript):* through third week of semester

*Withdrawal with a grade of W noted on academic transcript (no academic penalty)*

- Undergraduate students: through seventh week of semester
- Parsons and Mannes graduate students: through seventh week of semester
- All other graduate students: through end of semester

*Withdrawal with a grade of WF noted on academic transcript (equivalent to an F in GPA)*

- Undergraduate students: after seventh week of semester
- Parsons and Mannes graduate students: after seventh week of semester

Late-starting courses may be added after these deadlines with an advisor's permission. Online courses may have different deadlines; refer to the registrar's office website for details.

Attendance in class or completion of course requirements alone does not constitute formal registration and does not make a student eligible to receive credit for that course. Likewise, failure to attend classes, failure to complete coursework, failure to complete payment, or notification of the instructor does not constitute official withdrawal and may result in a permanent grade of WF on the student's record.

## Refund Schedule and Policies

Students are responsible for familiarizing themselves with university policies regarding adding or dropping courses and refund of tuition and fees.

In the event of early withdrawal, a percentage of tuition may be refundable. Refunds are granted only after the official withdrawal procedure has been completed or the university determines you are no longer enrolled. In processing tuition refunds for degree students who drop or withdraw from fall or spring classes, the following schedule applies. (For the summer refund policy, see the registrar's website.) Please note that fees, including tuition deposits for new students, are non-refundable. Housing fees are subject to the terms stated in the housing contract.

## University Refund Schedule—Degree Students

<i>When course is dropped</i>	<i>% of Tuition Refunded</i>
Before semester begins	100%
Within first week of semester	90%
Within second week of semester	80%
Within third week of semester	70%
Within fourth week of semester	60%
After fourth week of semester	No refund

The above percentages will be applied to the number of credit points dropped in order to determine a student's remaining liability for those credits. The student's total tuition will then be recalculated to include the new credit load and any liability for dropped/withdrawn credits. Any refund will be the difference between tuition already paid and the recalculated tuition. Refund processing takes approximately four weeks.

Student financial aid may be affected if a student withdraws or drops credits. Failure to complete payment prior to withdrawal does not relieve a student of financial liability. Students should contact Student Financial Services with any questions regarding their accounts.

Students receiving federal financial aid who withdraw officially or unofficially from all classes are subject to a Title IV recalculation of aid. Federal aid eligibility is re-determined based on the student's last date of attendance in class, using a proportional calculation through 60 percent of the payment period. Title IV recalculations may result in the loss of all or some federal loans and federal grants. Students subject to recalculations will be sent a revised award letter indicating any change in federal aid. Such recalculations of aid eligibility have no bearing on a student's institutional charges. The amount of tuition, fees, housing, and meal plan charges assessed will be based on the institutional refund policy as listed above.

## Late Registration and Late Payment Fees

This policy applies to all continuing degree students, except those returning from a leave of absence or mobility. It does not apply to newly admitted students during their first semester.

*Fall semester:* Students registered for the fall semester are required to make arrangements to pay by August 10. Failure to do so will result in a late payment fee of \$150. Students who register after August 10 will be charged a late registration fee of \$150.

*Spring semester:* Students registered for the spring semester will be required to make arrangements to pay by January 10. Failure to do so will result in a late payment fee of \$150. Students who register after January 10 will be charged a late registration fee of \$150.

*Appeals:* Students who are charged the late payment fee or late registration fee and have extenuating circumstances that

warrant a review of the fee may appeal by writing a letter stating their case and attaching appropriate documentation.

The appeal must be received prior to October 15 for the fall term or prior to February 15 for the spring term. The fee must be paid before the appeal can be reviewed. If the appeal is granted, a refund will be issued. The appeal should be sent to

Late Fee Appeal Committee  
c/o William Kimmel  
University Registrar  
The New School  
79 Fifth Avenue, 5th floor  
New York, NY 10003

## FINANCIAL INFORMATION

### FINANCIAL AID

The Office of Student Financial Services provides a comprehensive program of financial services for degree-seeking students that includes significant institutional scholarship support to eligible students on the basis of merit and need. Detailed information regarding applying for aid and the types of aid available is available on our website at <http://www.newschool.edu/student-services.aspx>. Eligible students may apply for assistance under the following federal, state, and institutional aid programs:

#### Scholarship and Grant Programs

Federal Pell Grant  
Federal Supplemental Educational Opportunity Grant (SEOG)  
New York State Tuition Assistance Program (TAP)  
New York State Aid for Part-Time Study Program (APTS)  
New York State Higher Educational Opportunity Program (HEOP)  
New York State Regents Opportunity Scholarship Program  
New School and Parsons scholarships

#### Loan Programs

William D Ford Direct Student Loan Program  
William D Ford Direct Parent Loan for Undergraduate Students (PLUS) Program  
Federal Perkins Loan Program  
Private credit-based educational loans

#### Work Programs

Federal Work-Study Program

#### Other Programs

Federal aid to Native Americans  
Veterans' benefits  
Social Security payments to children of deceased/disabled parents

For additional information on financial aid sources, visit the Department of Education's website at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### How to Apply

In general, to be eligible to apply for assistance under the programs listed above, students must be matriculated in a degree program and be enrolled at least half-time. To be eligible for federal assistance, students must not be in default on or owe a refund to any of the federal aid programs. Students interested in applying for the government and institutional financial assistance programs listed above must complete a Free Application for Federal Student Aid (FAFSA) annually. The New School's code is 002780. Students are encouraged to file this form electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Completing and submitting the FAFSA enables Student Financial Services to receive a need analysis report or Student Aid Report (SAR) electronically.

Undergraduate International students may be eligible to receive institutional scholarships. Apply by completing the online International Student Scholarship Application annually. ([https://www.surveymonkey.com/s/1112\\_International\\_Scholarship\\_Application](https://www.surveymonkey.com/s/1112_International_Scholarship_Application))

### Estimated Cost of Attendance and Determining Eligibility

The Student Aid Report (SAR) allows Student Financial Services to determine a student's eligibility for institutional scholarship awards and federal aid programs. The expected student contribution and aid from other sources are subtracted from the student expense budget to determine the individual student's financial need. Thus, a simple expression of the financial aid equation is represented by the following formula: Student Expense Budget – Available Resources = Need.

Your student expense budget, also known as your Cost of Attendance (COA), is the foundation on which eligibility for student financial assistance is determined. Federal laws regulating the disbursement of funds to students receiving Title IV aid (including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Academic Competitiveness Grant, William D Ford Direct Loans, Federal Perkins Loans, and Federal Work-Study awards), dictate the expense items that can be included when calculating COA budgets. Allowable expenses for the period of enrollment are tuition and fees, books and supplies, room and board, other personal expenses, transportation costs, and federal loan fees.

tuition, fees, educational expenses, billing, payment, as well as rules and regulations governing aid eligibility can be found at [www.newschool.edu/student-services/financialaid](http://www.newschool.edu/student-services/financialaid) or by contacting Student Financial Services, The New School, 72 Fifth Avenue (lower level), New York, NY 10011, 212.229.8930, [sfs@newschool.edu](mailto:sfs@newschool.edu)

### Scholarships

#### Chase Scholars

Parsons first-year applicants with exceptional academic achievement are eligible for this program of accelerated art and design courses, which carries with it a supplemental scholarship award.

#### Higher Education Opportunity Program (HEOP)

The Higher Education Opportunity Program (HEOP) offers support to residents of New York State whose family incomes meet guidelines established by the State Department of Education and whose college success may not be readily predictable through high school grades and standardized test scores. Candidates for HEOP assistance must exhibit the exceptional art and design talent expected of all Parsons students. For more information, send email to [heop@newschool.edu](mailto:heop@newschool.edu) or call The New School at 212.229.8996.

## TUITION AND FEES

### Estimated School-Year Expenses, 2012–2013 Academic Year

These estimates assume a full-time student living on campus. All students are automatically charged the Student Health Insurance Fee and Student Health Services Fee. Those covered by other insurance can decline the insurance fee by submitting a waiver form.

#### Associates Degree Program

Tuition	\$39,280
University Services Fee	260
Student Senate Fee	10
Health Services Fee	590
Health Insurance Fee	2,519
Room*	12,260
Board**	3,000
Books and Supplies**	2,050
Personal Expenses**	1,550
Transportation**	936
<b>Total</b>	<b>\$62,455</b>

\*Estimate; university housing charges can vary

\*\*Estimates only; actual expenses will vary.

## Graduate Programs

Estimated Academic Year Expenses 2012–2013\*

Tuition	\$ 40,300
University Services Fee	260
Student Senate Fee	10
Health Services Fee**	590
Health Insurance Fee**	2,519
Room**	12,260
Board***	3,000
Books and Supplies***	2,050
Personal Expenses***	1,550
Transportation***	936
<b>Total</b>	<b>\$63,475</b>

\*Except the graduate Photography program. Tuition for the MFA in Photography is charged at \$1260 per credit for the 2012-2013 academic year.

\*\* Estimate; university housing charges can vary

\*\*\*Estimates only; actual expenses will vary

### Bachelor's Degree Programs

Estimated School-Year Expenses, 2012–2013 Academic Year

(Full-time on-campus resident)

Tuition	\$39,280
University Services Fee	260
Student Senate Fee	10
Health Services Fee	590
Health Insurance Fee	2,519
Room*	12,260
Board**	3,000
Books and Supplies**	2,050
Personal Expenses**	1,550
Transportation**	936
<b>Total</b>	<b>\$62,455</b>

\*Estimate; university housing charges can vary

\*\*Estimates only; actual expenses will vary.

## BILLING, PAYMENT, AND REFUND POLICIES

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### Billing and Payment Information

For registered continuing students, invoices are sent electronically. An email notice will be sent to the student's New School email address (@newschool.edu) when the invoice is ready to view at MyNewSchool. Fall semester invoices are normally available in early July with a payment due date of August 10. Invoices for the spring semester are available in December with a payment due date of January 10. The invoice takes account of all current financial aid as of the date of the invoice.

Students who register just prior to the start of classes must pay their tuition and fees (and housing if applicable) in full less approved financial aid awards or eligible students must make payment arrangements with Student Financial Services at the point of registration.

Accepted forms of payment: Payment may be made by Visa, MasterCard, Discover, American Express, personal check (U.S. funds only), money order, travelers check, cash (in person only), and wire transfer (see instructions below). Students are encouraged to make payment online at MyNewSchool for timely, accurate, and secure posting. Online payment may be made using a U.S. checking or savings account or Visa, MasterCard, Discover, or American Express.

Wire Transfer: For learn how to wire transfer funds to The New School, sign on to MyNewSchool (select the Student tab and in the "Student Financial Services" channel select "Wire transfer information."). Students who do not have access to MyNewSchool, must email Student Financial Services for instructions. Only students who have been admitted and deposited can send funds by wire.

### Monthly Payment Plan

The New School offers a monthly payment plan, which is accessible through MyNewSchool. It enables students or their families to pay interest-free monthly installments toward tuition, fees, and housing. The monthly payment plan allows you to maximize your savings and income by spreading your education expenses over four or five monthly payments each semester. Many students and families find monthly installments more manageable than one lump payment each semester.

The payment plan is not a loan so there are no credit checks. It is available for the fall and spring semesters. (This payment plan is not available for summer charges.)

Matriculated students taking six or more credits in a semester and New School for Social Research students maintaining status are eligible.

The plan is interest free. There is a \$55 enrollment fee per semester. Payment for the fall semester five (5) month plan

begins on August 1 and for the fall four (4) month plan on September 1. Payment for the spring semester five (5) month plan begins on January 1 and for the spring four (4) month plan on February 1.

**Important Note:** Monthly payment plans are based on per semester charges. Students must re-enroll in the plan each subsequent semester in order to continue using this option.

### Deferral of Payment for Approved Financial Aid

Students receiving financial aid may defer tuition and fees only if an award has been granted and the proper forms have been signed and returned to Student Financial Services. Approved financial aid awards appear on student invoices and reduce the amount due. Students must make payment in full of any charges not covered by their financial aid package.

It is the student's responsibility to know the status of his or her financial aid awards, including loans, so that all tuition and other charges are satisfied in a timely fashion. In the event anticipated financial aid or loans are not realized, the student will be required to pay any outstanding balance through other means.

For additional information contact Student Financial Services.

### Deferral of Payment for Employer Reimbursement

Students expecting reimbursement from an employer or sponsor may defer payment of tuition and fees by submitting a signed authorization letter along with the appropriate deferral form(s). This may be done by mail or fax or in person, but not by email.

The authorization letter must be provided on official employer/sponsor letterhead. This letter should indicate the current date and include the following: student's full name, New School ID number (if applicable), the amount to be reimbursed, the academic term for the covered charges, the signer's address and telephone number, and the specific terms for reimbursement (either contingent on receipt of grades or else billable upon registration. Any portion of charges that the employer has not agreed to pay may not be deferred and must be paid upon registration.

Registered degree students must submit the authorization and the deferment form(s) to Student Financial Services by the appropriate payment due date in order to avoid the late payment fee. A non-matriculated (general credit, noncredit, or certificate) student must submit the authorization and deferment form(s) with his or her registration.

Students can mail authorization letters and forms to The New School, Attention: Third Party Billing, 79 Fifth Avenue, 5th floor, New York, NY 10003 or bring their documents in person to the cashiering office at 72 Fifth Avenue. Payments may be made online at my.newschoo.edu via their checking account or credit card. Registered Students can fax a credit card authorization with their deferral form and authorizations letters to SFS at 212.229.8582.

Payment for all charges is the responsibility of the student. The student is liable for any and all deferred charges that are not paid by the employer/sponsor. Liability is not contingent on receiving passing grades or completing courses. For answers to questions regarding employer reimbursement, email [sfs@newschool.edu](mailto:sfs@newschool.edu) or call 212.229.8930.

your balance, refunds will be issued back to the card last used to complete this payment.

### **Terms of Reimbursement**

If the reimbursement will be made upon receipt of grades: There is a participation fee of \$150, and the student must complete both the Employer Reimbursement Deferment Form and the Deferral Credit Card Payment Authorization. (These forms can be downloaded from the website: go to [www.newschool.edu/student-services](http://www.newschool.edu/student-services) and select Billing and Payment.) Payment of the \$150 participation fee and any balance of tuition and university fees not covered by the authorization letter must be made prior to or submitted with the deferment forms. Deferred charges must be paid in full by February 1 for the fall semester, June 15 for the spring semester, and August 15 for summer term.

If payment is not contingent on receipt of grades and The New School can bill the employer directly, there is no participation fee. The student submits only the Employer Reimbursement Deferment Form (found on the website; see above) with the employer authorization letter. The New School will send an invoice for payment to the employer according to the authorization. Payment for any balance due not covered by the authorization letter must be made prior to or submitted with the deferment form.

### **Returned-Check Fee**

If for any reason a check does not clear for payment, a penalty of \$30 is charged to the student's account. The university cannot presume that the student has withdrawn from classes because the check has not cleared or has been stopped; payment and penalty remain due. Payment for the amount of the returned check and the \$30 returned check fee must be made with cash, a certified bank check, or a money order. Another personal check is not acceptable. A penalty (ten percent of the balance) is charged if payment for a returned check is not received within four weeks. If a second check is returned, all future charges must be paid with cash, a certified bank check, or a money order; personal checks will no longer be accepted.

If it becomes necessary to forward an account to a collection agency, an additional 10 percent penalty will be charged on the remaining account balance.

### **Electronic Refunds Deposited in Your Bank Account**

Student refunds can be deposited directly to a personal savings or checking account. Students can sign up for this service on MyNewSchool. Exception: For students who are using a Parent Loan for Undergraduate Students to finance their educational expenses, a paper refund check (if applicable) will be sent to the parent borrower. If using a credit card to pay



## STUDENT LIFE

### COMMUNICATION WITH STUDENTS

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#### MyNewSchool

MyNewSchool is a customizable Web portal, located at [my.newschooll.edu](http://my.newschooll.edu), that connects students to the university and to their student records. Students can access their university email, view and update their personal information, participate in online courses, receive announcements, use library resources, check their accounts, see their financial aid award status and academic records, and much more. Most student business is transacted online through MyNewSchool, including registration for classes, payment of tuition and fees, and viewing of final grades. New students are notified when their MyNewSchool accounts have been set up.

#### Student Email Accounts

The university administration and academic departments routinely communicate with students through New School email. The university provides every degree or credit seeking student with a New School email account. Official communications are made to the New School email address only.

#### Changes of Address and Telephone Number

Students are responsible for keeping their addresses and telephone numbers current with the university. They can update their contact information whenever necessary through MyNewSchool. University correspondence is mailed to the address designated as “official” or emailed to the student’s New School email address.

### STUDENT SERVICES

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Student Services offers resources and programs to enrich each student’s experience at The New School and prepare students for a life of responsible citizenship. Student Services provides the following resources:

- Student Housing and Residence Life
- Student Health and Support Services
- International Student Services
- Student Disability Services
- Student Rights and Responsibilities
- Career Development
- Intercultural Support
- Student Development
- Recreation and Intramural Sports

To find out more about Student Services, visit [www.newschooll.edu/student-services](http://www.newschooll.edu/student-services).

### Student Housing and Residence Life

The New School has living and learning spaces for undergraduate and graduate students with amenities to suit individual needs and budgets. All residences and some apartment facilities are fully furnished and staffed by professional residence hall directors and student resident advisors. Through the enthusiasm and creativity of the resident advisors, students who choose to live in university residences are introduced to diverse educational and social activities at The New School and in New York City. All facilities have 24-hour security coverage, and our staff is trained in handling emergencies should the need arise. The Residence Hall Handbook details housing services and residence hall policies essential to creating safe, supportive, and respectful communities.

For students who wish to navigate the metro New York real estate market, listings of rental properties, shared apartments, short-term accommodations, and sublets are available in the Student Housing office. Student Housing will provide a compilation of current listings on request. The Off-Campus Housing Resource Guide provides information about New York City, its neighborhoods, and the ins and outs of the local real estate market. Workshops and one-on-one sessions with the staff are also available. For more information, visit [www.newschooll.edu/housing](http://www.newschooll.edu/housing).

Students living in certain residence halls are required to enroll in a meal plan. Please review your housing application or visit [www.newschooll.edu/student-services/meal-plans](http://www.newschooll.edu/student-services/meal-plans) for more information.

### Student Health and Support Services

Student Health and Support Services provides counseling and medical services, promotes student wellness and health, and administers the Student Health Insurance Plan. All degree, diploma, visiting, mobility, graduate certificate, and non-matriculating students in undergraduate and graduate degree programs, including students taking courses only online, are automatically charged a Health Services Fee at registration.

The Medical Services staff of physicians, nurse practitioners, and physician assistants is available to provide treatment for illnesses or injuries, routine health care, and medical advice. The Counseling Services staff of licensed psychologists, clinical social workers, an art therapist, and a psychiatrist provides emotional support and psychological counseling in a supportive environment, working with each student client on a reasonable and helpful plan of action to address the student’s concerns. The Wellness and Health Promotion program empowers students, connects them to information and resources, cultivates healthy attitudes and behaviors, and fosters a culture on campus that values health. Professional health educators meet with students, offer workshops, and provide interactive programs on a variety of topics, including stress reduction, money management, time management, meditation, acupressure, nutrition and cooking, physical activity, smoking cessation, harm reduction, sexual health, HIV/AIDS, depression, sexual assault, and interpersonal

violence. For more information, visit [www.newschool.edu/student-services/health](http://www.newschool.edu/student-services/health).

### **Student Health Insurance**

The university offers students a comprehensive health insurance plan that includes coverage for emergencies, hospitalization, and regular outpatient visits. The Student Health Insurance Plan provides easy access to health care services locally, nationally, and globally. All eligible students are automatically enrolled at registration.

*Waivers:* Students may be eligible to decline the insurance plan by submitting an online waiver form at the beginning of EVERY fall semester by the posted deadline (or spring semester for students entering in the spring). Access the online waiver form by going to [www.universityhealthplans.com](http://www.universityhealthplans.com) (select the “New School” link).

To learn more about the Student Health Insurance Plan and your financial responsibility if you do not waive the insurance, visit [www.newschool.edu/student-services/health](http://www.newschool.edu/student-services/health).

### **Career Services**

Career Services at The New School promotes a holistic approach to career planning, helping students make sound career decisions to ensure personal and professional growth. Services include career counseling and assessment, résumé and cover letter reviews, mock interviews, and internship and job search guidance. Special events including career workshops, panels, and networking opportunities also take place throughout the year. Visit [www.newschool.edu/student-services/careers](http://www.newschool.edu/student-services/careers) for contact information and further details.

### **International Student Services**

The New School is authorized under federal law to enroll non-immigrant alien students. All international students are required to attend an orientation and check in with International Student Services at the beginning of each academic semester. The office checks documents to see that students have been properly admitted into the United States and reviews their rights and responsibilities and government regulations.

The mission of International Student Services is to help international students from other countries reach their full potential and have positive experiences at The New School. Along with the rest of the university community, International Student Services promotes diversity and respect for cultures from all over the world. The office offers workshops, resources, programs, as well as advice and support. Every international student has access to one-on-one advising. For more information, visit [www.newschool.edu/student-services/international](http://www.newschool.edu/student-services/international).

### **Student Disability Services**

The New School is committed to helping students with disabilities obtain equal access to academic and programmatic

services. Student Disability Services assists students who may need special accommodations, as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973. If you have a temporary or chronic disability of any kind, please submit medical documentation to Student Disability Services at the beginning of the semester. The staff will advise you on policies and procedures and discuss available support and accommodations. For more information, visit [www.newschool.edu/student-services/disability](http://www.newschool.edu/student-services/disability).

### **University Student Senate**

The University Student Senate (USS) is the official student government of The New School which is comprised of a representative board of voting members from each of the seven divisions. The USS acts as an intermediary between the student population and the administration to create a cohesive community. For more information and to get involved, visit [www.newschoolsenate.org](http://www.newschoolsenate.org).

### **Intercultural Support/HEOP**

The Office of Intercultural Support (OIS) works with students of diverse backgrounds to build community at The New School. OIS offers individual counseling and sponsors events and workshops to promote intercultural awareness. The staff works closely with recognized student organizations and the Social Justice Committee. This office also administers the Arthur O. Eve Higher Education Opportunity Program (HEOP) and oversees the Student Ombuds office. For more information, visit [www.newschool.edu/student-services/intercultural](http://www.newschool.edu/student-services/intercultural).

### **Social Justice Committee**

The Office of the Provost, committed to making social justice one of The New School's top priorities, has established a university-wide Social Justice Committee to guide The New School's efforts to promote a sense of inclusion and fairness among the many social identities, life experiences, intellectual approaches, and personal beliefs represented in our community. A concern for social justice is central to the way in which many understand and relate to The New School. This impulse can be traced in the history of our divisions and programs, which have been concerned with providing access to higher education for working people, serving as a haven for scholars at risk, devising policies that promote equity and democratic governance, designing for democratic participation and social change, and contributing to the public discourse on economic development. For more information, visit [www.newschool.edu/provost/social-justice](http://www.newschool.edu/provost/social-justice).

## **UNIVERSITY RESOURCES AND FACILITIES**

The New School is located in New York City's Greenwich Village, with a few facilities elsewhere in Manhattan. For a campus map and building hours visit [www.newschool.edu/about](http://www.newschool.edu/about).

## Libraries

New School libraries offer a full array of workshops and lab classes for students and faculty. Individual reference appointments are available upon request from students and faculty. For information about the New School libraries and the Research Library Consortium of South Manhattan, described below, visit [www.library.newschool.edu](http://www.library.newschool.edu).

### New School Libraries

Fogelman Social Science and Humanities Library  
Gimbel Art and Design Library  
Scherman Music Library  
Kellen Archives  
Visual Resource Center

### Research Library Consortium Libraries

New York University

- Avery Fisher Center for Music and Media
- Elmer Holmes Bobst Library
- Library of the Courant Institute of Math Sciences

Cardozo Law Library of Yeshiva University  
The Cooper Union Library  
New York Academy of Art  
The New-York Historical Society

## Blackboard

Blackboard is the virtual “classroom” used for online and many on-campus courses. Log in by selecting the Blackboard icon at [my.newschool.edu](http://my.newschool.edu).

## University Writing Center

The University Writing Center helps students become better expository writers, offering individual tutoring sessions in every phase of the writing process, from brainstorming ideas to developing an outline or rough draft to revising and editing. In addition, the Center provides mathematics tutoring, ESOL support such as speech and pronunciation, and tutoring in graduate-level academic writing for students enrolled in MA and PhD programs.

The Writing Center works both by appointment and on a walk-in basis. All sessions start on the hour and are 50 minutes long. To schedule an appointment or for more information visit [www.newschool.edu/writingcenter](http://www.newschool.edu/writingcenter).

## Computing Facilities

Students have access to the latest technology in the labs and work spaces operated by the office of Academic Technology (AT). For locations of facilities and hours of operation, visit [www.newschool.edu/at](http://www.newschool.edu/at). Features and services include:

- Mac and Windows open labs with printers
- Computer-equipped presentation classrooms
- Advanced video, audio, Web, print design, 2D and 3D modeling and animation programs

- Research, statistics, and Microsoft Office software
- Private editing suites, an AV recording studio, and a voiceover studio
- Black and white, color, and large format printing, including wireless printing, standard and photographic quality.
- Specialty scanners (oversized, slide, film, and drum)

Questions about AT labs, the equipment center, the print output center, and AT-supported presentation classrooms should be directed to the Academic Technology staff: Email [at@newschool.edu](mailto:at@newschool.edu) or call 212.229.5300 ext. 4538.

## Wireless

The New School provides free wireless Internet access throughout the campus. For information visit [www.newschool.edu/at/network/wireless](http://www.newschool.edu/at/network/wireless).

## University Help Desk

The University Help Desk is the point of contact for students, faculty, and staff requiring assistance or information on all university computing issues.

Contact the Help Desk Monday–Friday, 8:30 a.m. to 5:30 p.m.  
Telephone: 212.229.5300 ext. 2828  
Email: [helpdesk@newschool.edu](mailto:helpdesk@newschool.edu)

## Other Resources

### Barnes and Noble Booksellers

105 Fifth Avenue at 18th Street  
212.675.5500  
[www.barnesandnoble.com/textbooks](http://www.barnesandnoble.com/textbooks)

New and used textbooks for most courses are available for purchase at the Barnes and Noble store on 18th Street.

### The Foundation Center

79 Fifth Avenue, 2nd floor  
212.620.4230  
[www.fdncenter.org](http://www.fdncenter.org)

Students pursuing foundation funding for their education (or for research projects) can contact the reference librarians at the Foundation Center. To learn more about these resources, visit the [www.fdncenter.org](http://www.fdncenter.org).

## OTHER UNIVERSITY POLICIES

### Immunization Requirements

New York State requires that matriculated students enrolling for six or more credits (including equivalency credit) who were born on or after January 1, 1957, provide the university with documentation of their immunity to measles, mumps, and rubella.

All students must also affirm that they have read the material distributed by the university on meningococcal disease and either plan to get an immunization, have documentation of having had a meningococcal immunization, or decline the immunization in writing. All new students receive in their admission packet an immunization and meningitis documentation form that must be completed and submitted prior to registering for classes. Students who do not submit the form will not be allowed to register.

Information about the measles, mumps, and rubella immunization requirements and meningococcal disease is posted at [www.newschool.edu/studentaffairs/health](http://www.newschool.edu/studentaffairs/health).

### The Student Right to Know Act

The New School discloses information about the persistence of undergraduate students pursuing degrees at this institution. This data is made available to all students and prospective students as required by the Student Right to Know Act. During the 2011–2012 academic year, the university reports the “persistence rate” for the year 2010 (i.e., the percentage of all freshmen studying full time in fall 2010 who were still studying full time in the same degree programs in fall 2011). This information can be found under the common data set information. Visit the Office of Institutional Research at [www.newschool.edu/admin/oir](http://www.newschool.edu/admin/oir) for more information.

### Intellectual Property Policy

Under The New School’s Intellectual Property Policy, the university shall have a nonexclusive, royalty-free, worldwide license to use works created by its students and faculty for archival, reference, research, classroom, and other educational purposes. With regard to tangible works of fine art or applied art, this license will attach only to stored images of such work (e.g., slides, videos, digitized images) and does not give the university a right to the tangible works themselves. With regard to literary, artistic, and musical works, this license will attach only to brief excerpts of such works for purposes of education. When using works pursuant to this license, the university will make reasonable efforts to display indicia of the authorship of a work. This license shall be presumed to arise automatically, and no additional formality shall be required. If the university wishes to acquire rights to use the work or a reproduction or image of the work for advertising, promotional, or fundraising purposes, the university will negotiate directly with the creator in order to obtain permission.

### Use of Photographs

The New School reserves the right to take or cause to be taken, without remuneration, photographs, film or videos, and other graphic depictions of students, faculty, staff, and visitors for promotional, educational, and/or noncommercial purposes, as well as approve such use by third parties with whom the university may engage in joint marketing. Such purposes may include print and electronic publications. This paragraph serves as public notice of the intent of the university to do so and as a release to the university giving permission to use those images for such purposes.

### Statement of Ethical Responsibility for Research Involving Human Subjects

New School 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. Faculty and staff are responsible for research done by students under their supervision with respect to these matters. Each research design must be examined for possible risk to subjects. If even minor risk of physical, psychological, sociological, or other harm may be involved, the faculty or staff member must consult with the university Institutional Review Board. The full policy with guidelines and consent forms can be found at [newschool.edu/admin/gsp/gspframeset.html](http://newschool.edu/admin/gsp/gspframeset.html).

### Campus Crime Reporting and Statistics

The Security and Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Anyone wishing to review the university’s current crime statistics may access them through the website for the Department of Education, [ope.ed.gov/security](http://ope.ed.gov/security). A copy of the statistics may also be obtained by contacting the Director of Security for The New School at 212.229.5101.

### Academic Freedom: Free Exchange of Ideas

An abiding commitment to preserving and enhancing freedom of speech, thought, inquiry, and artistic expression is deeply rooted in the history of The New School. The New School was founded in 1919 by scholars responding to a threat to academic freedom in this country. The University in Exile, progenitor of The New School for Social Research, was established in 1933 in response to threats to academic freedom abroad. The bylaws of the institution, adopted when it received its charter from the State of New York in 1934, state that the “principles of academic freedom and responsibility ... have ever been the glory of the New School for Social Research.” Since its beginnings The New School has endeavored to be an educational community in which public as well as scholarly issues are openly discussed and debated, regardless of how controversial or unpopular the views expressed are. From the first, providing such a forum was seen

as an integral part of a university's responsibility in a democratic society.

The New School is committed to academic freedom in all forms and for all members of its community. It is equally committed to protecting the right of free speech of all outside individuals authorized to use its facilities or invited to participate in the educational activities of any of the university's schools. A university in any meaningful sense of the term is compromised without unhindered exchanges of ideas, however unpopular, and without the assurance that both the presentation and confrontation of ideas takes place freely and without coercion. Because of its educational role as a forum for public debate, the university is committed to for preserving and securing the conditions that permit the free exchange of ideas to flourish. Faculty members, administrators, staff members, students, and guests are obligated to reflect in their actions a respect for the right of all individuals to speak their views freely and be heard. They must refrain from any action that would cause that right to be abridged. At the same time, the university recognizes that the right of speakers to speak and be heard does not preclude the right of others to express differing points of view. However, this latter right must be exercised in ways that allow speakers to state their position and must not involve any form of intimidation or physical violence.

Beyond the responsibility of individuals for their own actions, members of the New School community share in a collective responsibility for preserving freedom of speech. This collective responsibility entails mutual cooperation in minimizing the possibility that speech will be curtailed, especially when contentious issues are being discussed, and in ensuring that due process is accorded to any individual alleged to have interfered with the free exchange of ideas.

Consistent with these principles, the university is prepared to take necessary steps to secure the conditions for free speech. Individuals whose acts abridge that freedom will be referred to the appropriate academic school for disciplinary review.

## **Equal Employment and Educational Opportunity**

The New School does not discriminate on the basis of age, race, color, creed, gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, marital or partnership status, or any other legally protected status.

Inquiries concerning the application of the laws and regulations concerning equal employment and educational opportunity at The New School (including Title VI-equal opportunity regardless of race, color or national origin; Section 504-equal opportunity for the disabled; and Title IX-equal opportunity without regard to gender) may be referred to: The Office of the General Counsel, The New School, 80 Fifth Avenue, Suite 800, New York, New York 10011.

Inquiries may also be referred to: the Office of Federal Contract Compliance Programs, U.S. Department of Labor, 23 Federal Plaza, New York, NY 10278, U.S. Department of

Education, (Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005 or the U.S. Equal Employment Opportunity Commission (EEOC), New York District Office, 201 Varick Street, Suite 1009, New York, NY 10014. For individuals with hearing impairments, EEOC's TDD number is 212.741.3080.

Students or Employees who believe they have been discriminated against on the basis of a disability may contact their Division's Dean Office, their Department Director, or the Office of the Senior Vice-President for Human Resources and Labor Relations, who is the University Disability Official.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, with which The New School complies, was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

The New School has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; major field of study; dates of attendance; full- or part-time enrollment status; year level; degrees and awards received, including dean's list; the most recent previous educational institution attended, addresses, phone numbers, photographs, email addresses; and date and place of birth.

Students may request that The New School withhold release of their directory information by notifying the Registrar's Office in writing. This notification must be renewed annually at the start of each fall term.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

*The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.*

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

*The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.*

A student who wishes to ask the university to amend a record should write to the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why, in the student's opinion, it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

*The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health services staff); a person or company with whom the university has contracted as its agent to provide a service instead of university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the New School Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

*The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Addendum to FERPA Regulations**

As of January 3, 2012, U.S. Department of Education FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, and other private information—may be shared without a student's consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state or local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when the educational institution did not request or objects to such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student's consent PII from the student's education records and may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.



## ABOUT THE NEW SCHOOL

### UNIVERSITY LEADERSHIP

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David E. Van Zandt, President  
Tim Marshall, Provost and Chief Academic Officer  
Frank Barletta, Senior Vice President for Finance and Business  
Pamela Besnard, Vice President for Development and Alumni Relations  
Stephanie Browner, Dean, Eugene Lang College The New School for Liberal Arts  
Carol S. Cantrell, Senior Vice President for Human Resources and Labor Relations  
Lia Gartner, FAIA, LEED AP, Vice President for Design, Construction and Facilities Management  
Bob Gay, Vice President of Enrollment Management  
Richard Kessler, Dean, Mannes College The New School for Music  
Rosemary Mathewson, Senior Vice President for Distributed and Global Learning  
Roy P. Moskowitz, General Counsel and Vice President for Legal Affairs  
Martin Mueller, Executive Director, The New School for Jazz and Contemporary Music  
Pippin Parker, Director, The New School for Drama  
Shelley E. Reed, Senior Vice President for Information Technology  
Linda Abrams Reimer, Senior Vice President for Student Services  
Bryna Sanger, Deputy Provost and Senior Vice President for Academic Affairs  
Michael Schober, Dean, The New School for Social Research  
David Scobey, Executive Dean, The New School for Public Engagement  
Steve Stabile, Vice President for Finance and Business and Treasurer  
Peter Taback, Vice President for Communications and External Affairs  
Joel Towers, Executive Dean, Parsons The New School for Design  
Bob Kerrey, President Emeritus

### THE NEW SCHOOL IN BRIEF

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The New School was established in 1919 as a center of lifelong education, founded on the principle of intellectual and artistic freedom. Its founders were a group of prominent progressive scholars including Charles Beard, John Dewey, and James Harvey Robinson. True to its name, The New School has evolved continuously since its inception in response to the changing universe of ideas, career opportunities, and human curiosity. What began as a non-degree-granting school for working adults has become an innovative urban university offering some of the nation's most respected programs in the liberal arts, the social sciences, art and design, the performing arts, and public administration.

Students from across the country and around the world enroll in The New School's diverse degree, certificate, and continuing education programs. They are taught by a renowned faculty of artists, scholars, and professionals and enjoy access to the rich resources of one of the world's great cities. As The New School approaches its 100th anniversary, the ideals of its founders continue to be reflected in the achievements of its students, faculty, and alumni.

### THE DIVISIONS OF THE NEW SCHOOL

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#### Eugene Lang College The New School for Liberal Arts

[www.newschool.edu/lang](http://www.newschool.edu/lang)

65 West 11th Street, New York NY 10011 | 212.229.5665

Eugene Lang College is The New School's four-year liberal arts college for traditional-age undergraduates. The college began in 1972 as the Freshman Year Program, an experimental program for high school seniors. It became the Seminar College, a full-time bachelor's program, in 1975 and a separate division of the university in 1985. This bold experiment in undergraduate education is named in honor of New School trustee Eugene M. Lang, a generous supporter of the college. Students at Eugene Lang College enjoy small seminar-style classes taught by a faculty of prominent scholars, many of whom are also affiliated with the graduate departments of The New School for Social Research. The college's location in the center of a major metropolitan area offers its students opportunities for civic engagement and internships available to students of few other small liberal arts schools.

#### Mannes College The New School for Music

[www.newschool.edu/mannes](http://www.newschool.edu/mannes)

150 West 85th Street, New York, NY 10024 | 212.580.0210

Founded in 1916 by David Mannes and Clara Damrosch, Mannes College became part of The New School in 1989. Mannes is one of the leading classical music conservatories in the world, providing professional training for a select group of talented student musicians. A comprehensive curriculum and a faculty of world-class artists enable students to attain virtuosity in vocal and instrumental music, conducting, composition, and theory. Students also enjoy access to the resources of the university as a whole and opportunities for civic engagement in New York City. Mannes offers undergraduate and graduate music degrees and professional diplomas. Mannes also has a community extension program for adult learners and a preparatory program for children.

#### The New School for Drama

[www.newschool.edu/drama](http://www.newschool.edu/drama)

151 Bank Street, New York, NY 10014 | 212.229.5150

The New School has been a center of innovation in theater since Erwin Piscator brought his Dramatic Workshop here from Europe in the 1940s. His students included Marlon

Brando, Walter Matthau, Harry Belafonte, Elaine Stritch, and Tennessee Williams. Piscator established a tradition of excellence in theater education that continues at The New School today. The New School for Drama began in 1994 as a program to train talented individuals for careers in the theater as actors, directors, and playwrights. The New School's New York City setting offers students abundant opportunities to learn through observation and make professional connections through the broadest theater career network in the United States.

## **The New School for Jazz and Contemporary Music**

[www.newschool.edu/jazz](http://www.newschool.edu/jazz)

55 West 13th Street, New York, NY 10011 | 212.229.5896

In 1986, The New School established an undergraduate program offering talented young musicians the opportunity to study with professional artists from New York City's peerless jazz community. The teaching model is based on the tradition of the artist as mentor: Our students study and perform with some of the world's most accomplished musicians. They are immersed in the history and theory of and latest developments in jazz, blues, pop, and the ever-evolving genres of contemporary music. Learning takes place in classrooms, student ensembles, one-on-one tutorials, public performances, and master classes. Students develop their creative talents to meet the high standards of professional musicianship exemplified by the legendary faculty.

## **The New School for Public Engagement**

[www.newschool.edu/publicengagement](http://www.newschool.edu/publicengagement)

66 West 12th Street, New York, NY 10011 | 212.229.5615

The New School for Public Engagement embodies the values that motivated the university's founders in 1919. The division was renamed in 2011 to reflect its position as an enterprise designed to connect theory to practice, foster innovation in culture and communication, and promote democratic citizenship through lifelong education. The division offers undergraduate degree programs for adult and transfer students and graduate degrees and certificates in its schools of languages, media studies, and writing and in the Milano School of International Affairs, Management, and Urban Policy. The division also offers hundreds of open-enrollment continuing education courses on campus in Greenwich Village and online.

## **The New School for Social Research**

[www.newschool.edu/socialresearch](http://www.newschool.edu/socialresearch)

16 East 16th Street, New York, NY 10003 | 212.229.5700

In 1933, The New School gave a home to the University in Exile, a refuge for scholars fleeing persecution by the Nazis. In 1934, The New School incorporated this community as a graduate school of political and social science. Today's graduate students enjoy opportunities to cross disciplinary boundaries and collaborate with scholars, designers, and artists in other divisions of the university. The New School for Social

Research addresses the most urgent political, cultural, and economic concerns of the day and uphold the highest standards of critical inquiry.

## **Parsons The New School for Design**

[www.newschool.edu/parsons](http://www.newschool.edu/parsons)

2 West 13th Street, New York, NY 10011 | 212.229.8950

Parsons is one of the world's preeminent colleges of art and design. Founded in 1896 by artist William Merritt Chase and his circle, Parsons was renamed in 1936 for its longtime president, Frank Alvah Parsons, who dedicated his career to integrating visual art and industrial design. Parsons became part of The New School in 1970. It was the first institution in the United States to award university degrees in fashion design, interior design, advertising and graphic design (originally commercial illustration), and lighting design. Parsons has earned and maintained an international reputation as a school at the vanguard of design education. Students in its undergraduate and graduate degree programs hold themselves to exceptional standards of creativity and scholarship, developing their skills and building knowledge in laboratories, workshops, and seminars. Parsons offers general art and design courses and certificate programs for students of all ages.

**Visit the home page of each division for information about degrees offered and areas of study.**