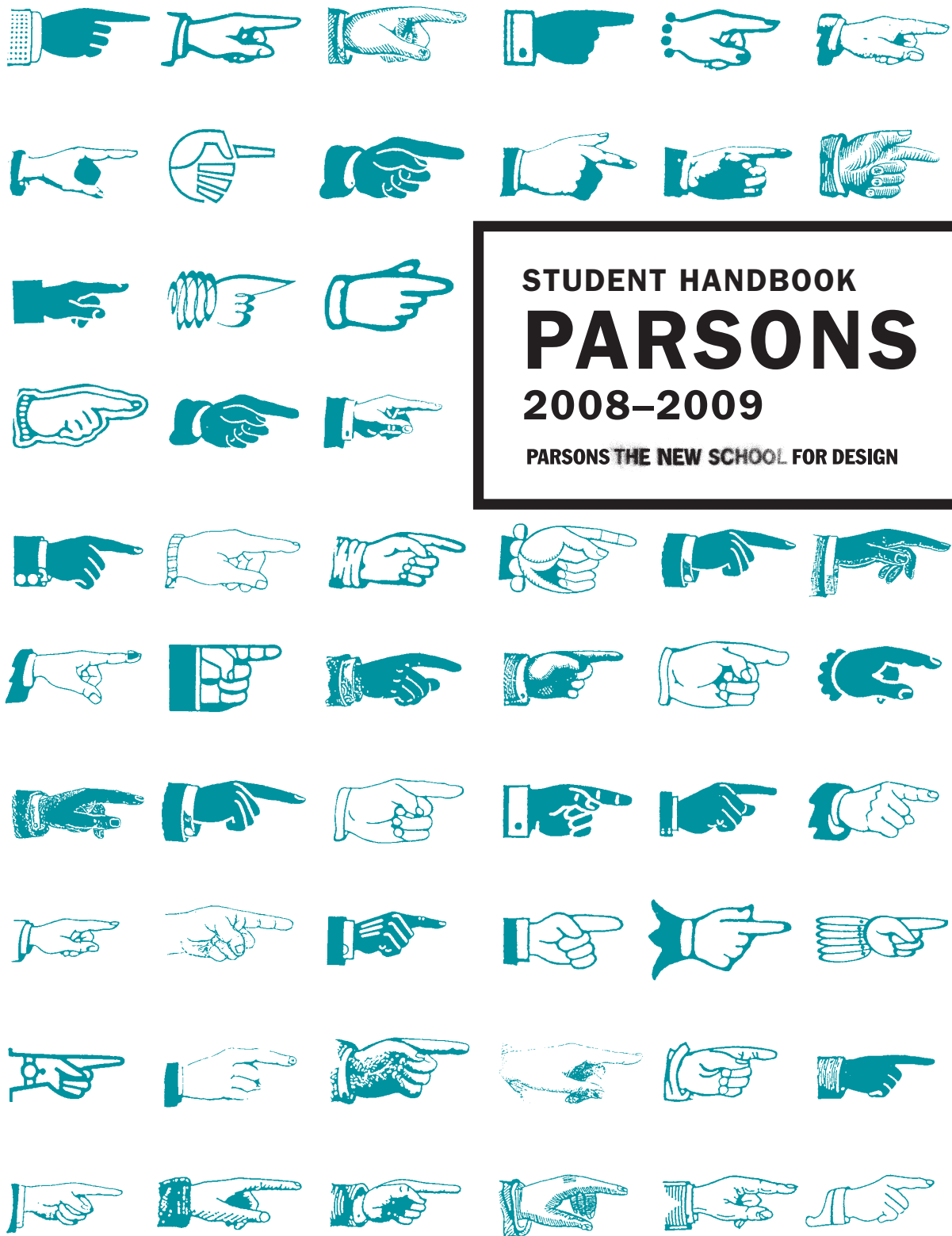




STUDENT HANDBOOK
PARSONS
2008–2009

PARSONS THE NEW SCHOOL FOR DESIGN

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The information published herein represents the plans of The New School at the time of publication. The University reserves the right to change without notice any matter contained in this publication including but not limited to tuition, fees, policies, degree programs, names of programs, course offerings, academic activities, academic requirements, facilities, faculty and administrators. Payment of tuition for or attendance in any classes shall constitute a student's acceptance of the administration's rights as set forth in this notice.

The New School does not discriminate on the basis of age, race, color, gender, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship, veteran, or marital status.

WELCOME FROM THE DEAN

I am delighted to welcome you to Parsons. This is one of America's oldest, most comprehensive and prestigious schools of art and design. It is a community of enthusiastic, caring, and talented people, remarkably diverse and deeply committed to the idea of art and design education—and all this in the center of the greatest city in the world! I know you will find exciting creativity here; I trust you will also find a warm, collegial, supportive, and welcoming community as you get to know our experienced faculty, our dedicated advisors and staff, and your fellow committed students.

Parsons and The New School of which it is a part are dedicated to helping you achieve your very best and providing you with a high-level, rigorous professional education and a broad engagement with the world around you. Parsons is committed to teaching and supporting the new; to taking every advantage of our presence in New York City, the design capital of the world; and to educating students not only to do things well but to be inspired to think about the meaning of the things they make. If you are at Parsons, it is because you, too, think about design and its relation to a larger world.

I wish you great success in your work. I hope you accomplish much and have a wonderful time doing it. Welcome to Parsons.

A handwritten signature in black ink, appearing to read 'Tim Marshall', with a stylized flourish at the end.

Tim Marshall, Dean

PARSONS ADMINISTRATION

Tim Marshall, Dean

Lisa Grocott, Dean, Academic Initiatives

Lydia Mathews, Dean, Academic Programs

Nadine Bourgeois, Associate Dean,
Administration

Lisa DeBenedittis, Associate Dean,
Curriculum & Instruction

Matthew Caballero, Assistant Dean,
Academic Planning

Kelly Grossi, Assistant Dean, Curricular Affairs

Juli Parker, Assistant Dean, Advising

ABOUT THIS HANDBOOK

This Handbook is designed to familiarize the student with the policies, programs, and services particular to Parsons.

As a division of The New School, Parsons shares the university's extensive resources and subscribes to university-wide policies. Students are encouraged to consult the University Student Handbook and to browse the university website for information on resources, such as student development, international student services, housing, health services, disability services, registration, records, financial aid, libraries, and writing centers and to become familiar with university-wide policies on freedom of expression, equal opportunity, intellectual property, sexual or discriminatory harassment, privacy, student organizations, student conduct, disciplinary procedures, and building security.

Staying Informed

Students receive official notices and other communications primarily through university email and Parsons' student resources website, students.parsons.edu. In addition, students may also receive information in program mailboxes, on program and common-area bulletin boards, or via program websites. Students should check these locations regularly for information and announcements. Please be aware that any material posted by these means constitutes due notice for official purposes.

Every matriculated student is assigned a university email address (user@newschool.edu). Parsons expects all students to use their New School email and to check it regularly. Failure to check email regularly could delay the receipt of important, time-sensitive information.

Parsons student resources website at students.parsons.edu contains important information for degree students. The site is regularly updated to include notices about advising, registration, and other news relevant to academic life.

My.newschool.edu, The New School's customizable Web portal, is the online access point to student academic and financial information as well as other important announcements. Students may access Web registration, grades, academic transcripts, class schedules and meeting locations, account summaries, online credit card payments, financial aid, registration, and transcript holds; update address and phone information; and much more. Parsons expects all students to familiarize themselves with this resource.

ADVISING AT PARSONS

Advising Mission Statement

The following mission statement informs advising practices at Parsons:

Advising at Parsons The New School for Design promotes a culture in which art and design students can flourish creatively and intellectually. Parsons advisors encourage students to fully invest in academic opportunities and to actively seek out resources that deepen educational and career endeavors. To assist students in their educational progress, the advising staff provides clear, consistent information regarding programs, policies, and procedures that shape the Parsons experience. Our philosophy is guided by the belief that students become active participants in their learning community and in the larger public sphere when given the opportunity to make informed choices and to understand the responsibilities connected to their decisions.

Advising Objectives

The following objectives inform advisors' practices:

- to be accessible to students to discuss educational progress, plans, and professional goals
- 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 records on each student and abide by Family Educational Rights and Privacy Act (FERPA) regulations

- to strengthen the relationship between art and design studies and studio requirements
- 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

Expectations of Students

Because students share responsibility with advisors for the outcomes of their advising interactions, advisors have the following expectations of students:

- 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.newschool.edu
- to activate and regularly check the 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

Office of Advising The Office of Advising provides general academic support services and advising to degree students. Advisors are available to answer questions about academic policies and general requirements; about registration procedures; about Critical Studies requirements, course offerings, and writing support; about choosing a major; and about university offices and resources. They support students through decision-making processes; assist with the development of good study habits; provide guidance on time and stress management; and, when necessary, make referrals to appropriate healthcare professionals.

Beyond the studio and classroom, the office provides educational opportunities including group and special events related to the programs. The office staff facilitates interaction between students, faculty, and the larger university campus. The advisors have extensive knowledge of the programs within Parsons and the university, act as liaisons between students and school personnel, and collaborate with the program chairs, advisors, and faculty to help students succeed.

Students may arrange appointments with an advisor by calling 212.229.5855 or by visiting the Office of Advising, located at 2 West 13th Street, room 506.

Office of Career Services The Office of Career Services helps students translate a Parsons education into the professional work world. Many programs and services are offered to degree students, beginning in the first year and continuing through graduation and beyond. Students learn how to apply their creative talents and presentation skills to their career goals. Services include the following:

The Online Job Board lists hundreds of job opportunities so that students and alumni can connect electronically with prospective employers. The Online Job Board is available to students currently registered in one of the following degree programs: AAS, BBA, BFA, BA/BFA, MFA, MA, or MArch, as well as to Parsons graduates. Eligible participants will be issued a log-in ID to register online following resume approval from the Office of Career Services.

Career Advising enables students to explore their career issues in private sessions with an advisor in the Office of Career Services. Topics such as choosing a major, determining a career direction, writing a resume and cover letter, conducting a job search, exploring career and job options, and changing careers may be discussed.

The Internship Program offers paid and unpaid career-related work opportunities. The Office of Career Services provides leads to internships in top companies, including Polo Ralph Lauren, Donna Karan, MTV, Nickelodeon, Nike, Smart Design, and Simon & Schuster.

Career Days are held in the spring semester and often coincide with each program's student show. Industry employers and company representatives meet individually with graduating students. The students have an outstanding opportunity to present their resumes and portfolios to industry professionals, to ask questions about working in their chosen fields, and to network with prospective employers.

Seminars are offered throughout the year to address the specific career development concerns of artists and designers. Workshops cover topics such as business basics for freelancers and networking fundamentals for artists.

Academic Programs A student's program advisor should serve as his or her primary resource. In particular, students should consult their advisor for information on requirements; academic progress; registration advisement; course approval and course changes; and guidance on issues pertaining to policies and practices. Advisors are available to meet with students and to refer students to other offices if necessary. Advisors in the programs are especially familiar with their discipline and are best prepared to provide insight into the particular major.

University Services Parsons students benefit from access to the many university services provided by the following offices: Student Development, International Student Services, Housing, Health Services, Disability Services, Registration, Records, Rights and Responsibilities, Student Financial Services, the Writing Center, and the libraries. Advisors at Parsons work closely with the staff in these offices and frequently refer students. Students are encouraged to seek additional support when needed and to take advantage of these services.

Registration

Students must register on the dates designated in the Registration Information and Procedures booklet published each semester. The registration process includes:

1. reviewing all materials at students.parsons.edu
2. advising in the program
3. advising for Critical Studies requirements and/or open-enrollment electives, if applicable
4. Web registration via my.newschool.edu
5. payment
6. photo identification

Course descriptions, schedules, and related documents are posted at students.parsons.edu before registration begins. Students should seek approval to register for courses outside of their program or for courses offered by other divisions of the university. Students who register for courses for which they have not sought approval will be asked to drop, and may be administratively withdrawn.

Course Loads Full-time is defined as enrollment in a minimum of 12 credits per semester, except in the History of Decorative Arts Program, where it is 9 credits. 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.

The flat tuition rate is charged to students enrolling in 12 to 19 credits. Students enrolling in fewer than 12 credits will be charged per credit. In addition, students who are granted permission to enroll in more than 19 credits will be charged per credit for the additional credits. Registering for part-time study may affect financial aid or visa eligibility.

For information regarding tuition and fees, holds on student records, ID cards, and late registration, see the Office of the Registrar page of the New School website.

Add, Drop, and Withdraw Students who wish to add, drop, or withdraw from a course must receive permission during the add/drop period. To change courses, students must receive approval from an advisor. In some cases, students may not be permitted to drop or withdraw from required or sequential courses. For more information regarding add, drop, and withdrawal procedures and deadlines, see the Office of the Registrar page of the New School website.

Students are responsible for knowing and adhering to the add, drop, and withdrawal deadlines and for completing all schedule changes within the designated period. Students are expected to view their course schedules via my.newschool.edu in order to ensure that they are properly registered.

ACADEMIC PROGRAMS AND DEGREE REQUIREMENTS

Undergraduate Degree Programs

Associate in Applied Science (AAS) Degree

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

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

AAS Fashion Marketing Program

Level 1

Color Theory	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
Fashion Textile Survey	2
Marketing 1: Introduction to Fashion Marketing	2
Critical Reading and Writing 1	3
Liberal Arts	3
	16

Level 2

Fashion CAD	2
Internship or Studio Elective	2
Marketing 2: Global Marketing	2
Merchandising Math	2
Merchandising	2
Critical Reading and Writing 2	3
Liberal Arts	3
	16

Level 3

Import/Export	2
Marketing 3: Marketing Management	2
Process and Skills: Marketing	2
Retailing	2
Studio Electives	4
Liberal Arts	6
	18

Level 4

History of Fashion	3
Internship or Elective	1
Marketing 4: Brand Management	2
Merchandising Workshop	2
Studio Electives	4
Liberal Arts	3
	15

Total Credits	65
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AAS Fashion Marketing Program: Fast Track

First Semester

Color Theory	2
Fashion CAD	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
Fashion Textile Survey	2
Marketing 1: Introduction to Fashion Marketing	2
Marketing 2: Global Marketing	2
Merchandising	2
Merchandising Math	2
	18

Second Semester

Internship or Elective	1
History of Fashion	3
Import/Export	2
Marketing 3: Marketing Management	2
Marketing 4: Brand Management	2
Merchandising Workshop	2
Process and Skills: Marketing	2
Retailing	2
	16

Total Credits	34
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AAS Fashion Studies Program

Level 1

Color Theory	2
Construction Design 1: Sewing	2
Digital Fashion CAD	2
Fashion Drawing 1	2
Process and Skills: Fashion	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
Critical Reading and Writing 1	3
	17

Level 2

Construction Design 2: Draping	2
Construction Design 2: Patternmaking	2
Fashion Technical Drawing	2
Fashion Textile Survey	2
Studio Elective	2
Critical Reading and Writing 2	3
Liberal Arts	3
	16

Level 3

Construction 2	4
History of Fashion	3
Internship or Studio Elective	2
Liberal Arts	6
	15

Level 4

Construction 3	2
Fashion Design Studio	2
Fashion Portfolio	2
Studio Electives	5
Liberal Arts	6
	17

Total Credits	65
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AAS Fashion Studies Program: Fast Track

First Semester

Construction Design 1: Draping	2
Construction Design 1: Patternmaking	2
Construction Design 1: Sewing	2
Digital Fashion CAD	2
Fashion Drawing 1	2
Fashion Textile Survey	2
Process and Skills: Fashion	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
	18

Second Semester

Construction 2 & 3	6
Fashion Technical Drawing	2
History of Fashion	3
Fashion Design Studio	2
Fashion Portfolio	2
Fashion Elective	1
	16

Total Credits 34

AAS Graphic Design Program

Level 1

Color Theory	2
Digital Layout	2
Graphic Design 1	4
Process and Skills	2
Typography	2
Critical Reading and Writing 1	3
	15

Level 2

Digital Design Elective	3
Drawing	2
Graphic Design 2	4
Interactive/Web Design 1	2
Critical Reading and Writing 2	3
Liberal Arts	3
	17

Level 3

Digital Design Elective	3
Graphic Design 3	4
Internship	2
Printmaking	2
Liberal Arts	6
	17

Level 4

Digital Design Elective	3
Portfolio and Process	2
Graphic Design Elective	2
History of Graphic Design	3
Liberal Arts	6
	16

Total Credits 65

AAS Graphic Design Program: Fast Track

First Semester

Drawing	2
Graphic Design 1	4
History of Graphic Design	3
Interactive/Web Design	2
Digital Layout	3
Process and Skills	2
Typography	2
	18

Second Semester

Digital Design Elective	3
Graphic Design 2 & 3	8
Internship	1
Portfolio and Process	2
Printmaking	2
	16

Total Credits 34

AAS Interior Design Program

Level 1

Color Theory	2
Drawing for Interiors 1: 2D	4
Drawing for Interiors 1: 3D	2
Drawing	2
Principles of ID Composition	2
Critical Reading and Writing 1	3
Liberal Arts	3
	18

Level 2

Drawing for Interiors 2	2
ID Studio 1	4
Design Analysis: Environmental Design	3
Critical Reading and Writing 2	3
Liberal Arts	3
	15

Level 3

Construction Documents	2
Digital Elective	2
History of Interior Design	3
ID Digital Studio 2	4
Materials and Finishes	2
Liberal Arts	3
	16

Level 4

ID Portfolio	2
ID Studio 3	4
Interior Design Electives	4
Liberal Arts	6
	16
Total Credits	65

AAS Interior Design Program: Fast Track

First Semester

Drawing	2
Drawing for Interiors 1: 2D	4
Drawing for Interiors 1: 3D	2
ID Studio 1	4
Design Analysis: Environmental Design	3
Principles of ID Composition	2
	17

Second Semester

Construction Documents	2
History of Interior Design	3
ID Studio 2	6
ID Studio 3	4
Interior Design Electives	2
	17
Total Credits	34

Bachelor of Business Administration

(BBA) Degree The Bachelor of Business Administration degree is awarded upon completion of 134 credits. A maximum of 67 credits of undergraduate-level course work may be transferred. Students must also attain a 2.0 cumulative grade point average and fulfill all requirements.

BBA Design and Management Program

First Year	F	S
Department Elective*	-	3
Dept. Seminar 1: Intro to Design and Management	3	-
Dept. Seminar 2: Design in Everyday Experience	-	3
Design 1: Design Elements and Visual Tools	5	-
Design 2: Imaging for Designers	-	3
Algebra/Natural Science†	-	3
Critical Reading and Writing 1 & 2	3	3
Introduction to Social Theory†	3	-
Perspectives in World Art and Design 1 & 2	3	3
	17	18

Sophomore Year	F	S
Business Ethics	-	3
Department Electives*	3	3
Dept. Seminar 3: Innovation	3	-
Design 3: Visual Org/Info Design 1	3	-
Design 4: Visual Org/Info Design 2	-	2
Introduction to Microeconomics	3	-
Introduction to Macroeconomics	-	3
Marketing 1	-	3
Statistics	3	-
History of Design	3	-
Liberal Arts Elective†	-	3
	18	17

Junior Year	F	S
Business Models and Planning	-	3
Department Electives*	3	3
Dept. Seminar 4: Economics and Ethics of Sustainability	3	-
Design Development	-	3
Design Research Methods	3	-
Financial Management	3	-
Internship	-	1
Managing Creative Projects and Teams	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Electives†	3	3
	18	16
Senior Year	F	S
Adv Topics in Design and Management	-	3
Business Law	3	-
Department Electives*	3	3
International Business	-	3
Senior Seminar and Thesis 1 & 2	3	3
Strategic Management	3	-
Liberal Arts Elective†	3	3
	15	15
Total Credits	134	

† Liberal Arts electives are distributed across the Humanities, Social Sciences, and Natural Sciences. Two of these electives must be drawn from the university-wide (ULEC) elective courses. Students who do not demonstrate proficiency in algebra will be required to take this course as their Natural Science elective in the spring semester of their first year. Students are required to fulfill three credits in the Humanities and six credits in the Social Sciences.

* Department electives may be used to take courses in other design departments and/or in particular areas of study, such as Fashion, Interiors, and Lifestyle Marketing; Advertising and Graphic Design; Design Entrepreneurship and Innovation; and Smart Products and Digital Technologies.

Bachelor of Fine Arts (BFA) Degree

The Bachelor of Fine Arts degree is awarded upon completion of 134 credits, as designated by the program. A maximum of 67 credits of undergraduate-level course work may be transferred. Students must also attain a 2.0 cumulative grade point average and fulfill all requirements.

BFA Architectural Design Program

First Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18
Sophomore Year	F	S
Design Studio 1 & 2	5	5
Elements of Space, Tectonics, and Surface	3	-
Materials: Methods and Intentions	-	3
Representation and Analysis 1 & 2	3	3
History of World Architecture 1 & 2	3	3
Introduction to Design Studies	3	-
University Lecture Elective	-	3
	17	17
Junior Year	F	S
Departmental Electives	3	3
Design Studio 3 & 4	6	6
Nature, Culture, Design	3	-
Technology/Digital Elective	-	3
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st C.	3	-
University Lecture Elective	-	3
	18	15

Senior Year	F	S
Departmental Electives	3	3
Design Studio	6	6
Portfolio Prep	1	-
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Electives	3	3
	16	15
Total Credits	134	

BFA Communication Design Program

First Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18
Sophomore Year	F	S
Communication Design 1 & 2	3	3
Presentation	3	-
Production	-	3
Studio Electives	3	3
Typography 1 & 2	3	3
Introduction to Design Studies	-	3
History of Graphic Design	3	-
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	18	18

BFA Communication Design cont.

Junior Year	F	S
Advanced Studio	-	3
Advanced Typography	3	-
Studio Electives	7	9
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st C.	3	-
University Lecture Elective	-	3
	16	15

Senior Year	F	S
Advanced Graphic Design	3	-
Senior Thesis	-	4
Studio Electives	9	6
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	-	3
Senior Seminar	3	-
	15	16

Total Credits 134

BFA Design and Technology Program

First Year	F	S
Core Studio 1: Image	4	-
Core Studio 2: Time	-	4
Production Lab: Image	2	-
Production Lab: Time	-	2
Experiments with Technology	-	3
Studio Electives	6	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18

Sophomore Year	F	S
Core Studio: Interaction	4	-
Core Studio: Space	-	4
Production Lab: Interaction	2	-
Production Lab: Space	-	2
Studio Electives*	6	6
History of Design	-	3
Introduction to Design Studies	3	-
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	18	18

Junior Year	F	S
Topic Studio: Game	4	-
Prototyping	-	3
Production Lab: Game	2	-
Collaboration Studio	-	3
Studio Electives*	6	6
Art History/Design Studies Elective	-	3
Global Issues in Design and Visuality: 21st C.	3	-
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	18	18

Senior Year	F	S
Thesis 1	6	-
Thesis 2	-	6
Internship (fall or spring)	2	-
Studio Electives*	3	3
Senior Seminar	3	-
Advanced Art History and Design Studies Elective	-	3
	14	12
Total Credits	134	

BFA Fashion Design Program

First Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18

Sophomore Year	F	S
Fashion Design Core 1 & 2	8	8
Fashion Digital Studio	2	2
History, Culture, Society	2	2
History of Design: 1850–2000	-	3
Introduction to Design Studies	3	-
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	18	18

Junior Year	F	S
Fashion Design Core 3 & 4	8	8
Fashion Drawing	1	1
Fashion Digital Studio	2	2
Themes in Fashion History	2	-
Fashion Industry Survey	-	2
Global Issues in Design and Visuality: 21st C.	3	-
Art History/Design Studies Elective	-	3
University Lecture Elective	3	-
	19	16

Senior Year	F	S
Fashion Design Core 5 & 6: Thesis	8	8
Business Seminar	2	-
Senior Seminar	3	-
Liberal Arts Elective	-	3
Advanced Art History/Design Studies Elective	-	3
	13	14
Total Credits	134	

BFA Fine Arts Program

First Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18

Sophomore Year	F	S
Painting 1 & 2	3	3
Sculpture 1 & 2	3	3
Drawing 1 & 2	3	3
Visual Thinking: Narrative and Video	2	2
Studio Elective	2	-
Introduction to Visual Culture	3	-
History of Modern and Postmodern Art	-	3
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	19	17

BFA Fine Arts cont.

Junior Year	F	S
Painting 3	3	-
Sculpture 3	3	-
Drawing 3	3	-
Junior Concentration: Means (Narratives, Perception, or Public Engagement).....	-	3
Junior Concentration: Modes (Materiality, Performance, or Space)	-	3
Professional Practices	-	3
Studio Electives	2	3
Global Issues in Design and Visuality: 21st C.	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	17	18
Senior Year	F	S
Concentration 1 & 2	5	5
Theory, Practice & Career	3	3
Thesis Lectures	0	0
Senior Thesis	-	3
Studio Elective	2	-
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
	13	14

Total Credits 134

BFA Illustration Program

First Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18

Sophomore Year	F	S
Illustration Concepts	2	2
Materials and Methods	1	1
Drawing	3	-
Painting	3	-
Drawing/Painting	-	3
Digital Elective	3	-
Type (Digital)	-	3
Illustrative Printmaking	-	3
Introduction to Design Studies	3	-
History of Illustration	-	3
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	18	18

Junior Year	F	S
Illustration Concepts	3	3
Drawing/Painting	3	-
Studio Elective	3	-
Printmaking Elective	-	2
Drawing/Mixed Media	-	2
Digital Elective	3	3
Global Issues in Design and Visuality: 21st C.	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	18	16

Senior Year	F	S
Senior Thesis and Senior Concepts	4	3
Professional Practices	-	3
Digital Presentation	3	-
Web for Illustrators	-	3
Studio Electives	4	2
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
	14	14

Total Credits 134

BFA Integrated Design Program

Every student is required to select one area of study: Integrative Fashion Curriculum, Integrative Urban Curriculum, or Integrative Self-Directed Curriculum.

First Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18
Sophomore Year	F	S
Integrative Design Core	4	4
IDC Lab	2	2
Area of Study Electives	6	6
Liberal Arts Elective	-	3
Introduction to Design Studies	3	-
History of (Area of Study)	3	-
University Lecture Elective	-	3
	18	18
Junior Year	F	S
Integrative Design Core	4	4
IDC Lab	2	2
Area of Study Electives	6	6
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st C.	3	-
Theories of Practice	-	3
University Lecture Elective	-	3
	18	18

Senior Year	F	S
Senior IDC Project	4	4
Senior IDC Lab	2	2
Senior Internship	2	-
Area of Study Electives	3	3
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
	14	12
Total Credits	134	

BFA Interior Design Program

First Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18
Sophomore Year	F	S
Design Studio 1 & 2	5	5
Representation and Analysis 1 & 2	3	3
Elements of Space, Tectonics, Surface	3	-
Materiality: Methods and Intentions	-	3
History of World Architecture 1 & 2	3	3
Introduction to Design Studies	3	-
University Lecture Elective	-	3
	17	17

BFA Interior Design cont.

Junior Year	F	S
Design Studio 3 & 4	6	6
Program: Concept and Representation ..	3	-
Critical Studies in Design 1 & 2	3	3
Departmental Elective	-	3
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st C.	3	-
University Lecture Elective	-	3
	18	15
Senior Year	F	S
Design Studio 5 & 6	6	6
Portfolio Preparation	1	-
Detail: Furniture and Construction	3	-
Departmental Elective	-	3
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	3
	16	15
Total Credits	134	

BFA Photography Program

First Year	F	S
Freshman Seminar	4	4
Design: From Line to Pixel 1 & 2	4	4
Drawing	2	-
Drawing and Painting	-	2
Studio Elective	-	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	16	19

Sophomore Year	F	S
Design 3: Capture to Print	3	-
Design 4: Pixel to Cyberspace	-	3
Photo Topics	-	3
Sophomore Seminar	3	3
Studio and Light 1 & 2	3	3
Studio Elective	-	3
View Camera	3	-
History of Photography	3	-
Intro to Visual Culture	3	-
University Lecture Elective	-	3
	18	18

Junior Year	F	S
Imagery and Design	3	-
Internship or Elective	-	3
Junior Seminar	3	3
Studio Electives	6	6
Global Issues in Design and Visuality: 21st C.	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	18	18

Senior Year	F	S
Senior Seminar	3	3
Senior Seminar Lab	2	2
Senior Thesis Tutorial	1	1
Studio Electives	3	3
Senior Seminar (ADS)	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
	15	12
Total Credits	134	

BFA Product Design Program

First Year

	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18

Sophomore Year

	F	S
Design, Research, and Development 1 & 2	3	3
Introduction to CAD	-	2
Materials 1	-	2
Models 1 & 2	2	2
Presentation	3	-
Prototypes 1 & 2	2	2
Technical Rendering	2	-
History of Design	-	3
Introduction to Design Studies	3	-
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	18	17

Junior Year

	F	S
Design Concepts and Applications 1 & 2	3	3
Digital Electives 1 & 2	2	2
Design Studio Elective	2	-
Metal Fabrication	2	-
Information Design 1 & 2	2	2
Materials 2 & 3	2	2
Models 1 & 2 or Prototypes 1 & 2	2	2
Global Issues in Design and Visuality: 21st C.	3	-
Art History/Design Studies Elective	-	3
University Lecture Elective	-	3
	18	17

Senior Year

	F	S
Digital Elective 3	-	2
Dynamic Media Studio	2	-
Professional Internship	1	-
Studio Electives	2	2
Thesis and Analysis Studio 1 & 2	4	4
Thesis Prototyping	-	2
Senior Seminar	3	-
Liberal Arts Elective	3	-
Advanced Art History/Design Studies Elective	-	3
	15	13

Total Credits	134
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Bachelor of Arts/Bachelor of Fine Arts

(BA/BFA) Degrees The Bachelor of Fine Arts degree from Parsons and the Bachelor of Arts degree from Eugene Lang College are awarded to students who have completed 180 credits (90 credits of studio/design and 90 credits of liberal arts) as designated by the programs. A minimum of 12 credits must be in art or design history. A maximum of 81 credits, 36 towards Parsons and 45 towards Lang, may be transferred. Students must also attain a 2.0 cumulative grade point average and fulfill all requirements.

Students should see the BA/BFA Student Handbook for greater specificity concerning program and degree requirements.

Critical Studies Requirements Students may fulfill Critical Studies requirements by enrolling in courses offered by the Art and Design Studies Department and by other programs at the university. These courses will be clearly designated each semester at the student resources website, students.parsons.edu. Focusing on the culture, history, theory, and analysis of design and art, courses offered by Art and Design Studies help students develop an understanding of 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 course work is subject to review and must be approved in advance.

Critical Reading and Writing

All undergraduates, including transfer students who have not received credit in Critical Reading and Writing, are expected to enroll in and complete a course every semester until the requirement has been completed. BFA and BBA students who are admitted as freshmen must complete the requirement before they are permitted to enter their junior or third year of study. Students who test into or are placed in English as a Second Language (ESL) courses may be required to earn additional credit in Critical Reading and Writing. Some students may be required to attend summer study and/or may be prevented from enrolling in program course work until the requirement has been fulfilled. Upon matriculation, students must fulfill the Critical Reading and Writing requirement at Parsons.

Graduate Degree Programs

Master of Arts (MA) Degree

MA History of Decorative Arts and Design Program

Offered in collaboration with the Cooper-Hewitt Museum of the Smithsonian Institution in New York, the Master of Arts degree in the History of Decorative Arts is awarded upon completion of 48 credits of course work and the successful completion of the master's examination or thesis. A maximum of six credits of graduate-level course work may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

First Year Fall	
Survey of Decorative Arts 1	3
Proseminar	3
Electives (2).....	6
	12
First Year Spring	
Survey of Decorative Arts 2	3
Museology/Theory	3
Electives (2).....	6
	12
Second Year Fall	
Electives (3, if proposing Thesis); or	9
Electives (4, if standing for exams)	12
Independent Study: Thesis 1 (if proposing Thesis)	3
	12
Second Year Spring	
Electives (3)	9
Independent Study: Thesis 2 or Independent Study: Thesis Exam	3
	12
Total Credits	48

Master of Architecture (MArch) Degree
MArch Architecture: First Professional Program
 The Master of Architecture is awarded to students who have completed 106 credits, or the equivalent, as designated by the program. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

The program may be completed in one to three years, depending on the program's evaluation of each student's educational background. The standard course of study is three years.

Students must have earned a 4-year undergraduate bachelor's degree to enter this program.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

First Year Fall	
Design Studio 1	6
Issues and Practices of Modern Architecture 1 or Modern and Postmodern Architecture	3
Representation and Spatial Reasoning 1	4
Construction Technology 1	3
	16
First Year Spring	
Design Studio 2 (Housing)	9
Issues and Practices of Modern Architecture 2 or Imagining New York	3
Representation and Spatial Reasoning 2	3
Nature in Environment	3
	18

Second Year Fall	
Design Studio 3 (Natural Systems)	9
Structural Technology 1	3
Environmental Technologies	3
Theory of Architectural Form	3
	18

Second Year Spring	
Design Studio 4 (The Design Workshop option)	9
Structural Technology 2	3
Construction Technology 2	3
Elective	3
	18

MArch Degree cont.

Third Year Fall

Design Studio 5 (Urban Architecture)	9
Research Seminar: Cities and Details	3
Theory of Urban Form	3
Elective	3
	18

Third Year Spring

Design Studio 6 (Thesis)	9
Professional Practice	3
Electives	6
	18

Total Credits	106
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MArch Architecture: Post-Professional Program

The Master of Architecture is awarded to students who have completed 54 credits, or the equivalent, as designated by the program. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students who enter with a Bachelor of Architecture degree or a professional Masters of Architecture degree may complete their studies in three semesters, as follows:

First Year Spring

Design Studio 4 (The Design Workshop option)	9
Construction Technology 2	3
Electives	6
	18

Second Year Fall

Design Studio 5 (Urban Architecture)	9
Research Seminar: Cities and Details	3
Theory of Urban Form	3
Elective	3
	18

Second Year Spring

Design Studio 6 (Thesis)	9
Electives	9
	18
Total Credits	54

MArch Architecture and MFA Lighting Design Dual-Degree Program

The Master in Architecture and the Master in Fine Arts in Lighting Design dual-degree is awarded to students who have completed 142 credits. The curriculum retains all required coursework for both stand alone degrees; the compressed time frame and reduced credit hours are possible because required coursework for architecture replaces free electives in the lighting program, and required coursework for lighting design replaces free electives in architecture. Dual-degree students are required to complete a joint thesis and take one joint lighting design/architecture design studio. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

The standard course of study is four years. Students must have earned a 4-year undergraduate bachelor's degree to enter the program.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

First Year Fall

M.ARCH Design Studio 1	6
Issues & Practices of Modern Architecture 1 or Modern & Postmodern Architecture	3
Representation & Spatial Reasoning 1	4
Construction Technology 1	3
	16

First Year Spring

M.ARCH Design Studio 2 (Housing)	9
Issues & Practices of Modern Architecture 2 or Imagining New York	3
Representation & Spatial Reasoning 2	3
Nature in Environment	3
	18

Second Year Fall

MFALD Studio 1: Light, Vision & Representation	6
Principles of Light	3
Theory of Architectural Form	3
Structural Technology 1	3
Luminaire Design	3
	18

Second Year Spring

MFALD Studio 2: Natural & Technological Light	6
Daylighting & Sustainability	3
Light: Critical Issues	3
Structural Technology 2	3
Light, Perception, & Culture 1	3
	18

Third Year Fall

M.ARCH Design Studio 3 (Natural Systems)	9
Theory of Urban Form	3
Environmental Technology	3
Research Seminar: Cities & Details	3
	18

Third Year Spring

M.ARCH Design Studio 4	9
Construction Technology 2	3
Light, Perception, & Culture 2	3
M.ARCH/MFALD Elective	3
	18

Fourth Year Fall

M.ARCH Design Studio 5/ MFALD Studio 3	9
Thesis Seminar	3
Luminaire Technology	3
M.ARCH/MFALD Elective	3
	18

Fourth Year Spring

M.ARCH/MFALD (Joint) Thesis	9
MFALD Professional Practice	3
M.ARCH Professional Practice	3
M.ARCH/MFALD Elective	3
	18
Total Credits	142

Master of Fine Arts (MFA) Degree

MFA Design and Technology Program

The Master of Fine Arts in Design and Technology is awarded to students who have completed 64 credits. A maximum of six credits of graduate-level course work may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

First Year Fall

Major Studio 1: Interface	6
Creativity and Computation	3
Support Electives	6
	15

First Year Spring

Major Studio 2: (Concentration)	6
Collaboration Studio	3
Academic Elective	3
Support Electives	6
	18

Second Year Fall

Thesis Studio 1	6
Collaboration Studio	3
Writing and Research	3
Support Electives	6
	18

Second Year Spring

Thesis Studio 2	7
Academic Elective	3
Support Electives	3
	13

Total Credits	64
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MFA Fine Arts Program

The Master of Fine Arts in Fine Arts is awarded to students who have completed 64 credits. A maximum of six credits of graduate-level liberal arts course work may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

First Year Fall

Graduate Core 1	10
Graduate Seminar	3
Academic Elective	3
Graduate Studio Visits	0
Fine Arts Lecture Series	0
	16

First Year Spring

Graduate Core 2	10
Graduate Seminar	3
Academic Elective	3
Graduate Studio Visits	0
Fine Arts Lecture Series	0
	16

Second Year Fall

Graduate Core 3	8
Graduate Seminar	3
Academic Elective	3
Theory, Practice, Career	2
Graduate Studio Visits	0
Fine Arts Lecture Series	0
	16

Second Year Spring

Graduate Core 4	8
Graduate Seminar	3
Academic Elective	3
Theory, Practice, Career	2
Graduate Studio Visits	0
Fine Arts Lecture Series	0
	16

Total Credits	64
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MFA Lighting Design Program

The Master of Fine Arts in Lighting Design is awarded to students who have completed 64 credits. No credits may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

First Year Fall

Studio 1: Light, Vision, and Representation	6
Luminaire Design	3
Principles of Light	3
Modern and Postmodern Architecture or Issues and Practices of Architecture 1	3
	15

First Year Spring

Studio 2: Natural and Technological Light	6
Daylight and Sustainability	3
Light: Issues and Theory	3
Multi-Discipline Elective (Required)	3
Light Perception and Culture 1	3
	18

Second Year Fall

Studio 3	6
Thesis Seminar	3
Luminaire and Systems Technology	3
Multi-Discipline Elective (Required)	3
	15

Second Year Spring

Thesis Studio	7
Light Perception and Culture 2	3
Professional Practice	3
Multi-Discipline Elective (Required)	3
	16

Total Credits	64
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MFA Photography Program

The Master of Fine Arts in Photography is awarded to students who have completed 64 credits. No credits may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

First Year Summer

Graduate Studio	6
Graduate Seminar	3
Wired Studio	3
	12

First Year Fall

Independent Studio	3
Academic Elective	3
	6

First Year Spring

Independent Studio	3
Academic Elective	3
	6

Second Year Summer

Graduate Studio	6
Graduate Seminar	3
Teaching Methods	3
	12

Second Year Fall

Independent Studio	3
Academic Elective	3
Thesis and Exhibition	2
	8

Second Year Spring

Independent Studio	3
Academic Elective	3
Thesis and Exhibition	2
	8

Third Year Summer

Graduate Studio	6
Graduate Seminar	3
Thesis and Exhibition	3
	12

Total Credits	64
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English as a Second Language (ESL)

Graduate students who test into or are placed in ESL courses are expected to enroll in and complete an ESL course every semester until the sequence has been successfully completed. Students who fail to complete the sequence in one year, including summer, may be prevented from enrolling in program course work until the sequence has been successfully completed.

Study Options

BA/BFA Program Students who are interested in combining their studio education with an extensive exploration of a particular branch of the liberal arts should consider enrolling in the BA/BFA program, a five-year dual degree program offered jointly by Parsons and Eugene Lang College, both divisions of The New School. Students in this program simultaneously complete a BFA at Parsons and a BA at Lang, a small, progressive liberal arts college, by combining 90 liberal arts credits with 90 credits of studio/design study. In addition to choosing a studio major at Parsons, each BA/BFA student chooses an area of study from among Lang's diverse offerings. The programs include The Arts; Culture and Media; Economics; Education Studies; Environmental Studies; History; Interdisciplinary Science; Liberal Arts; Literary Studies; Philosophy; Psychology; Religious Studies; Social Inquiry; and Urban Studies. Participating programs at Parsons are Architectural Design, Communication Design, Design and Technology, Fashion Design, Fine Arts, Illustration, Integrated Design, Interior Design, Photography, and Product Design.

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 Many programs include a professional internship as part of their degree requirements. Students interested in pursuing this option should seek additional guidelines and advising from the program advisor. Students granted permission to participate in an internship for credit must complete a Work/Learn Agreement within the “add” period and register for the approved number of credits.

International students considering internship opportunities should discuss their eligibility with an International Student Advisor in the International Student Services Office.

Study Abroad and Exchange BBA, BFA, and BA/BFA students may enroll for one or two semesters during the junior year in another school in the United States or abroad, with approval from both schools. Credit is awarded by the host school and is accepted by Parsons as transfer credit. Interested students should discuss options with their program advisor.

In order to qualify, students must

- be in Good Academic Standing

- have no Academic or Disciplinary Warnings
- have a minimum cumulative grade point average (GPA) of 2.8
- be making satisfactory progress toward degree completion (including Critical Studies requirements)
- complete every step of the application process
- successfully complete all course work in progress

Arrangements must be made in the spring prior to the intended semester or year abroad. Students are required to attend an information session, to complete the appropriate application paperwork and portfolio requirements, and to obtain permission from the program chair or director and the Office of Advising. The application deadline is March 27.

Any qualified student who wishes to undertake study at a school with whom we do not have an exchange agreement must (1) procure information from the host school regarding course offerings, the application process, deadlines, and portfolio requirements; (2) develop a plan of study that is approved by the major program chair; (3) complete all application paperwork and portfolio requirements; and (4) if the application is accepted, notify the major program so that the credits can be preapproved for transfer.

Students who participate in Study Abroad or Exchange will be registered for “mobility” credit at Parsons. Where tuition payments are made is dependent upon Parsons’ agreement with the host institution and other factors. Financial aid awards may be applicable to approved off-campus schools. Given the complexity of these issues, all participating students are expected to seek advising from a counselor in Student Financial Services. Financial aid paperwork must be submitted by March 27. Students

should refer to parsons.edu/studyabroad for up-to-date information.

Summer Study

Required Courses

Most required program courses for the degree programs are not available during the summer. However, some programs, including Art and Design Studies, offer courses during one or both of the intensive summer sessions. Courses that fulfill each of the Critical Studies requirements are generally offered, though not necessarily during each session. Students may enroll in up to three courses per session. Summer course information is available in March; registration begins in April. Interested students should consult with an advisor for information on course offerings, dates, and prerequisites. Some students, including those who have not completed first-year requirements, may be required to attend summer study.

Off-Campus Study

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 a *Permission to Take Courses at Another Institution* form. Because each program has a carefully structured, 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).

ACADEMIC POLICIES

Academic Responsibility

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

Academic honesty, the duty of every member of an academic community to claim authorship of his or her own work and only for that work and to recognize the contributions of others accurately and completely, is fundamental to the integrity of intellectual debate and creative and academic pursuits. All members of the

university community are expected to conduct themselves in accordance with the standards of academic honesty. Students are responsible for knowing and making use of proper procedures for writing papers, presenting and performing their work, taking examinations, and doing research. Instructors are equally responsible for informing students of their policies with respect to the limits within which students may collaborate with or seek help from others on specific assignments. Instructors are expected to educate students about the legal and ethical restrictions placed upon creative work and about the consequences of dishonesty in the professional world. At Parsons, all students are required to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

(From the University Policies Governing Student Conduct) “Academic honesty 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 instructors and other students). The standards of academic honesty and citation of sources apply to all forms of academic work (examinations, essay theses, dissertations, computer work, art and design work, oral presentations and other projects).

“The standards also include responsibility for meeting the requirements of particular courses of study.

“The New School recognizes that the different nature of work across the divisions of the University may entail different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all divisions of The New School and institutions of higher education in general.”

Academic dishonesty includes but is not limited to

- cheating on examinations, either by copying another student's work or by utilizing unauthorized materials
- any act of plagiarism, that is, the fraudulent presentation of the written, oral, or visual work of others as original
- theft of another student's work
- purchase of another student's work
- submitting the same work for more than one course
- destruction or defacement of the work of others
- aiding or abetting any act of dishonesty
- any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents

Guidelines for Written Assignments

Plagiarism is the use of another person's words or ideas in any academic work using books, journals, Internet postings, or other student papers without proper acknowledgment. For further information on proper acknowledgment and plagiarism, including expectations for paraphrasing source material and proper forms of citation in research and writing, students should consult the *MLA Style Manual and Guide to Scholarly Publishing* (second edition), chapter 6, on documentation or other texts as recommended by their school. The New School Writing Center also provides useful online resources to help students understand and avoid plagiarism. Go to www.newschool.edu/admin/writingcenter and navigate to Virtual Handout Drawer.

Students must receive prior permission from instructors to submit the same or substantially overlapping material for two assignments. Submission of the same work for two different

assignments without the prior permission of instructors is plagiarism.

Guidelines for Studio Assignments Work from other visual sources may be imitated or incorporated into studio work if the fact of imitation or incorporation and the identity of the original source are properly acknowledged. There must be no intent to deceive; the work must make clear that it emulates or comments on the source as a source. Referencing a style or concept in otherwise original work does not constitute plagiarism. The originality of studio work that presents itself as “in the manner of” or as playing with “variations on” a particular source should be evaluated by the individual faculty member in the context of a critique.

Incorporating ready-made materials into studio work as in a collage, synthesized photograph, or pasteup is not plagiarism in the educational context. In the commercial world, however, such appropriation is prohibited by copyright laws and may result in legal consequences.

Procedures Any violation of the Academic Integrity and Honesty Policy is a matter for disciplinary action.

1. *Initial Discussion:* An instructor who suspects that a student has committed plagiarism in course work should give the student an opportunity to explain the origin of the work and should investigate whether the student understands the relevant standards of academic conduct. The instructor should explain the alleged violation clearly, concisely, and specifically and should advise the student to review the Policy in the Student Handbook. For online courses, this discussion may take place by email, phone or in person.

2. Follow-Up Discussion: The instructor should schedule a second meeting with the student to discuss the accusation fully following the student's review of the Policy. Whenever possible, this full discussion should take place within one week of the initial meeting.

Each party may elect, but is not required, to have an impartial advisor present at the meeting. The instructor should select the chair or director of the program that offers the course. The student should select an advisor. The role of the program chair or director is to help facilitate discussion between the student and the instructor by calling all parties to the meeting, providing a private meeting space, and allowing the different points of view to be expressed. The role of the advisor is to help the student to understand the Policy and the alleged violation. During the discussion, the student should be prepared to present the work in question, along with any supporting drafts, sketches, digital files, or other documentation. The instructor may ask the student to reconstruct the process involved in creating the work.

If a violation comes to the instructor's attention during finals or a school break, the discussion should take place as soon as possible, preferably before the start of a new semester. In cases where the work in question is submitted at the end of the semester and/or the faculty member is unavailable, the program chair or director may elect to discuss the incident with the student.

3. Assessment of Infraction: On the basis of this meeting, the instructor, in consultation with the program chair or director, will assess the case, taking into consideration the student's intent to deceive, the amount of plagiarism, and the type of assignment involved, to determine whether a minor or major offense has occurred. The instructor who determines that a minor

offense has occurred may counsel a student about standards of academic honesty, explain the consequences of plagiarism, and require the student to resubmit the assignment in an appropriate form. An instructor who determines that a major offense has occurred should fail the plagiarized assignment and submit a report to the program chair or director and the assistant dean. The report should include the student's name, the course, the semester, notes on conversations with the student, and copies of the relevant plagiarized submission (with problems identified). Questions about the handling of plagiarism cases should be directed to the assistant dean. In cases where the student is taking a course with a faculty member outside his or her division, the Dean's Office of the faculty member will inform the Dean's Office of the student to handle the case.

4. Disciplinary Review: The assistant dean will issue a formal letter to the student, with a copy to the instructor, documenting the case and any imposed sanctions. A copy of this letter will remain in the Office of Advising and in the Office of Student Rights and Responsibilities.

Penalties The assistant dean may impose sanctions which can include a failing grade in the course, suspension, dismissal, or expulsion. For a second major offense, the assistant dean will impose suspension or dismissal. Infraction of standards of academic honesty in an MA or PhD thesis or in a comprehensive examination is an immediately dismissable offense. Programs should report these cases immediately to the assistant dean for adjudication by an ad hoc committee convened by that office and conducted according to principles established by the division's academic grievance procedures.

In cases where the student confesses to the violation, the procedures and penalties for aca-

demic dishonesty may be altered at the discretion of the program chair or director and the assistant dean.

Academic Integrity Appeals Students may appeal the findings and penalties in cases of academic dishonesty to the University Appeals Committee.

Attendance

Parsons' attendance policy was developed to encourage students' success in all aspects of their academic programs. Parsons promotes high levels of attendance because full participation is essential to the successful completion of course work 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 also translate into one full absence.

Faculty will make attendance standards clear, in writing, at the beginning of the semester. 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 their instructor and arrange to make up any missed work as soon as possible. Students who anticipate a potentially lengthy absence must immediately inform the major program

chair or director and explain the extenuating circumstances in writing. Students must receive advance approval for the absence in order to ensure successful completion of the course. A Leave of Absence or Withdrawal from Program will be recommended if an absence would compromise a student's ability to meet course requirements and standards.

Religious Observance Students will not be penalized for absences due to religious observance. However, the student still may not miss a significant portion of class time as defined in "Attendance," above. It is the student's responsibility, prior to registering, to assess the number of holidays that will arise during a given semester and their impact on attendance. The student, in consultation with the program, should make a determination as to whether the given semester is the appropriate time to take a particular class. Accommodations may include makeup sessions in a different section of the class and/or independent projects. The student must inform the instructor at the beginning of term of any anticipated absences due to religious observance.

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 Standing and Progress

Undergraduate All matriculated undergraduate students must earn a 2.0 term grade point average (GPA) and a 2.0 cumulative GPA to remain in Good Academic Standing. Students with less than a 2.0 term GPA or cumulative GPA will be placed on Academic Probation. In some

circumstances, first-year 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.

In addition, undergraduate students are expected to earn a satisfactory grade C in each required course. Students who do not satisfactorily complete a required or sequential course, but who are otherwise in Good Academic Standing, may be placed on Curricular Probation. Students on Curricular Probation may be ineligible to continue in portions of their academic programs until the deficiency is resolved.

The following undergraduate students will be dismissed:

- those who earn less than a 2.0 term GPA or cumulative GPA for two consecutive semesters
- those who earn less than a 1.0 term GPA
- those on Academic Probation who do not pass all courses
- those admitted on Academic Probation who earn less than a 2.0 term GPA and/or who do not pass all courses
- those on Curricular Probation who fail to make satisfactory progress

Students on Academic Warning, Academic Probation, or Curricular Probation are required to meet with their advisor prior to registering and may be required to reduce their course load.

Graduate All matriculated graduate students must earn a 3.0 term grade point average (GPA) and a 3.0 cumulative GPA to remain in Good Academic Standing. Students with less than a 3.0 term GPA or cumulative GPA will be placed on Academic Probation.

In addition, graduate students are responsible for meeting requirements in order to remain in Good Academic Standing. Students who do not complete one half of accumulated attempted credits after two consecutive semesters will be subject to Academic Probation. These students may not be permitted to enroll in more courses and/or equivalency credits in the following semester.

Finally, graduate students are expected to earn a satisfactory grade B in each required course. Students who do not satisfactorily complete a required or sequential course, but who are otherwise in Good Academic Standing, may be placed on Curricular Probation. Students on Curricular Probation may be ineligible to continue in portions of their academic programs until the deficiency is resolved.

The following graduate students will be dismissed:

- those who earn less than a 3.0 term GPA or cumulative GPA for two consecutive semesters
- those who earn less than a 2.5 term GPA
- those on Academic Probation who do not pass all courses
- those admitted on Academic Probation who earn less than a 3.0 term GPA and who do not pass all courses
- those on Curricular Probation who fail to make satisfactory progress
- those who twice fail the master's exam or thesis

Students on Academic Warning, Academic Probation, or Curricular Probation are required to meet with their advisor prior to registering and may be required to reduce their course load.

Academic Dismissal Appeals Students dismissed from their degree programs 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 can 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

Students dismissed based on fall term grades must be notified before spring semester classes begin. If the Dismissal status is determined after classes begin, the student will be allowed to attend classes and will be placed on Probation for the spring term.

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 TAP) 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.

Dean's List Undergraduates who are full time and have a term grade point average of 3.7 or higher make the Dean's List.

Graduation To earn an undergraduate degree, students must have a minimum 2.0 cumulative grade point average (GPA) and must complete all degree requirements.

To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and must complete all degree requirements.

Academic and Departmental Honors

Undergraduates who have completed at least 60 credits in residence for a bachelor's degree or 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.

Departmental Honors may be awarded to degree candidates who have demonstrated outstanding achievement in his/her program 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. 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. The designation appears on official and unofficial transcripts, as well as the diploma.

Petitioning and Ceremony

Graduating students must initiate the degree conferral process by filing a Graduation Petition in the New School Records Office. This must be done regardless of intent to attend the commencement ceremony. It is the student's responsibility to verify with the program advisor that all required credits have been completed.

There is no fee for petitions submitted prior to October 1 for January conferral or February 15 for May conferral. Late fees are charged for petitions received after the aforementioned dates and no petitions will be accepted after November 15 and March 30 without written approval from the assistant dean for advising.

Participation in commencement exercises does not ensure that degree requirements have been completed. The Records Office does a final evaluation when the last semester grades have been submitted. All students are notified by mail of their status.

AAS candidates for January and May graduation may participate in the commencement exercises if they are within six credits of degree completion; BBA and BFA candidates may participate if they are within nine credits. Graduate students must have completed all course work, including thesis, exams, or exhibitions.

Master's Degree Completion Term Limits

Students must complete their degree requirements within five years for the master's degree. Beyond this term limit, students are not permitted to register unless an extension of time is obtained. An extension of time may be granted on the basis of a petition submitted by the student and assessed by the student's program. To petition, the student must outline the 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.

Repeated Course Policy With divisional approval, graduate students with a grade of B- or below and undergraduate students with a grade of F or WF are eligible to repeat up to three courses during a single degree program. Although the initial grade will appear on the transcript, the grade earned the second time will be computed in the grade point average (GPA) and the previous grade will drop out of the cumulative GPA. Students must submit an approved form at the time of registration.

This policy does not apply to courses in which the F was received as a result of academic dishonesty. See "Academic Integrity and Honesty," above.

Repeated courses may not be counted twice toward fulfillment of graduation requirements. Nor may they be counted twice for loan or New York Tuition Assistance Program (TAP) certification.

Grading

Faculty members determine the grades that each student will receive for work done under their instruction. Depending on the character of the class, grades reflect the degree of accomplishment in some or all of the following elements: concept, technical facility, execution, preparation for class, individual progress, class participation, and attendance. Instructors discuss their grading practices with students during the first class session.

Grades may be checked online at my.newschool.edu.

Grade Descriptions: Undergraduate

- 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. *Satisfactory completion of a course is considered to be a grade of C or higher.*
- C- Passing work but below that required for Good Academic Standing.
- D Below-average work indicating that a student does not fully understand the assignments. Probation level though passing for credit.
- F Failure; no credit.
- W Withdrawal. This grade can be assigned only by the Registration Office. If a student withdraws from a course during the add/drop period, the course is deleted from his or her permanent record. If a student withdraws between the fourth and seventh weeks and completes an Add/

Drop form, obtaining advisor approvals and submitting it to the Registration Office, he or she will receive a grade of W, assigned by the registrar. A blue receipt provided by the Registration Office to the student confirms that a withdrawal has been made; it should be kept with other personal records. No withdrawals are allowed after the seventh week of classes. There is no penalty for a grade of W.

- WF Withdrawal Failing. Instructors may assign this grade to indicate that a student has unofficially withdrawn or stopped attending classes. It may also be issued when a student fails to submit a final project or to take an examination without prior notification or approval from the instructor. The WF grade is equivalent to an F in calculating the grade point average (zero grade points), and no credit is awarded.
- P/U Pass/Unsatisfactory. Traditionally used in noncredit classes only.

Grade Descriptions: Graduate

- A Work of exceptional quality.
- A- Work of high quality.
- B+ Very good work.
- B Good work; satisfies course requirements. *Satisfactory completion of a course is considered to be a grade of B or higher.*
- 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 individual.

Grades of D are not used in graduate-level courses. See undergraduate descriptions for W, WF, and P/U grade descriptions.

Midsemester 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 midsemester evaluations. Copies may be kept in program files, but the evaluations do not become part of the permanent academic record.

Failing Grades Failing grades are given for required work that is not submitted, for incomplete final projects, or for examinations that are not taken (without prior notification and approval). Final semester grades are determined by averaging grades received throughout the semester. Makeup work or completion of missed examinations may be permitted only with the approval of the instructor and the program chair or director.

Because students must fulfill program requirements in the proper sequence, a failing grade or no credit for a required course may make the student ineligible to continue in the following semester. If allowed to proceed, the student will be obliged to make up the required course in a subsequent semester in conjunction with, or in place of, courses offered at the next level of study. Conflicts in scheduling may occur in the process of meeting makeup requirements and may extend enrollment beyond that normally expected for graduation.

Incompletes A grade of I (Incomplete), signifying a temporary deferment of a regular grade, may be assigned when course work has been delayed at the end of the semester for unavoidable and legitimate reasons. Incomplete grades are given only with the written approval of the instructor and the program chair or director. The Request for an Incomplete Grade form must be filled out by the student and instructor prior to the end of the semester.

For undergraduate students, if a grade of incomplete is approved, outstanding work must be submitted by the date set by the instructor but not later than the end of the seventh week of the following fall semester for spring and summer courses and the seventh week of the following spring semester. A grade of I will automatically convert to a permanent unofficial withdrawal (WF) at the end of this period. For graduate students, the maximum deadline for completion of an incomplete is one year, though a shorter period may be imposed at the discretion of the instructor.

Grade Changes 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 allowed.

Grade: Clarification and Appeal Policy

Clarification Students may petition for an academic grade review by following the procedure outlined below within sixty 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 instructor is unavailable by phone or for an appointment, the explanation may be requested and provided by email.

Appeal If the student is not satisfied with the explanation, he or she may appeal the grade according to the following steps:

1. The student submits a letter (hard copy, not email) outlining any questions and/or objections 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 will be sent to the assistant dean.)

2. The instructor submits a written response to the letter within one month of receipt, with a copy to the program chair or director, or the assistant dean if the faculty member is also the chair or director.

3. If the student is still unsatisfied after the faculty member's written response, he or she may appeal further by writing and sending copies of previous communication to the Assistant Dean. The Assistant Dean will convene an appeals committee to review both letters, clarify any outstanding questions or issues and make a recommendation to the dean of the school. The dean's decision is final.

Grade Point Average For information on grade point average (GPA) and the numerical value of each grade, see the Office of The New School Registrar page of the university website.

The term GPA and cumulative GPA are used to determine academic, Dean's List, and With Honors statuses as well as eligibility for financial aid and graduation. Transfer credits and credits earned through Study Abroad or Exchange are not included in the term or cumulative GPA. Undergraduates must have a 2.0 cumulative GPA in order to be eligible to receive a degree. Graduate students must have a 3.0 cumulative GPA in order to be eligible to receive a degree.

Change of Program

Students should not assume that the credits earned or approved for transfer in one program will be applicable to another. Because each program has a highly structured and professionally oriented curriculum, few program course offerings and requirements overlap. Moreover, it is difficult or impossible to change programs in the middle of the year. Therefore, any change in program is likely to necessitate summer study and additional time in school.

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.

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

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

Matriculated Students

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 chairs or directors. All students who decide to change programs must fill out a Change of Program form and obtain signatures from the current and new program chairs or directors as well as the Office of Advising.

If a student is registered for courses and completes the internal transfer procedure before the end of the add/drop period, an approved Add/Drop form must be submitted for the current semester. A student can verify that the change of program has become official by checking his or her program of study at my.newschool.edu.

Change of Degree The AAS, BBA, BFA, and BA/BFA are separate degree programs for which admission criteria and procedures

vary. Therefore, students must complete an application process with the Office of Admissions to make any of the following degree program changes:

BBA to AAS or AAS to BBA
BFA to AAS or AAS to BFA
BFA to BBA or BBA to BFA
BA or BFA to BA/BFA

Students need not provide new copies of transcripts and may be excused from some components of the application materials (such as the home exam).

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, to the Records Office.

All matriculated students considering a change of degree should consult an advisor in the Office of Advising.

Student Exits

Students facing extreme personal or academic difficulties may wish to consider an official delay or interruption of their studies. New students who would like to delay their entry into the school may request to be admitted for a term other than the one for which they were originally accepted. Matriculated students who would like to interrupt their studies may request a Leave of Absence or Withdrawal from Program. Students should discuss their Exit options with an advisor prior to making a final decision. If the Exit process is completed before the end of the seventh week of classes, there is no academic penalty.

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.

For information regarding exits, see the Student Services/Registrar page of the New School website.

New and First-Semester Students New students who decide to delay entry into the school must submit a formal request for reconsideration to the Office of Admissions.

New students who are matriculated but decide to leave must apply for a Leave of Absence or Withdrawal from Program. In addition to completing the Exit process discussed below, new students requesting a Leave of Absence must submit a formal request for reconsideration to the Office of Admissions.

The Office of Admissions will re-review new students who wish to delay entry or return from leave to determine their eligibility to come to Parsons for a term other than the one into which they were originally accepted.

Leave of Absence A Leave of Absence may be granted for one or two semesters. Because of the sequential nature of the curricula, many programs approve only the full-year interruption. Any student considering a Leave of Absence should seek program advising in order to make an informed decision. Students who exceed one year of absence must apply for Readmission to the Office of Admissions. Students already on leave who wish to extend their time away must contact the Office of Advising.

To confirm the date of return, students should notify the Office of Advising by November 15 for the spring term and by July 15 for the fall term.

Withdrawal from Program Students who wish to interrupt their studies indefinitely or to withdraw from the school may request a

Withdrawal from Program. Withdrawn students who wish to return to Parsons must apply for Readmission to the Office of Admissions.

Student Exit Process Any student considering an Exit must first meet with an advisor to discuss his or her academic plans and to initiate the formal Exit process. If the student is exiting before the final withdrawal date, he or she must submit an approved Add/Drop form along with the Exit form. Under the guidance of the advisor, the student should obtain all required signatures from all appropriate offices within three business days and bring the completed Exit form to a Student Exit Interview in the Office of Advising.

Readmission A student must apply for Readmission if he or she

- was dismissed
- did not complete the Leave of Absence/Exit form
- was not approved for a Leave of Absence
- was approved for a Leave of Absence but did not return to Parsons within the approved time frame

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 course work is necessarily applicable. The deadlines for readmission are stated in the application materials.

Residency Requirement

Undergraduate All BFA and BBA students must complete 67 credits in residence, including two full years of program course work, 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. AAS students must earn a minimum of 34 credits

in residence. Credits earned through Study Abroad or Exchange do not count toward the residency requirement. The senior year may not be taken off campus without the special written approval of the program chair or director and the assistant dean.

Graduate All MA candidates must complete 42 credits in residence. Candidates for the MArch must complete 106 credits in residence, except those granted advanced standing, who must complete a minimum of 54 credits in residence. MFA candidates in Design and Technology and in Fine Arts must complete 58 credits in residence; MFA candidates in Lighting Design and in Photography must complete 64 credits in residence.

Transfer Credit

The Office of Admissions evaluates the transferability of all prior course work for new students. Students must submit final transcripts to The Office of Admissions before the end of the first semester of matriculation. After that point, transcripts will not be reviewed. In addition, transcripts from colleges that were not acknowledged on the application for admission will not be reviewed. Students will receive a transfer credit evaluation (TCE) from the Office of Admissions with their acceptance packet. A copy of the TCE and transcripts are also sent to program Advisors and will be reviewed with students during the registration for courses.

A maximum of 31 credits may be transferred toward the AAS degree. A maximum of 67 credits may be transferred toward the BBA and BFA degrees. For graduate programs, a maximum of six credits may be transferred toward the MA, the MFA in Design & Technology, and the MFA in Fine Arts; no credits may be transferred toward the MFA in Lighting Design and the MFA in Photography.

CODE OF CONDUCT

As an institution of higher learning, The New School affirms certain basic principles and values that are, in the fullest and best sense of the word educational. The New School is also a community and in that regard, upholds certain basic principles and standards of behavior that underlie its educational purpose. These include the recognition and preservation of basic human dignity, the freedom of expression, equal opportunity, and civil discourse, a sustained atmosphere of safety, respect for policies, rules, regulations, and standards set forth by the university, its academic divisions, and the Federal, State, and City Governments.

The Student Code of Conduct is designed to protect and promote these principles and standards of behavior that are in keeping with our educational mission. Formal disciplinary proceedings and penalties have a role subordinate to informal conversation and discussion, constructive advice and counsel, and supportive guidance. The Student Code of Conduct supports an environment where sensitivity, tolerance, and respect are sustained for members of the university community and its neighbors.

The full text of the Code of Conduct is available on the student affairs page of The New School website.

Parsons reaffirms its commitment to the standards of behavior defined in the New School Code of Conduct, to the underlying educational purpose of those standards, and to the guidelines and procedures specified in the Code of Conduct for the evaluation of alleged infractions by students.

CAMPUS

Buildings and Facilities

Our main buildings at the corner of Fifth Avenue and 13th Street house studios, classrooms, offices, galleries, computer labs and a large design library. Nearby facilities at 25 East 13th Street house additional studios, classrooms, labs and offices. The Fashion Design program is based in midtown at 40th Street and 7th Avenue. Art and Design Studies classes and lectures take place primarily in The New School buildings at 79 Fifth Avenue and 66 West 12th Street.

Building Hours

During the academic year, normal building hours are Monday through Friday, 8 a.m. to 11:00 p.m.; Saturday, 9 a.m. to 8 p.m.; and Sunday, 11 a.m. to 8 p.m. Students may work in buildings until closing time. Students may not use any studio, classroom, lab or shop where there is a class in progress.

Building hours are extended in the final weeks of each semester to give students additional access to facilities. Hours may vary in each building, including separate hours for computer labs and studio shops. Students should check the Status page of the University website for up-to-date building hour information. Students may also check this page for information about closings due to weather or other emergencies.

Condition of Parsons Facilities and Property

The University-wide policy on the use of University facilities and property is contained in The New School Code of Conduct, which appears in full on the Student Services page of the University website.

Students are expected to respect the rights and privileges of other students, faculty and staff using university facilities by

behaving in a way that helps to maintain school property, including walls, furniture, equipment, computers and books.

Storage of Materials and Work

Lockers are assigned by programs and are available to matriculated degree students on a first-come, first-served basis every semester. Locks placed on unassigned lockers will be cut and the contents removed. All lockers must be emptied at the end of the spring semester. After the last day of classes, locks will be cut on all lockers and the contents will be removed and discarded. Students should not leave valuables in lockers. The New School is not responsible for any misplaced or stolen items. Fire regulations prohibit students from storing materials or work in the hallways. Fire exits must be accessible at all times.

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