

JULIEN J. STUDLEY GRADUATE PROGRAM IN INTERNATIONAL AFFAIRS (SGPIA) – POLICIES, PROCEDURES, & RESOURCES

Full and Part-Time Status

Part-time status is six credits or fewer per semester. Full-time status is nine credits or more per semester. Both the MA and MS programs may be taken on full- or part-time basis. Financial aid consideration is given to students who carry a minimum of 6 credits per semester. See also [International Students](#) below.

Time Limitations

SGPIA students must complete their degree within five years of the date of matriculation. Transfer credit must be based on graduate work completed within the five-year period immediately preceding matriculation. (See [Transferring Credit](#))

Academic Standing

All matriculated students must earn a 3.0 Grade Point Average (GPA) each term as well as a cumulative GPA of 3.0 to remain in good academic standing. Academic progress of graduate students is reviewed every semester. To earn a Master's Degree, a student must maintain a cumulative GPA of 3.0 (a grade of "B") or higher.

Academic Probation

Students with a GPA of 3.0 or lower for either a single term or cumulatively will be placed on academic probation. Students who are on probation for two consecutive semesters will be subject to dismissal (see [Administrative Withdrawal](#)). Students who do not complete one half of accumulated attempted credits after two consecutive semesters in the program will be subject to probation and might not be allowed to register for more courses or equivalency in the following semester.

Academic Honesty and Plagiarism

Plagiarism is the unattributed use of material from any source. **A student who plagiarizes an assignment will receive a failing grade on that assignment and, at the instructor's discretion, a failing grade for the course,** and the Dean's office will be notified. The instructor may also ask the Associate Dean for Academic Affairs to convene the academic standards committee to consider additional penalties, including dismissal from the university in the case of blatant or repeated plagiarism. Details on the procedure are available in The New School's rules and regulations. Plagiarism on a master's thesis is grounds for dismissal. All students are responsible for familiarizing themselves with the rules and regulations concerning academic honesty. See the [Student Code of Conduct](#).

Attendance Policy

Students are expected to attend classes regularly and on time. Students should refer to course syllabi for information about attendance expectations and requirements, or consult their instructors for clarification.

International Students

If a student is in the United States with F-1 Student or J-1 Visitor status, the student *must be enrolled full-time for each fall and spring semester*. (If students are taking online classes please note: to meet the minimum full-time enrollment requirement, a student cannot take more than one class or three credits online per semester.) U.S. government regulations do recognize some situations in which an F-1 or J-1

may enroll for a reduced course load. (For example, the student may have a medical condition, or the student may need less than a full course load to complete the course of study.) However, in all cases in which F-1 or J-1 international students enroll less than full-time, written authorization must be obtained from International Student Services within the first two weeks of the start of the semester. Students who are considering enrolling less than full-time should make an appointment with an International Student Services advisor well in advance so that they may obtain authorization without delay.

Note: International students in B-2 Tourist or F-2 Student Dependent statuses are NOT permitted to be enrolled full-time. These students must be enrolled for 8 credits or fewer each semester. For further information students should contact International Student Services.

Very Important Note: All international students are individually responsible for remaining up-to-date on all compliance issues for staying in visa status. Please check the [International Student Services Website](#) on a regular basis. For further information, contact International Student Services at (212) 229-5592 or ISS@newschool.edu.

Non-Degree Students

Students approved for non-degree status may enroll for up to nine credits (three courses) within the International Affairs program on a space-available basis. In order to take more than three courses, students must apply and be admitted to the MA program. All International Affairs courses taken in non-degree status are charged at current graduate tuition rates and earn graduate credit.

For students who apply and are accepted into master's degree status in a subsequent semester, that credit will be applicable toward the International Affairs degree requirements. Contact Philip J. Akre, Associate Director of SGPIA at akrep@newschool.edu.

Non-degree students who wish to be considered for SGPIA admission must complete their admissions applications by the deadlines set by the Admissions Office, usually October 15 for Spring and January 15 for Fall (check the [Admissions website](#) for updated information). Non-degree students should inform the Admissions Office of their intent to apply so that their applications can be updated. Please contact the Admissions Office, nsadmissions@newschool.edu or (212) 229-5150.

BA/MA Program

New School Bachelor's Program and Eugene Lang College students who have completed 60 credits or more may apply to the Bachelor's/Master's Program. Visit the [Bachelor's/Master's Program website](#) for program and application information.

Transferring Credit

All credit transfers require formal approval by the International Affairs Program and are considered after students are matriculated into the program. Transfer credit must be based on graduate work completed within the ten-year period immediately preceding matriculation, and must have earned grades of B or better. Transfer credit cannot be used toward required or concentration foundation courses, only toward electives.

Master of Arts (MA) students may apply for transfer of up to nine (9) graduate credits to be used toward the elective requirements. For MA students transferring to SGPIA from other graduate programs of the New School the maximum is also nine credits.

Master of Science (MS) students may apply for transfer of a maximum of six (6) graduate credits to be used toward the elective requirements. For MS students transferring to SGPIA from other graduate programs of the New School the maximum is also six credits.

All transfer credit determinations are made on a case-by-case basis by a program advisor only after a student is matriculated in the Studley Graduate Program in International Affairs. Transfer credits may include courses taken prior to entering the SGPIA degree program and courses taken at other universities while a matriculated student at SGPIA (see [Courses taken outside The New School](#)), but may not exceed the maximum noted above.

Students requesting a transfer of credit are obligated to make the case for the courses in question. Students who wish to apply for transfer credit must first meet with an advisor to discuss the credits and ensure that the courses fit their program of study. At that time the student must provide the Advisor and the Associate Director of Academic Programs with 1) a written rationale for how the course(s) in question contributes significantly to their International Affairs program of study, and 2) a copy of the syllabus for the course(s) in question. Other information may be requested as needed. Upon approval, students complete a form, Transfer of Credit Petition, which they deposit along with an *official* transcript at the SGPIA Office and this information is transferred to the Records Office.

Auditing

In order to audit a course, contact Philip J. Akre, Associate Director of SGPIA, at akrep@newschool.edu. Students should inform their advisors if they receive permission to audit a class.

GRADING

Letter Grade System

The following grades are issued for graduate programs (there is no grade of D), with the following GPA value:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0

Incomplete Grades

In the event that a student does not complete required work by the end of the semester, the grade of I (temporary Incomplete) is awarded at the discretion of the instructor. Faculty members reserve the right not to award an Incomplete. Conditions for completing the course work and having a grade assigned are set by the instructor. The work must be completed by the date decided by the instructor, **but no later than the end of two semesters immediately following the semester in which the Incomplete was awarded**. A student with two or more grades of Incomplete is not permitted to register until the work has been completed and the grade assigned. **A grade of I that is not resolved by the assigned date will**

automatically be converted to a grade of N (permanent incomplete). The grade of N is not calculated into the grade point average. No credit is awarded for the grade of N.

Administrative Grades

Besides the grades awarded by the instructors, the following administrative grades are issued by the University Records Office: W, NP, and GM. The grade of W (withdrawal) shows that a student has withdrawn from a class after the drop period but before the withdrawal date indicated in the semester's Registration Information and Procedures guide. A grade of W can also be issued by an instructor to a student who has not attended or not completed all required work in a course. This grade is different in meaning from an F, which shows that a student's work is insufficient to receive a passing grade. The grade of W is not calculated in the grade point average. The grade of NP shows that the instructor has not submitted grades for the course. The grade of GM shows that the instructor has submitted grades for the course but not for the individual student.

NOTE: Students taking courses in other New School divisions and at the Cardozo School of Law should be aware of those Divisions' grading policies, particularly their policies regarding Incompletes.

Change of Grade

Final grades may be revised by the instructor (subject to approval by the Associate Director of Academic Programs and Dean) for one year after the official end date of the course. After this time, or if a degree has been conferred, the grade recorded in the Registrar's Office becomes a permanent part of the student's academic record, **and no changes are allowed.**

Grade Appeal Policy

A student can petition for academic review of a grade by following the [procedure described on the Registrar's website](#) within 60 days from the date the grade was posted or within 30 days if the student has petitioned to graduate.

Contact Philip J. Akre, the Associate Director of SGPIA, with questions.

Repeated Course Policy

With divisional approval, graduate students who receive a grade of B- or below are eligible to repeat up to 3 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 and the previous grade will drop out of the cumulative GPA. Students must submit an approved form at the time of registration. 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. It is therefore important for students who wish to repeat a course to discuss their plans with a financial aid counselor. Approval forms are available in the GPIA office. Contact Philip J. Akre, Associate Director of SGPIA, at akrep@newschool.edu in order to repeat a course.

GRADUATION

Degrees are conferred three times a year, in January, May, and August. Commencement ceremonies are held only once a year, in May. January, May, and August degree recipients all attend the May commencement ceremony.

FINANCIAL AID

All inquiries about financial aid should be made with [Student Financial Services](#) at 72 Fifth Avenue, 2nd floor. Contact them at sfs@newschool.edu or (212) 229-8930.

GPIA staff and faculty cannot provide financial aid information.

COURSE REGISTRATION

Registration Basics

The academic year consists of two semesters, fall and spring, and a summer session. All students must properly register for courses each term in order for them to count towards the degree. The current academic calendar can be found at www.newschool.edu/registrar/academic-calendar/. Current information on registration can be found at the [Registrar's Office website](#).

Registering for the Summer Session

Summer registration occurs during registration for the fall semester and follows the same procedure as registration in fall and spring semesters. Students may take up to 6 credits during the summer session.

Late Registration & Course Drops – Very Important!

If a student misses the designated registration period, it may be possible to register late during the add/drop period (see below). However, there is a financial penalty for late registration, students may not receive advisement, and courses may be closed.

In addition, if a course is dropped once the semester has begun (even if the class has not yet met), and if it is not replaced with another course of equivalent credit value, **A LATE DROP FEE WILL BE CHARGED**: 0% of the course tuition in week one, 20% in week two, 40% in week three, 50% in week four, 80% in week five, and 100% thereafter.

Please see the [Registrar's website](#) for more information about penalties and refunds.

Registration Holds

A registration hold prevents students from registering for a number of reasons. Holds may be related to failure to be properly immunized or to academic performance or financial issues. Check [MyNewSchool](#) for registration holds and visit the appropriate University offices in order to clear a record any outstanding holds. Students who have outstanding holds will not be allowed to register.

Add/Drop Procedures

Students may add courses to their schedule during the first two weeks of the semester. Students may drop classes through the third week of the semester. Always confirm the current add/drop schedule published by the Registrar's Office. **(Late drop fees may apply – see [Late Registration and Course Drops](#))** All schedule changes require approval of an academic advisor. During the regular add/drop period, courses may be added and dropped by using MyNewSchool.

Course Withdrawals

New School graduate students may withdraw from a course with a grade of W after the add/drop period. A grade of W is not calculated in a student's GPA. Contact Philip J. Akre, Associate Director of SGPIA at akrep@newschool.edu in order to withdraw from a course after the add/drop period. There is no refund for withdrawing from a course after the add/drop period has ended.

Auditing Language Courses

Current SGPIA students may audit language courses offered by The New School, without charge. These courses do not carry academic credit and are not graded, but do appear on student transcripts as audits. You may register for language courses after you have registered for SGPIA courses. If you need to determine the correct language level, contact the School of Languages at (212) 229-5676.

To register for a language course, [follow the directions on milanoschool.org](https://www.milanoschool.org) for contacting Vanessa Reich, the Assistant Director of Student Services for the Schools of Public Engagement.

(Note: if you register for a language course during the summer session and you are not also registered for a GPIA course, you will need to pay the student fees associated with registration.)

Courses in other Graduate Divisions of The New School

With the approval of their academic advisor, and subject to approval by the instructor and the program offering the course, students may take as electives any relevant graduate class for credit within the New School's other programs or division. Credits for classes taken in other schools within the New School are not considered transfer credits, and students who take them pay SGPIA tuition rates.

Students who wish to take classes within The New School should *always* check with the course instructor or respective program office to make sure the course is available and open and to check whether there are any prerequisites. Registration then follows the standard procedures. Students taking courses in another school of the university should be aware of that school's grading policy, particularly the policy on Incompletes.

Courses taken outside The New School

Master of Arts (MA) students may apply for transfer of up to nine (9) graduate credits to be used toward the elective requirements from other universities while matriculated in the SGPIA degree program.

Master of Science (MS) students may apply for transfer of up to six (6) graduate credits to be used toward the elective requirements from other universities while matriculated in the SGPIA degree program.

Students must first get approval from their advisor for any course taken outside The New School that they wish to count towards their degree. Students then register on a non-matriculated basis at the respective university and apply to transfer the course credit (See [Transferring Credit](#)). Students are responsible for becoming acquainted with the procedures, rules, and regulations of the respective university. Students bear the tuition costs of the credits and payment is made directly to the respective institution.

Internships

Students in good standing who have completed their first semester may register for up to three credits through an approved internship. To qualify for credit, a student must work a minimum of 150 hours (10 hours/week during the regular semester or 20 hours/week during the summer session). Students may undertake non-credit internships at any time.

Students who wish to register for a credit-bearing internship should take the following steps:

1. Identify the organization, secure the internship, and obtain written confirmation of the internship from the organization in the form of a letter.
2. Choose a faculty supervisor and write a proposal that includes a) the name and contact information for the organization; b) the name and contact information for the on-site internship supervisor; c) the period of the internship, including the number of hours; d) the proposed tasks the intern will undertake; and e)

the nature of a written report that the student will submit to the faculty supervisor at the completion of the internship.

3. Submit the proposal to the faculty supervisor for approval. Include with this proposal the [Contract for Internship](#), which must be signed by the faculty supervisor and then submitted by the student to the Associate Director of Academic Programs. Applications must be submitted with enough time for full evaluation prior to registration.
4. Upon approval, students register following the standard procedure using an Internship course number (CRN). Students must consult with the Associate Director of Academic Programs in order to receive permission to register.

During the internship, the student keeps the faculty supervisor regularly informed of the student's progress. Upon successful completion of the internship, faculty advisors assign grades of P (pass) or F (fail), based on the student's final report and on the internship supervisor's written evaluation of the student's performance.

Most internships are unpaid. If an internship is paid, please note that international students usually face restrictions on the type of work they can accept. International students should, therefore, consult with International Student Services before accepting a paid internship.

Independent Study

After their first semester, students in good academic standing may register for one course of Independent Study. Students start with a problem or specific area of interest to investigate in detail, and then design a project based on consultations with an interested faculty member who serves as the course advisor. Students planning to register for Independent Study must have their proposed project approved *before* registering for Independent Study. The proposal to the faculty advisor should contain:

- 1) The specific subject or problem to be investigated.
- 2) The proposed method for investigating the topic.
- 3) A preliminary bibliography.

In addition to the approved proposal, students must submit an approved [Contract for Independent Study](#) to the SGPIA Front Desk or Associate Director of Academic Programs in order to receive permission to register for Independent Study. Independent Studies receive a letter grade.

Maintaining Status

This is a registration category for students who have completed all course credits except for the Master's Project or other activities that are an integral part of their degree program.

Because these students do not need to register for any courses, maintenance of status is the only means for them to remain in good academic standing. Students who maintain status are considered active students. They retain access to academic advising, library resources, university email, and they are eligible for health insurance. Maintaining Status is a low-fee registration category and it is not credit-bearing.

Master's students are normally allowed to maintain status for no more than four consecutive semesters, after which time they are withdrawn from the program in good standing (*see [Administrative Withdrawal](#)*).

A semester of maintaining status is considered an active semester and deducts time from the five year limitation for earning the master's degree. Students who maintain status for more than four consecutive semesters and wish to return must re-apply for admission.

NOTE: Students who do not register for either maintaining status or for classes must use the Student Exit Form to apply for a leave of absence or to withdraw from the program (see [Student Exit Procedures](#)). International students should check with International Student Services before registering for Maintaining Status.

Equivalency Credit

In some cases, students may need to maintain the minimum number of credits necessary for full- or part-time status while enrolled in Maintaining Status. These students should register for Equivalency credit, which allows a student to achieve full-time status (defined as enrollment for nine credits per semester) or half-time status (enrollment for six credits per semester). There is no tuition charge associated with Equivalency credit and no grade is given. Please consult with the Associate Director of Academic Programs for more information about equivalency credits.

STUDENT EXIT PROCEDURES

Leave of Absence and Withdrawal from the Program

Students who wish to interrupt their studies for pressing reasons (Leave of Absence) or who wish to withdraw without obtaining a degree (Withdrawal from the Program) should talk to their advisor and then complete the [Student Exit Form](#), which must be approved by the Associate Director of Academic Programs. In addition, all students who choose to exit The New School must obtain the signature of a financial aid advisor, international students must obtain the signature of an international student advisor, and students who live in University housing must obtain a signature from the Housing Office. Consult the Registrar's [Academic Policies](#) for more information.

Administrative Withdrawal

Academic Dismissal

Students who earn a GPA lower than 3.0 for two consecutive semesters will be subject to academic dismissal and may be administratively withdrawn. Administrative withdrawals are processed by the program and do not require the presence of the student. Written notification of administrative withdrawals is sent to the address of record, and copies are placed in students' files.

Failure to Return from Leave of Absence

Upon the expiration of a leave of absence, students must notify the program of their intent to return to the program, to request an extension of their leave, or to withdraw from the program. Students who do not return to their studies and who do not request permission for an extension of their leave will be administratively withdrawn.

UNIVERSITY SERVICES

The University services selected below are of particular interest to SGPIA students. There are many more services available. Please see **MyNewSchool** and the relevant websites for more information and additional services.

Graduate Writing Center

Students are encouraged to use University Learning Center's Graduate Writing Tutors. Graduate Writing Center tutors work one-on-one with students to assist with research papers, theses, and papers for publication. See the [ULC's website](#) for appointment instructions.

Student Health Services Center

Student Health Services offers medical and counseling services as well as anti-violence and wellness support. Student Health Services is located at 80 Fifth Ave, 3rd Floor; see the [SHS website](#) for more details and for hours of operation.

Disability Services

Student Disability Services offers a number of services and programs in order to ensure equal access to academic and programmatic services. SDS assists students with disabilities in need of academic and programmatic accommodations. More information is on their [website](#), or visit them at 80 Fifth Ave., 3rd Floor, or by contacting Jason Luchs, Director for Student Disability Services, at (212) 229.5626 x 3135 or luchsj@newschool.edu.

Student Ombuds

The [Student Ombuds](#) office provides students assistance in resolving conflicts, disputes, or complaints on an informal basis. This office is independent, neutral, and confidential.