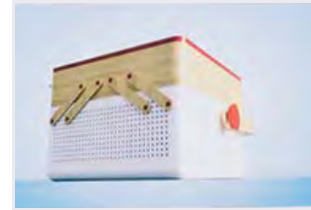


 **NEWSCHOOL**  
OF ARCHITECTURE & DESIGN

**ACADEMIC CATALOG**  
& Student Handbook

2016 - 2017 Edition



## WE ARE **NEWSCHOOL** **Design Your Experience**

As a NewSchool student, you've joined a community of innovative designers who are passionate about pursuing exciting careers in the fields of Design, Architecture and Digital Arts. Our accomplished faculty will help push your creative boundaries while giving you the tools to grow as a designer. Congratulations on taking your first step towards an exciting future in design.





Your  
journey  
begins  
here



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## MESSAGE FROM THE PRESIDENT

Welcome to NewSchool of Architecture & Design's 2016–2017 catalog. The faculty and staff of NewSchool are committed to your success. We are committed to providing you with a challenging and meaningful learning experience. This catalog provides you with all the information you need to progress smoothly through your program of study, to understand the responsibilities of being a student at NewSchool, and to identify all the resources at NewSchool to help ensure your success. The path of learning is enriched by challenges and opportunities. Bookmark this link, and use it often.

As you will learn in the history section of this catalog, NewSchool of Architecture & Design has a rich and noble history. It has experienced an exciting evolution: changing locations, adding new and interesting programs, and increasing linkages not only in the San Diego art and design community but also across an international network of schools. Throughout its impressive growth NewSchool has not changed its commitment to advancing society by preparing future leaders in architecture and design.

To fulfill this commitment, NewSchool blends classroom instruction with practical experience. NewSchool takes an integrative, project-based

approach to education, because all design professions require inquiry, mental agility, and adaptability. Whether you're studying architecture or construction management or product design, media or interiors, your course of study will challenge you to solve complex design problems. Your programs also will introduce you to industry leaders from around the globe, to faculty who are active in their professions, and to fellow students as committed to their professional goals as you are. Upon graduation, you will be well prepared to enter your desired profession.

I look forward to seeing you grow personally during your time at NewSchool and to your extraordinary professional achievements. When you graduate I am confident that you will be prepared to assume the roles of design thinker in practice and engaged citizen.

**MARVIN MALECHA, FAIA, DPACSA**  
President & Chief Academic Officer  
NewSchool of Architecture & Design





## **DATES OF EFFECT**

The NewSchool of Architecture & Design Academic Catalog and Student Handbook 2016–2017 is in effect from 10/1/16 to 10/1/17. Any changes to catalog content during this time will be noted on addenda posted on the NewSchool of Architecture & Design website catalog page.

## **EDUCATIONAL PURPOSE**

Many of the most pressing problems of contemporary society now demand creative solutions: urban conditions of both density and sprawl, the accelerating depletion of the earth's natural resources, and globalization's impact on local culture and meaning.

Education in the design professions is intended to prepare students to address these and other problems creatively. NewSchool's programs in architecture, construction management, media design, product design, and interior architecture and

design are dedicated to providing the skills and methodologies necessary to adapt to—and excel in—a changing professional environment positioned to serve society. Design and its related professions necessitate a commitment to lifelong learning and exploration. This requires the mental agility to learn new disciplines and to communicate effectively. In addition to learning their professions, students are instructed in a variety of areas based in critical thinking, including a broad Integrative Studies program, oral and written communication, computer application, library research, and problem analysis. Graduate students are expected to focus on the key issues, methodologies, and skill sets necessary for advancement within their disciplines.

## **PHILOSOPHY**

NewSchool believes that a wide range of individuals can find reward and fulfillment in the study of architecture and design. The instructional programs nurture artistic passion into professional excellence. Students are challenged with rigorous advancement standards. The faculty includes experienced architects, designers, and practicing professionals who develop creative mentorships. NewSchool subscribes to the “learn by doing” thesis of the American philosopher John Dewey. The urban San Diego community is seen as an ideal laboratory for innovation, and students are encouraged to intern as soon as their abilities and circumstances allow.

## **FACULTY**

Faculty members are selected for their professional backgrounds, academic experience, and commitment to the advancement of architecture and design education. Full-time faculty members



are experienced in their fields and focused on imparting their knowledge to students by developing effective teaching methods. NewSchool also draws upon practicing instructors who ensure that students will have the advantage of a realistic view of the design profession and a real-world perspective. Practicing architects and designers are invited to juries and extracurricular events.

## HISTORY

The late Richard Welsh founded NewSchool of Architecture in 1980. His vision was to provide a professional education in architecture culminating in the Bachelor of Architecture degree. The school was relocated in 1988 from a small industrial building in Chula Vista, California to central downtown San Diego. Bislin Education Corporation, a wholly owned subsidiary of Futures in Education, Inc., purchased the school in 1989. The Associate of Arts was added in 1990, Master of Architecture in 1994, and Master of Science in Architecture in 1996–97. In January 2001, ForeFront Education, Inc. acquired the school and changed its name to NewSchool of Architecture & Design (NewSchool). In July 2008, the school was acquired by NewSchool of Architecture & Design, LLC, a subsidiary of Laureate Education, Inc.

## MISSION AND VISION STATEMENT

The mission of NewSchool is to nurture and inspire design-minded students. Our graduates demonstrate a firm foundation of critical thinking, ethical behavior, and a culture of professional practice on their way to becoming socially responsible leaders of change for our global society.

NewSchool achieves this mission through:

- A progressive curriculum taught by accomplished active faculty;
- Practitioner-based models of learning focused on problem-solving, experiential learning, and process-based design;
- Active participation and engagement in our local and global community; and
- The constant pursuit of academic excellence.

NewSchool will be a leading provider of architecture and design education focused on improving the quality of life in the built and natural environments on both local and global scales, as informed by nature, supported by research, focused on professional practice, and committed to sustainability. NewSchool will accomplish this through a disciplined approach to the following tenets:

- **People:** NewSchool will be a place where faculty and staff are engaged in a vibrant educational setting and where students find meaning and inspiration in the pursuit of their professional goals.
- **Portfolio:** NewSchool will grow its commitment to sustainable design and dynamic program development by anticipating the ever-changing

needs of our students and the professions we serve.

- **Partners:** NewSchool will be a leading contributor to the design professions around the globe as the flagship institution for architecture education within the Laureate International Universities network.
- **Place:** NewSchool will provide a practice-oriented and student-centric environment in multiple locations, both domestic and international.

In support of this mission and vision, NewSchool emphasizes a series of values:

- We value inquiry as the search for knowledge and the willingness to question.
- We value critical thinking that subjects all concepts, ideas, and opinions to intellectual reflection and a rigorous examination based on logic, clarity, consistency, and fairness.
- We value a climate of open exchange and dialogue that allows for sharing a range of opinions and methods.
- We value ethical behavior that promotes the practice and application of personal, professional, and social responsibility.
- We value leadership in the academic, professional, and social environments with the expectation that through one's actions the actions of others are influenced, inspired, and focused.
- We value the diversity of cultural and social backgrounds offering differing points of view brought about by an array of cultural traditions, economic backgrounds, religious upbringing, and gender.
- We value engagement as the act of contributing to the health and well-being of the academy, the profession, and the community.

## LEGAL STATEMENT

This publication is a comprehensive guide to the 2016–2017 academic programs, policies, and regulations for the NewSchool of Architecture & Design (NewSchool). NewSchool reserves the right to change any provision, offering, requirement, or fee at any time.

Neither the provisions of this publication nor the acceptance of students to NewSchool through the admission, enrollment, and registration processes constitutes a contract or an offer of a contract. NewSchool further reserves the right to require a student to withdraw from the institution for cause at any time, suspend or expel a student, and/or restrict a student's campus privileges in accordance with NewSchool policy.

## STUDENT RESPONSIBILITY

It is the student's responsibility to be familiar with the information presented in this publication and to know and observe all regulations and procedures relating to the program he or she is pursuing. In no case will a regulation be waived or an exception granted because a student pleads ignorance of or contends that he or she was not informed of the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for degree programs rests with the student.

## EQUAL EDUCATIONAL OPPORTUNITY POLICY

NewSchool is committed to the principle of equal opportunity in education and employment. In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other federal, state, and local laws, the college does not discriminate against individuals on the basis of race, color, gender, sexual orientation, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of educational policies, admissions policies, employment policies, financial aid programs, and other college-administered programs and activities.

NewSchool believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas. NewSchool seeks to reach out as widely as possible in order to attract the ablest students, faculty members, and staff.

The NewSchool Chief Academic officer is responsible for overseeing the implementation of the Equal Educational Opportunity Policy. Inquiries regarding these matters should be directed to the Chief Academic Officer. Inquiries about the laws and compliance may also be directed to the Office of Civil Rights, U.S. Department of Education.

## INSTITUTIONAL LEARNING OUTCOMES

NewSchool faculty has identified five overarching institutional learning outcomes (ILOs) that apply to students in all programs.

NewSchool's graduates should be able to:

1. Use critical thinking in the formation, analysis, and evaluation of ideas.
2. Demonstrate creativity in problem solving.
3. Demonstrate knowledge of diverse cultures and environments.
4. Communicate effectively through written, oral, and visual media.
5. Demonstrate professional and ethical practices.

The ILOs are designed to be universal, learning oriented, measurable, and distinct. Interpretation of these ILOs allows our diversified programs to link to the institution and to each other, while maintaining the character and academic rationale of the specific field.

## APPROVALS & ACCREDITATION

### APPROVALS:

As an institution of higher education, NewSchool is:

- Recognized by the California Architects Board (CAB)
- Approved by the US Citizenship and Immigration Service to issue the Student and Exchange Visitor Information System (SEVIS) Form I-20 for a nonimmigrant to the F-1 status
- Approved by the U.S. Department of Education and California Student Aid Commission to conduct a financial aid program
- Approved for the Military Tuition Assistance Program
- Approved to train veterans and eligible persons under Title 38, United States Code
- Approved by the Bureau for Private Postsecondary Education, under the California Department of Consumer Affairs. This means NewSchool is in compliance with the standards set forth by to the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Under Section 94802(a) of CPPEA. The Act is administered by the Bureau, which can be reached at PO Box 980818, West Sacramento, CA 95798-0818.

### INSTITUTIONAL ACCREDITATION

NewSchool of Architecture & Design is accredited by WASC Senior College and University Commission, 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001.

### PROGRAMMATIC ACCREDITATION

NewSchool offers the following NAAB-accredited degree programs:

- B.Arch. (225 undergraduate credits)
- M.Arch. (preprofessional degree + 90 graduate credits)
- M.Arch. (non-preprofessional degree + 150 graduate credits)

According to the National Accrediting Board Policy, "In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an 8-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree."



## STATE LICENSURE

NewSchool is approved by the Bureau for Private Postsecondary Education, under the California Department of Consumer Affairs. This means NewSchool is in compliance with the standards set forth by the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Under Section 94802(a) of CPPEA. The Act is administered by the Bureau which can be reached at: PO Box 980818, West Sacramento, CA 95798-0818, 1-888-370-7589 ([www.bppe.ca.gov](http://www.bppe.ca.gov)). Any questions a student may have regarding this publication that have not been satisfactorily answered by the institution may be directed to the Bureau.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

## WASHINGTON STATE AUTHORIZATION

NewSchool is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes NewSchool to advertise and recruit for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

## OWNERSHIP & GOVERNANCE

### CORPORATE STRUCTURE AND OFFICERS

NewSchool is a private institution that is owned by NewSchool of Architecture & Design, LLC, a subsidiary of Laureate Education, Inc., 650 South Exeter Street, Baltimore, MD 21202.

### OFFICERS

- Marvin J. Malecha, President and Chief Academic Officer

The NewSchool operates under the leadership of the following Board of Directors:

- Vivian A. Sanchez, Chair
- Tom Anglewicz, FAIA
- Sonia Benitez
- Norman Bloomberg
- Denise DeZolt, Ph.D.
- Yen Ha, Architect
- Sharen Hannah, Esquire
- Charles O. Heller, Ph.D.

### LOCATION

NewSchool is located in downtown San Diego, central to urban activity and the arts community, providing a rich professional context to the study of architecture and related fields. It is located in East Village, San Diego's arts district, which has loft spaces where architects and other creative professionals have their offices. NewSchool is easily accessible by public transportation and has convenient freeway access for commuters.

Classes are held in over 100,000 square feet of facilities. The library, classrooms, technology labs, design studios, materials lab, and student center comprise the educational environment available to students. The facilities and equipment fully comply with federal, state, and local ordinances including regulations for fire safety, building safety, and health. Enrolled students have access to the facility 24 hours a day while school is in session.

Classes are held at the following locations:

- 1249 F Street, San Diego, CA 92101
- 705 Park Blvd, San Diego, CA 92101
- 750 Park Blvd, San Diego, CA 92101
- 770 Park Blvd, San Diego, CA 92101

Students can access NewSchool online classes at [www.mynewschoolarch.edu](http://www.mynewschoolarch.edu).

## STUDENT HOUSING

NewSchool does not assume responsibility for student housing and does not have dormitory facilities under its control. Off-site housing options are available for NewSchool students.

### STUDENT HOUSING AT THE LOFTS

Student housing is offered through the NewSchool of Architecture & Design's Office of Student Life. The apartment-style student residences are located just steps away from campus at The Lofts apartments, 707 10th Avenue, San Diego, California 92101. The community features restricted access, a fitness center, and attractive common areas. The Lofts is located in the stimulating metropolitan environment of the East Village neighborhood of downtown San Diego. These student residences are an extension of the academic community and part of the living and learning environment. Participation in student housing promotes a rich and well-rounded college experience. Additional information is available from the Office of Student Life at 619.684.8825 or [awagner@newschoolarch.edu](mailto:awagner@newschoolarch.edu).

### STUDENT HOUSING RATES

The rates applicable to student housing are listed in the Student Housing Agreement and mentioned below for reference. In the event of any potential conflict between the prices listed below and the prices listed in the Student Housing Agreement, the prices listed in the Student Housing Agreement shall control.

- **Rates for Shared Bedroom** (2 students in bedroom; shared bathroom; 3–4 students per apartment): The student shall be billed quarterly at the rate of \$3,085.

The term is defined to include Fall Quarter 2016, Winter Quarter 2017, and Spring Quarter 2017. By entering into the Student Housing Agreement, the student accepts responsibility for payment of the total amount applicable to the entire term. **The student is paying a fixed price for the entire term and there shall be no proration or adjustment of the price for any unoccupied period during the term.** For students participating in summer housing, the term is extended to include Summer Quarter 2017 and will be priced at the same quarterly rate.

Please visit the NewSchool website:

<http://newschoolarch.edu/student-life/student-housing-for-more-information-on-housing-options>.



## CLASS HOURS

Although schedules may vary, classes are scheduled between 8 a.m. and 10 p.m. Monday to Friday. Some Saturday classes are offered. Please consult the Registrar's Office for the current schedule.

## SCHEDULING OF CLASSES/PROGRAM CONTENT

NewSchool reserves the right to schedule classes in the order which best suits the overall master schedule and does not violate course prerequisites. Furthermore, NewSchool also reserves the right to change program content providing the objectives of the program are not changed. Such changes are necessary to remain current with the professional expectations.

Note: Policies and procedures apply to all students unless otherwise designated.



# **Academic Calendar 2016 - 2017**

**FALL 2016**

DATES	WEEK	QUARTER DETAILS
October 10	1	Fall Quarter Begins
October 17	2	Last Day to Add/Drop Courses
October 24	3	
October 31	4	
November 07	5	
November 07 – 18	5	Midterms – Studio and Lecture Courses
November 11	5	Veteran's Day – Campus Holiday
November 14	6	Last Day of Course Withdrawal – Cert. Courses
November 21	7	
November 24 – 25	7	Thanksgiving - Campus Holiday
November 28	8	Fall Petition to Graduate Deadline
November 28	8	Last Day of Course Withdrawal - Full Quarter
December 04	8	Online Certificate Courses End
December 05	9	
December 12	10	
December 16	10	Fall Quarter Ends
December 19 - 22	11	Finals Week - Studio & Lecture Courses
December 23 - 26		Campus Holiday
December 26 - January 6		Winter Break
January 1		New Year's Day - Campus Holiday

**WINTER 2017**

DATES	WEEK	QUARTER DETAILS
January 9	1	Winter Quarter Begins
January 16	2	Martin Luther King Jr. Day - Campus Holiday
January 17	2	Last Day to Add/Drop Courses
January 23	3	
January 30	4	
February 6	5	
February 6 - 17	5	Midterms - Studio & Lecture Courses
February 13	6	
February 17	6	Last Day of Course Withdrawal - Cert. Courses
February 20	7	
February 24	7	Last Day of Course Withdrawal
February 27	8	Winter Petition to Graduate Deadline
March 05	8	Online Certificate Courses End
March 06	9	
March 13	10	
March 17	10	Winter Quarter Ends
March 20 - 24	11	Finals Week - Studio & Lecture Courses
March 27 - April 7		Spring Break





<b>SPRING 2017</b>	<b>DATES</b>	<b>WEEK</b>	<b>QUARTER DETAILS</b>
	April 10	1	Spring Quarter Begins
	April 17	2	Last Day to Add/Drop Courses
	April 24	3	
	May 01	4	
	May 08	5	
	May 08 - May 19	5	Midterms – Studio and Lecture Courses
	May 15	6	
	May 19	6	Last Day of Course Withdrawal – Cert. Courses
	May 22	7	
	May 26	7	Last Day of Course Withdrawal
	May 29	8	Memorial Day - Campus Holiday
	June 04	8	Online Certificate Courses End
	June 05	9	
	June 12	10	
	June 16	10	Spring Quarter Ends
	June 19 - 23	11	Finals Week - Studio & Lecture Courses
June 24		Graduation Commencement	
June 26 - July 7		Summer Break	
July 04		Independence Day - Campus Holiday	

<b>SUMMER 2017</b>	<b>DATES</b>	<b>WEEK</b>	<b>QUARTER DETAILS</b>
	July 11	1	Summer Quarter Begins
	July 17	2	Last Day to Add/Drop Courses
	July 24	3	
	July 31	4	
	August 07 - 18	5	Midterms - Studio & Lecture Courses
	August 11	5	First Summer 5-Week Session Ends
	August 14	6	Second Summer 5-Week Session Starts
	August 18	6	Last Day of Course Withdrawal - Cert. Courses
	August 21	7	Summer Petition to Graduate Deadline
	August 25	7	Last Day of Course Withdrawal
	August 28	8	
	September 04	9	Labor Day - Campus Holiday
	September 11	10	
	September 15	10	Summer Quarter Ends
	September 8 - 22	11	Finals Week - Studio & Lecture Courses

#### ACADEMIC HOLIDAYS

Academic holidays that occur during instructional periods include the following:

- Veterans Day – November 11, 2016
- Thanksgiving Day and the following day – November 24–25, 2016
- Martin Luther King, Jr. Day – January 16, 2017
- Memorial Day – May 29, 2017
- Labor Day – September 4, 2017

**Admissions**

## NEWSCHOOL ADMISSIONS

NewSchool admits students who demonstrate an interest in the study of their selected field and the potential to be successful. All admissions decisions are made based on a holistic review of each applicant. Admissions decisions are valid for 1 calendar year. Applicants are considered for enrollment in fall, winter, spring, and summer quarters on a space-available basis, so applicants are advised to apply early. To be eligible to matriculate into NewSchool of Architecture & Design, all applicants must have earned a high school diploma or equivalent (e.g., GED).

Any documents received by NewSchool will not be returned to the applicant/student and cannot be re-issued to the applicant/student or to another institution. Students may request copies of their student file in accordance with the policies set forth in the Student Record Retention Policy section of the catalog. Portfolios will be held in the Office of Admissions for pick-up and return for 1 quarter after a student's start date. Any portfolios not picked up from the Office of Admissions after the first term of a student's start date will be appropriately destroyed and recycled.

**Note: Some curriculum sequences, such as required design studios, begin only in the fall.**

## UNDERGRADUATE ADMISSIONS REQUIREMENTS

### FRESHMEN

- 1. Application Form and Fee.** Complete an application and pay the required fee. Contact the school at 1-619-684-8888 for an application or visit [www.newschoolarch.edu](http://www.newschoolarch.edu) for an online application form.
- 2. High School Graduation.** Submit an official transcript of an accredited and Department of Education recognized high school diploma or acceptable evidence of comparable academic achievement; e.g., satisfactory score on General Educational Development (GED) tests. The minimum combined passing score for the GED is 2,250. Each individual subject area test score must be 410 or greater.
- 3. Grade Point Average.** A minimum cumulative high school GPA of 2.5 is required.
- 4. Test Scores.** SAT or ACT scores are recommended for all undergraduate programs.
- 5. Statement of Purpose.** Using essay format, please complete a one- to two-page personal statement addressing the following:
  - a. What are your career goals and how can NewSchool help you achieve them?
  - b. What compelled you to apply to NewSchool and why do you feel you would be a good candidate for the program?



- i. How have your experiences shaped you academically, professionally, and personally?
- ii. Give an example of how your experiences have prepared you for the core institutional values of NewSchool.

### UNDERGRADUATE TRANSFER STUDENTS

- 1. Application Form and Fee.** Complete an application and pay the required fee. Contact the school at 1-619-684-8888 for an application or visit [www.newschoolarch.edu](http://www.newschoolarch.edu) for an online application form.
- 2. Transcripts.** Applicants must have completed at least 1 quarter of full-time (12 semester or 18 quarter credits), postsecondary level education to be considered a transfer student. All official transcripts from accredited institutions of higher learning are required to be submitted at the time of admission in order for transfer credit to be reviewed and awarded. Applicants seeking admission based on equivalent education must submit official documentation or certification as well as a portfolio of design courses.
- 3. Grade Point Average.** A minimum cumulative GPA of 2.5 is required in all prior college work.



**4. Test Scores.** SAT or ACT scores are required for transfer students who have completed less than 24 semester or 36 quarter credits.

**5. Statement of Purpose.** Using essay format, please complete a one- to two-page personal statement addressing the following:

- a. What are your career goals and how can NewSchool help you achieve them?
- b. What compelled you to apply to NewSchool and why do you feel you would be a good candidate for the program?
  - i. How have your experiences shaped you academically, professionally, and personally?
  - ii. Give an example of how your experiences have prepared you for the core institutional values of NewSchool.

**6. Portfolio.** A portfolio review is required for all transfer students seeking advanced studio placement. Design studio coursework completed at an accredited institution must be included. Portfolios are a compilation of the student's art and design work. The portfolio will be reviewed by the Admissions Committee.

**Note: The portfolio requirement does not apply to students in Construction Management. a. Guidelines for Bachelor of Architecture or Bachelor of Arts in Architecture students or Bachelor of Interior**

## **Architecture & Design:**

### **FORMAT**

Portfolios may be submitted in either paper or electronic format. Please follow specifications outlined below. Online portfolio links will NOT be accepted. The use of wood, metal, glass, or plastic in hard copy portfolios is NOT acceptable. There is no minimum or maximum number of required pages, but a table of contents should be included in either format and applicants are expected to submit six to eight projects (not pages).

These projects can include sketches, fine art drawings, or photography, as well as architectural design, interior design, space planning, renderings, and photographs of models. Provide descriptions for each assignment/project submitted and include diagrams, drawings, and study models that exemplify the conceptual development of the project.

Creativity and self-expression are important and should be apparent through the use of selected materials and formats documenting the applicant's work. All work should be the student's own. The student's individual contribution to any group or professional design project should be clearly delineated. All projects should include titles; the dates that the work was completed; whether the work was done for academic, professional, or personal purposes; and, if academic in purpose, the course title and

number. Font size is important! Please consider the quality and size of font as these enable review of the work by Admissions Committee members.

A portfolio is a visual narrative that demonstrates a student's creative work and process. All applicants to the B.Arch. or B.Arts programs seeking advanced standing in the design studio sequence **MUST** submit a graphic portfolio as part of their application process. First-year, entry-level students applying to the Bachelor of Architecture or B.Arts programs may elect to submit a portfolio as part of the application process in order to show their creative skills in a variety of media and project types. All applicants applying to the Bachelor of Interior Architecture & Design (first year and transfers) **MUST** submit a graphic portfolio as part of their application process.

## SPECIFICATIONS

- **Contact Information:** Name, home address, phone number, email address.
- **Paper Format:** 8.5" X 11" Landscape or portrait orientation. Premium quality paper, spiral binding on the left hand side. Clear plastic cover with vinyl back.
- **Electronic Format:** Use .PDF files with maximum resolution of 300 dpi submitted on CD-ROM.

## CONTENT

**Students with no academic backgrounds or experience in design-related fields:** Students interested in art or design may already have several examples of their work that can form the basis of a good portfolio.

The following questions may further aid the development of a successful portfolio:

1. Does the portfolio tell a story about who the student is and why his or her work deserves attention?
2. What type of work best represents the student's multiple artistic abilities and draws attention to the type of design she or he is interested in studying?
3. Is the best work selected?
4. When and how should certain aspects of the work be emphasized?

First-year, entry-level applicants should demonstrate elemental understanding of three-dimensional form and space, composition, and basic understanding of light/shadow, depth and color through sketches, drawings, photography, crafts, sculptures, etc.

While there is no one type of successful portfolio, remember that the reviewer is curious to see students' best work and will make a decision based on the creativity displayed. NewSchool recommends that students

edit their work by presenting each project in a clear, concise, and legible manner. Do not include too many projects. Think of the progression of the work: Does the work show how each project builds on another, or are they standalone projects that show the student's diverse talents?

Finally, and most importantly, students should have fun, express themselves, believe in their work, and not be afraid to show their talent, aspirations, and dreams. Students are applying to a design school, and their interest demonstrates a desire to create something unique that will touch many people of the development of design work in the area of interest (architecture or interior architecture and design).

### **Students with academic backgrounds or experience in design-related fields:**

Students with academic background in design-related fields may receive Advanced Standing and be placed in a higher-level design studio. The portfolio is a self-presentation tool that creatively communicates the students' design outlook and level of development through a variety of media and skill sets. The portfolio should include a selection of design works and at least one example of the development of design work in the area of interest (architecture or interior architecture and design).

### **The portfolio will be assessed according to the following criteria:**

1. Ability to develop convincing visual narratives, through graphic presentation methods and written descriptions that convey the design development process: research and inspirational material, concept generation, study models and drawings that demonstrate process/thinking, and final presentation of design solution.
2. Demonstration of fundamental abilities to design and communicate design solutions using two- and/or three- dimensional representation skills in any media (digital, hand drawings, sketching, drafting, modeling) as they relate to plans, elevations, perspectives, models, space planning, diagramming and distribution, layouts, forms, colors, and finishing aspects.
3. Demonstration of an understanding of functional and experiential issues related to the design of architecture, built environments, and/or artifacts, such as structural, environmental and building systems, spatial generation, organization, perception and design solutions, and specific project results reflecting contextual and programmatic demands.
4. Ability to effectively organize the graphics and visuals of the overall portfolio, including titles, styles, page composition, references, and information hierarchies.
5. Examples of work completed outside of professional education, such as photography, paintings, sculpture, music, etc.

## WHAT DOES NEWSCHOOL MEAN BY DESIGN?

Design is original work produced by the prospective student, where a given problem is to be resolved by means of careful construction of form, in model and/or drawing, in two and/or three dimensions. This work can be executed by analog or digital means.

### b. Guidelines for Bachelor of Science in Media Design students:

#### FORMAT

A portfolio is highly recommended for all students applying to the Media Design program. If a student is attempting to transfer credits from another institution or requesting advanced standing, a portfolio will be required. All applicants need to submit portfolios in a digital format, such as a PDF document that has been optimized for email and/or links to an online portfolio site.

A rigorous, first-quarter Design Foundation class is an important piece of an education in the Media Design program. Students attempting to transfer credits from another institution to waive this class must meet all the listed requirements.

#### Request for Advanced Standing portfolio requirements:

- Offer examples of work that show an understanding of the elements and principles of design and color theory: Work can include posters and layout designs that exhibit knowledge of using typography and digital tools.
- Provide examples of the design process: Student should show how he or she came up with the concepts for the design solution.
- Provide 5 to 10 examples of drawing: Students can include life drawing, portraits, drawings showing use of perspective, and sketches from their imagination.
- Include examples of digital work: Students with experience using digital tools, such as the Adobe Creative Suite and the Autodesk Entertainment Suite, can include this work and identify the tools used.

#### Portfolios should not exceed 20 pieces, and the examples must be appropriately labeled to identify the work.

Faculty will determine if a student is to receive Advanced Standing. Students who need assistance creating a portfolio may check with the Enrollment Department for possible events and online help.

## GRADUATE ADMISSIONS REQUIREMENTS

### 1. Application Form and Fee. Complete an application and pay the

required fee. Contact the school at 1-619-684-8888 for an application or visit [www.newschoollarch.edu](http://www.newschoollarch.edu) for an online application form.

**Undergraduate Degree.** Applicants for the graduate program must possess and show evidence of a baccalaureate degree from a university or college accredited by an agency recognized by the U.S. Department of Education or Council of Higher Education Accreditation (CHEA). To show evidence of this, documentation of a certified equivalency and official transcript(s) are required. If a student is seeking waivers or transfer credits, all transcripts from the previously attended institutions are required.

- a. For the 1-year Master of Architectural Studies (5+1) program, a 5-year Bachelor of Architecture is required.
- b. For the 1-year Master of Science program, a bachelor's degree is required.
- c. For the 2-year Master of Architecture (4+2) program, a bachelor's degree in architecture or a related field is required.
- d. For the 3-year Master of Architecture (4+3) program, a bachelor's degree in any field is required.

**2. Grade Point Average.** A minimum cumulative GPA of 2.7 is required from the student's baccalaureate program.

**3. Resume.** Required for Master of Construction Management candidates only.

**4. Test Scores.** GRE or GMAT scores are recommended for Master of Architecture applicants. A GRE/GMAT test score is required for the Master of Architecture applicants who are appealing one or more of the remaining admissions requirements.

**5. Portfolio Review.** Master of Architecture 4+3: Submission of a portfolio of creative works is strongly recommended (required for all transfer students). Master of Architecture 4+2, M.Arch. Studies, M.S.Arch.: A portfolio of prior architectural/design work is required. Master of Construction Management: A portfolio is not required.

#### FORMAT

Applicants must submit portfolios in hard-copy format. Online portfolio links or digital portfolios will not be accepted. Students are expected to submit 15–25 pieces (not pages) with a table of contents. Do not submit originals. Creativity and self-representation will be apparent through the use of selected formats.

All work should be the student's own. The student's individual contribution to any group or professional design project should be clearly delineated. All projects should include a brief description and whether the work was done for academic, professional, or personal purposes. If the work is academic,



include school name, course number, course date, course year, and instructor. If the work is professional, include project name, date, city, firm name, and role.

**Please note that portfolios will not be returned.**

### **SPECIFICATIONS**

The portfolio format is flexible, although it should be no larger than 11"x17" and must be bound. The use of wood, metal, or glass is inappropriate. The student's name must appear on all materials and portfolios submitted.

### **CONTENT**

**Students with non-design backgrounds:** These students are using the portfolio to demonstrate their potential in technical or professional design. The faculty who assess the portfolio will be examining how students tell a story rather than the student's already established design or technological skills.

- a. The submission of design project work is NOT expected.
- b. The submission of examples of creative and/or scholarly items is expected. This may include expressions and activities, such as art or craft projects or installations, freehand sketches, photography, poetry, creative or scholarly writing, or compositions.

- c. The compilation of work will demonstrate a high level of critical thinking and the ability to think creatively.
- d. This is an opportunity for students to demonstrate how they apply a design lens to their varied academic backgrounds.
- e. The portfolio is intended to show interest and potential aptitude for design.

**Students with academic backgrounds or experience in design-related fields:** These students may petition for Advanced Standing and be placed in a higher-level design studio. Please note that the potential for Advanced Standing will be affected by student performance in previous design coursework. The portfolios of students who wish to receive Advanced Standing will be assessed by the following criteria:

- a. Demonstration of fundamental abilities to design and communicate using the standard skills of the profession (digital, hand drawing, drafting, and modeling) as they relate to a variety of representational methods (e.g., plans, sections, elevations, perspectives, and models)
- b. Ability to tell a visual narrative through the presentation, graphic methods, and descriptions
- c. Demonstration of an understanding of structural, mechanical, environmental, and enclosing systems

- d. At least one example of site development
- e. Use of a strong design project to show strengths in design work, process behind design, tools used, and the resolution of technical issues
- f. Use of creativity to demonstrate their design outlook and skill level

**6. Statement of Purpose.** Using essay format, please complete a one- to two-page personal statement addressing the following:

- a. What are your career goals and how can NewSchool help you achieve them?
- b. What compelled you to apply to NewSchool, and why do you feel you would be a good candidate for the program?
  - i. How have your experiences shaped you academically, professionally, and personally?
  - ii. Give an example of how your experiences have prepared you for the core institutional values of NewSchool.
- c. Why do you want a graduate degree, and how does this impact your career goals?
- d. What are your plans for your graduate level thesis? (Master of Architectural Studies and MS in Architecture only)

**7. Interview.** Once all application materials are received, the applicant may be required to complete a personal interview with a NewSchool representative. Telephone interviews may be arranged for applicants who reside outside the San Diego area.

## MASTER OF ARCHITECTURE PREREQUISITES

**1. Master of Architecture 4+3 Program Prerequisites:** Prior to starting this program at NewSchool, it is required that an applicant has successfully (minimum grade of C) completed the following courses (or the equivalent at an outside institution) within the last 10 years.

- a. SCI170: Physics 1 - Part 1 covers fundamental principles of mechanics, vectors, particle kinematics, equilibrium of a rigid body, work and energy, linear momentum, rotational kinematics, and dynamics.
- b. MTH172: Trigonometry - Numerical and theoretical applications of trigonometric functions, identities, graphs, solution of right triangles, and DeMoivre's Theorem are presented.

**2. Master of Architecture 4+2 Program Prerequisites:** In addition to the Master of Architecture 4+3 prerequisites, prior to starting this program at NewSchool, it is expected that an applicant has completed the equivalent of the following courses as well as the 700-level studio sequence in accordance with NAAB accreditation requirements. For students who have not completed these courses prior to applying

to NewSchool, the missing coursework will be added as required supplemental coursework to the student's 4+2 degree requirements.

- AR721: Materials & Methods I
- AR722: Materials & Methods II
- AR723: Statics, Structural Systems, and Principles
- AR725: Structures I: Wood/Steel/Concrete/Seismic
- AR726: Structures II: Long-Span and Form-Resistive Structures
- AR727: Structures III: Emergent Trends
- AR741: Representation I
- AR742: Representation II
- AR761: Architectural and Urban History I: Prehistory to the Renaissance
- AR762: Architectural and Urban History II: Renaissance to the Modern Era
- AR763: Architectural and Urban History III: The Industrial Revolution to Today

## INTERNATIONAL STUDENT INFORMATION

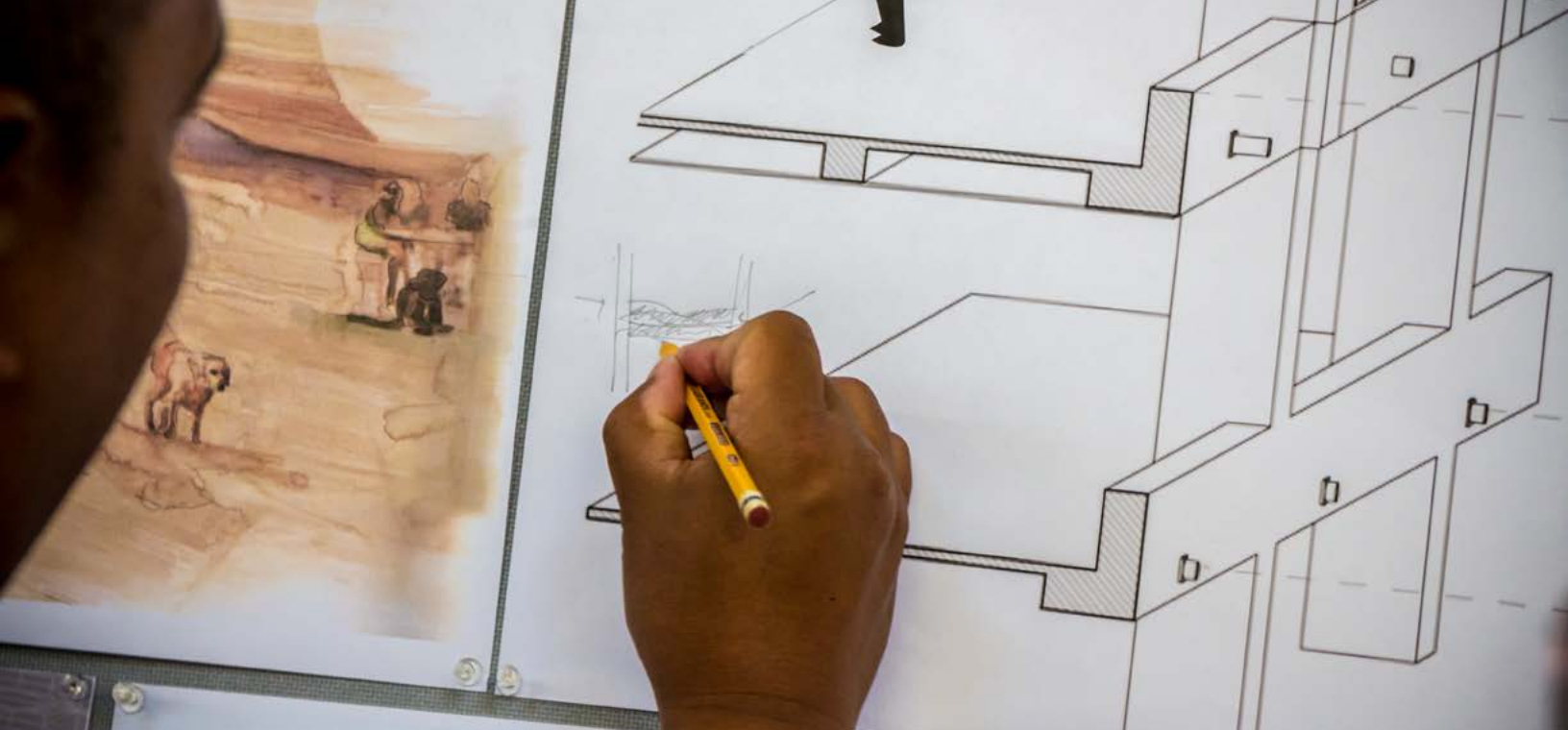
NewSchool welcomes non-U.S. citizens to apply. All non-U.S. citizens must provide either proof of permanent resident status in the United States (a copy of a valid permanent resident card) or pursue the F-1 or J-1 student visa in order to be considered for admission and to register for classes.

All courses at NewSchool are taught in English. Therefore, non-U.S. citizens are required to demonstrate English proficiency.

To be eligible for the I-20 (F-1 visa) student status, an international student must be a bona fide full-time, degree-seeking student qualified to pursue a full course of study who meets either NewSchool's undergraduate or graduate admission requirements. In addition, to be considered for acceptance, an international student must:

1. Demonstrate English proficiency. Because all courses at NewSchool are taught in English, non-U.S. citizens are required to demonstrate English proficiency. See note below and section on Language Proficiency Requirements.
2. Send a certified financial statement to verify sufficient United States dollars (USD) to cover tuition, fees, and living expenses for 1 academic year.
3. Complete the Verification of Finances Form provided by the Enrollment Department.
4. Provide certified translations of foreign transcripts in U.S. equivalencies provided by a NACES approved member.
5. Provide proof of health insurance and proper immunizations prior to registration.
6. Students currently attending a SEVIS-approved school in the United





States requesting to transfer to NewSchool are required to submit the Transfer of Schools Form. The International Student Advisor/Primary Designated School Official (PDSO) representing the school from which the student is transferring must complete and fax the document to the Registrar/PDSO at NewSchool. The form is available from the Office of Admissions.

7. Form I-20 (for an F-1 visa) is issued after all admissions and financial arrangements are completed. Total tuition and fees are due upon registration. All F-1 students are required to enroll in and maintain 12 or more credits for 3 consecutive quarters. Failure to do so constitutes a violation of visa status and may result in deportation.

8. NewSchool provides processing for the F-1 visa status for international students who fulfill the international student admissions requirements for the I-20 application. International student processing includes:

- a. Determining eligibility
- b. Procedures for issuing the I-20 for initial attendance
- c. F-2 dependents
- d. F-1 transfer of schools
- e. Processing Curricular Practical Training (CPT)

f. Optional Practical Training (OPT, post-completion)

g. Change of level, extension of F-1 visa to complete a course of study

h. Reinstatement of the F-1 status

9. International applicants are not required to submit SAT/ACT/GRE/GMAT test scores.

**Note: All courses at NewSchool are taught in English. Therefore, non-U.S. citizens are required to demonstrate English proficiency.**

**Note: NewSchool offers limited English language services; all instruction is provided in English. To successfully meet the academic requirements of the programs offered, students must meet the ELT requirements listed under the Language Proficiency Requirements.**



## J-1 VISA

### STATEMENT OF PURPOSE

The purpose of the Exchange Visitor Program at NewSchool is to promote and nurture global educational and sociocultural opportunities for the school's students and colleagues throughout the world. Through the Exchange Visitor Program, students and colleagues can participate in a broad, internationally minded approach to education and foster a greater sensitivity, appreciation, and understanding of global society. NewSchool's goal is to provide short-term educational experiences for visiting international students and to encourage international scholarly collaborations.

NewSchool considers diversity central to its purposes, to its educational objectives, and to the overall college experience. NewSchool's president invites students to indulge in a rewarding and purposeful study abroad program that allows them the opportunity to celebrate the richness of the world's many cultures. This blend of cultures instills the students with an enhanced global perspective as they pursue their degrees. NewSchool invites students from around the world to join it in celebrating the global experience at the school.

The Exchange Visitor Program supports the university's strategic plan

to broaden global perspective, deepen visitors' understanding of the host culture, and increase opportunities to further develop intercultural communication skills. An additional goal of the Visitor Exchange Program is to promote activities and projects that are of mutual benefit to NewSchool and its partner institutions, with an emphasis on benefits to students in the Laureate International Universities network.

### J-1 VISA STUDENTS

Students are eligible for participation in student exchange programs with a J-1 visa when they are not substantially supported by personal funds and are primarily supported by a sponsor. Verification of financial ability is required before being admitted to the program, and students must demonstrate English proficiency. Please see the section on Language Proficiency Requirements.

Each student in J-1 status is considered a participant of the Exchange Visitor Program. A sponsor is the university or organization that has brought the visitor to this country to fulfill a specific educational objective. Such sponsorship by a university may or may not signify financial support. Visiting students' total financial support must come from their sponsors in the form of a scholarship, fellowship, assistantship, stipend, tuition waiver, or other direct support provided specifically for the educational program.

Personal or family funds do not qualify. Loans or support from individuals do not qualify.

The program costs are the estimated average costs over the duration of the program, excluding any scholarship or tuition reductions, for students completing the program on time. These costs can vary based on the number of credits. Typically, tuition and fees are subject to change annually. Current rate information can be found in the current catalog. Program costs will vary depending on an individual exchange student's length of stay, housing requirements, and living expenses. Exchange visitors must receive the majority of financial support from nonpersonal sources.

NewSchool does not receive funding, directly or indirectly, for the sole purpose of furthering international educational and cultural exchanges, from any of the following:

- U.S. government or foreign government
- An international organization (such as the United Nations) that receives funds from the U.S. government or a foreign government
- A private institution or organization that receives funds from the U.S. government or a foreign government

**Note: An exchange student may receive compensation from the sponsor or the sponsor's appropriate designee for employment when such activities are part of the exchange student's program.**

The duration of participation for college and university students is unlimited, as long as they are enrolled full-time in programs that lead to a degree. If enrolled in a nondegree program, the duration of participation shall not exceed 24 months, including academic training.

Length of exchanges will vary by program. Exchange Visitor students will be accountable to provide evidence of sponsorship for all fees associated with their program of study, including housing, health insurance, and travel-related expenses. Financial arrangements will be made prior to arrival in the United States based on program requirements.

### **HEALTH INSURANCE REQUIREMENT**

All J-1 exchange visitors in the United States must carry health insurance that meets or exceeds the minimum criteria in the program regulations for themselves and any J-2 dependents for the full duration of their time in the United States in J-visa status. Government regulations state that willful failure to carry the minimum coverage of health insurance for oneself and any J-2 dependents requires the J-1 sponsor to terminate the program and report the termination to the Exchange Visitor Program (EVP), the government office located in the Department of State that controls this visa program.

All international students and their dependents are required to have medical insurance in effect that covers them for sickness and accidents during the period of participation.

### **J-1 VISA PROFESSORS AND VISITING SCHOLARS**

NewSchool is seeking professors and research scholars to promote interdisciplinary collaboration and to pursue the expansion of design excellence that has academic and professional interest for NewSchool as an institution. Of particular interest are NewSchool Global Outreach efforts to forge alliances with key professional academics who will lend their talent to the intellectual growth of the institution and develop cross-cultural alliances in the promotion of new and cutting-edge knowledge.

A visiting scholar or professor is a person with significant expertise or skill who holds a one or more quarter-long appointment to teach one or more courses. The maximum stay for professors or research scholars is 5 years. Recommendations for visiting scholars may be made by program chairs and/or as approved by the chief academic officer, using the following criteria:

- Advanced degree or professional registration or exceptional expertise based on documented experience and peer-recognition is required.
- No previous teaching experience is required; however, other experience must be noteworthy and contribute to the educational mission of NewSchool. Additional requirements are noted below:
  - Not be a candidate for a tenure-track position
  - Not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of their new program's commencement
  - Not have participated in a J-visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:
- The participant is currently in a professor or research scholar program and is transferring to another institution in the United States to continue their current J-1 program;
- The participant's prior physical presence in the United States on a J-visa program was less than 6 months in duration; and
- The prior participation was as a short-term scholar.

The professor category is for a foreign national who enters the United States for the primary purpose of teaching, lecturing, observing, or consulting at accredited postsecondary academic institutions, museums, libraries, or similar types of institutions. A professor may also conduct research unless disallowed by the sponsoring organization.



Financial arrangements for payment in the visiting scholar and professor category will be guided by a mutual, detailed agreement based on hours worked and all agreed-upon expectations in third-party agreements prior to arrival in the United States.

Length of exchanges will vary by program. Exchange visitors will be accountable for all costs associated with their stay including housing, health insurance, and travel-related expenses. Financial arrangements for teaching assignments will be made based on program requirements.

### **HEALTH INSURANCE REQUIREMENT**

All J-1 exchange visitors in the United States must carry health insurance that meets or exceeds the minimum criteria in the program regulations for themselves and any J-2 dependents for the full duration of their time in the United States in J-visa status. Government regulations state that willful failure to carry the minimum coverage of health insurance for oneself and any J-2 dependents requires the J-1 sponsor to terminate the program and report the termination to the Exchange Visitor Program (EVP), the government office located in the Department of State that controls this visa program. Proof of health insurance is required as part of the application process.

Official transcripts must be provided one time only. Faculty members must arrange for each college or university they list on their application and/or have listed in the catalog to send official transcripts directly to NewSchool. Failure to provide official transcripts will affect eligibility for employment. Faculty members holding degrees from international institutions must have their transcripts evaluated by the appropriate evaluation service to confirm the level and comparability of their credentials. English language proficiency is required for all applicants wishing to teach at NewSchool.

### **ADDITIONAL ADMISSIONS POLICIES**

Policies and procedures in this section apply to all students unless otherwise designated.

### **MISREPRESENTATION OF CREDENTIALS**

Statements made and documents supplied by NewSchool applicants and students must be complete and accurate. All statements must be the applicant's original work, and documents must give credit to all authored parties. Any misrepresentation by a student or applicant of past or current academic programs, degrees, professional accomplishments, or personal work will be grounds for rejection of applications, dismissal of enrolled students, or other administrative action.

### **SECONDARY SCHOOL TRANSCRIPTS (U.S. HIGH SCHOOL OR EQUIVALENT)**

Secondary/high school transcripts:

- Transcripts must be original documents or certified copies of original documents including stamp and seal.
- Transcripts not in English must be evaluated by a third-party transcript evaluation service.
- External examinations include nationally accredited examinations such as Cambridge O level/A level, Caribbean Examinations Council (CXC), and International Baccalaureate.
- Submit original or certified copies of original examination records. The authorities administering the examination must certify the examination results.
- Examination records not in English must be evaluated by a third-party transcript evaluation service. Evaluations received by the NewSchool Office of Admissions directly from the evaluation service are considered official.

Note: An explanation of the secondary/high school or external examination grading system must be provided along with the transcripts.

### **ASSESSING NATIONAL EXAMINATIONS FOR ADMISSION**

All national examinations must be converted to a U.S. high-school grading scale for admission review. For national exams presented in English with a clear grading scale, the NewSchool Office of Admissions will conduct the conversion. Transcripts not in English, or with unclear grading schemes, are required to be evaluated by a third-party transcript evaluation service for U.S. high-school equivalence.

## O LEVEL/A LEVEL EXAMINATIONS:

Transcripts must include at least five exams. If there are more than five exams present on the transcript, all will be factored into the converted U.S. GPA and utilized for the admission decision. The following exam subjects must be included among the five exam subjects:

- Native language or English
- Mathematics (math, statistics, accounting, etc.)
- Social Studies/Social Science or Lab Science (history, geography, economics, religious studies, chemistry, etc.)

O level grades will be converted to U.S. high-school grades on the following scale:

GCE O Level Grade	U.S. High-School Equivalent	U.S. High-School Quality Points
A*(a*) or A(a)	A	4.0
B(b)	B	3.0
C(c)	C	2.0
D(d)	D	1.0
E(e)	F	0.0

## LANGUAGE PROFICIENCY REQUIREMENTS

Academic success at NewSchool is dependent upon the ability to communicate in English. Reading, speaking, listening, and writing proficiency must be developed in order to understand large amounts of information in a short period of time.

Demonstrate English Proficiency: If a candidate does not meet one of the following exemptions, he or she will be required to demonstrate proficiency in the English language and submit one of the English Language Tests (ELT) listed below.

### EXEMPTIONS

- The candidate is a permanent resident of one of the following countries: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), Guyana, Ireland, Liberia, New Zealand, the Philippines, the United Kingdom, or the United States.
- The admitting degree is from an institution where the primary language of instruction and evaluation was in English and for which verification is available through the International Handbook of Universities, published and edited by IAU/UNESCO. Additional

information may be requested from the applicant's university Registrar's Office to verify the instruction was conducted in English. Degrees from programs where the primary language of instruction and evaluation was in English that are from institutions that do not recognize English as the primary language are not eligible for an exemption. In addition, the candidate must have taken three English Language courses at that institution (English communication or English composition or equivalent) and earned a C or better in all three courses on the first attempt.

- The candidate successfully completed 2 full-time academic years of study at the high school (for undergraduate and undergraduate transfer applicants) or college (for graduate or undergraduate transfer applicants) level in the United States.\*

\*Successful completion means having earned a C or better in 60 semester units or 90 quarter credits within a 2-year time frame at their previous institution, if college level.

## ENGLISH LANGUAGE TESTS (ELTS)

- Test of English as a Foreign Language (TOEFL) score of 550 or above (paper-based), 213 or above (computer-based), or a score of 79 or above on the Internet-based test for all undergraduate and graduate applicants.

**Undergraduate** sub-scores must not fall below the following minimums: Reading 17, Listening 17, Speaking 18, Writing 17

**Graduate** sub-scores must not fall below the following minimums: Reading 17, Listening 17, Speaking 20, Writing 20

- Students choosing to take the IELTS test for admission must take the Academic IELTS.

- For undergraduate students, the Academic Modules of the International English Language Testing System (IELTS)—a score of 6.0 overall or above for all applicants is needed to meet this requirement for full admission. No sub-score (individual score in reading, writing, listening, or speaking) may fall below a 5.5.

**For undergraduate conditional admission**, a score of 5.5 overall (or the equivalent on another ELT) is required for all applicants. No sub-score (individual score in reading, writing, listening, or speaking) may fall below a 5.0. See Conditional Admissions section for more information on Conditional Admissions for undergraduate students.

- For graduate students, the Academic Modules of the International English Language Testing System (IELTS)—a score of 6.0 overall or above for all applicants is needed to meet this requirements for full admission. No sub-score (individual score in reading, writing, listening, or speaking) may fall below a 5.5.

**Graduate students may be admitted conditionally** if the overall ELT score meets the minimum standards but one of the sub-scores does not and the Graduate Admissions Committee deems the candidate eligible. See Conditional Admissions section for more information on Conditional Admissions for graduate students.

e. Pearson Test of English with score of 53 or above.

f. University of Cambridge Certificate of Advanced English (CAE) with a score of B or better.

**Note: Official documentation, arranged by the student, must be sent directly to NewSchool by the testing agency. English proficiency waivers may be requested and additional documentation may be required for waiver consideration. If accepted, conditional admissions standards may apply.**

## CONTINGENT ADMISSION

Applicants who provide unofficial documentation for proof of graduation, unofficial transcripts, and/or the required international evaluation will be offered contingent admission. If the undergraduate, first-time freshman, cannot provide any form of proof of graduation documentation before the first day of classes for the term, she or he will be unable to start the program and may defer to a future start. All official documentation must be received by the last day of classes of the student's first period of enrollment. Until the information is received, a hold will prevent the student from registering for classes beyond the first period of enrollment. Students who fail to submit the appropriate documentation by this deadline will become administratively withdrawn from the university. Additionally, NewSchool cannot process or distribute pending federal financial aid funds until all official documentation has been received.

## CONDITIONAL ADMISSION

### UNDERGRADUATE STUDENTS

Undergraduate students can be admitted conditionally based on a minimum score on IELTS of 5.5, or TOEFL of 525 (an IELTS score below 5.5 or its equivalent is not admissible), with sub-scores above the required minimum. Undergraduate students who are admitted conditionally due to low ELT scores are expected to meet the conditional guidelines which are in place to support academic success. Conditional students should refer to their letter of admission for the specific conditional guidelines. Students who earn a GPA of 2.0 and above, but do not pass Eng111-EL with a C or better, may be allowed to continue with NewSchool for one additional term. In the additional term, a student would be required to repeat the Eng111-EL course and must earn a C or better in the course. Failure to meet a grade of C or better in Eng111-EL in the second term will result in

immediate dismissal from NewSchool.

Conditional admissions criteria include the following:

- Earn a minimum GPA of 2.00 in the first quarter.
- Limit course load to 15 credit hours in the first quarter.
- Complete all coursework within the quarter (no withdrawing from a course or taking an Incomplete in any subject, or earning an F).
- Attend a 2-hour help session per week hosted by the English Language Program.
- Take ENG 111-EL (English Composition for ELLs) during the first quarter and earn a C or better in the course.

### GRADUATE STUDENTS

Graduate students may be admitted conditionally if the overall ELT score meets the minimum standards but one of the sub-scores is below the minimum requirement and the Graduate Admissions Committee deems the candidate eligible. Graduate students who are admitted conditionally due to low ELT sub-scores are expected to meet the conditional guidelines which are in place to support academic success. Conditional students should refer to their letter of admission for the specific conditional guidelines. Students who fail to meet the conditions of admission will be reviewed on an individual basis and may be immediately dismissed from NewSchool. Students may also be allowed to continue as a conditional student for a second term. If allowed to stay, failure to meet the conditions in the second term will result in immediate dismissal from NewSchool.

Conditional admissions criteria include the following:

- Earn a minimum GPA of 2.7 in the first quarter.
- Complete all coursework within the quarter (no withdrawing from a course or taking an Incomplete in any subject, or earning an F).
- Must attend biweekly graduate writing seminars (2 hours every 2 weeks—5 meetings—Weeks 1, 3, 5, 7, and 9)
- Meet biweekly with instructors to discuss their performance/progress as it relates to their English language skills.

### ADMISSION APPEALS

Candidates who may otherwise have a strong application but who have not met the GPA or test score requirements for acceptance may be selected for admittance through appeal. A limited number of candidates will be referred by the Enrollment Department to the Admissions Committee for individual review and determination of admittance. This committee will determine if the prospective student's letter of appeal and application materials, including documentation of matters described in the appeal letter, and interview offer convincing evidence that, if given an opportunity, the



prospective student would meet NewSchool's academic standards. Convincing evidence may include, but is not limited to:

- GPA trend information
- Demonstrated leadership
- Personal statement
- Significant work experience
- Portfolio
- Overcoming a significant personal obstacle
- Standardized test results. A GRE/GMAT test score is required for applicants who are appealing one or more of the remaining admissions requirements in the Master of Architecture.

Candidates who have been referred to the committee are required to submit a letter of appeal and may be required to have an interview with the board. This panel will make the final decision for acceptance or denial. Candidates whose appeals are approved will be required to maintain the specified minimum grade point average within their NewSchool program.

### **READMISSION AFTER DISMISSAL**

A student may be readmitted after 1 academic year (4 consecutive quarters) when dismissed from NewSchool for failure to meet Satisfactory Academic Progress (SAP) requirements. The student

must reapply and successfully complete an Admissions Committee review and interview and will be required to meet all requirements set by the Admissions Committee and/or program chair. Requirements for readmission are based on a student's previous academic performance and may necessitate the student repeating courses taken in a sequence if the entire sequence was not completed prior to dismissal. Requirements may also include repeating other courses. Additionally, student's reentering the institution may be required to attend an interview with the committee and/or program chair.

Students reentering the program after dismissal are on academic probation for 1 quarter. It is up to the discretion of the student to submit any additional course work completed during their absence from NewSchool to the Office of Admissions.

### **READMISSION AFTER WITHDRAWAL**

Students who have withdrawn from school and who reenter after an absence of 1 year (4 consecutive quarters) or more, must reapply and successfully complete an Admissions Review. Returning students will be required to meet all conditions set by the Admissions Committee and/or program chair. Requirements for readmission are based on a student's previous academic performance and may necessitate the student repeating courses taken in a sequence if the entire sequence was not completed prior to withdrawal. Requirements may also include repeating other courses. Additionally, student's reentering the institution may be required to attend an interview with the committee and/or program chair.

It is up to the discretion of the student to submit any additional course work completed during their absence from NewSchool to the Office of Admissions.

Note: A student may not return to SAP status by sitting out or paying cash for a period of time. The student must return to the required SAP benchmarks listed under Registration and Enrollment to regain eligibility for financial aid.

### UNDERGRADUATE TRANSFER OF CREDIT

A student who has studied at another accredited college or university is granted credit for previous work if such course work meets NewSchool's educational requirements or if comparable courses are included in NewSchool's curriculum. Transfer credit is given for courses taken at another college or similar institution that closely correspond to those offered at NewSchool. When transfer credit is granted for a particular course, the requirements for the course have been successfully met (only courses with a minimum grade of C are considered for undergraduate work), and credit is indicated on the student's transcript. No letter grade is provided.

Initial evaluation of transfer course work must be completed by the end of the student's first quarter at NewSchool. Courses will be given only the maximum credits NewSchool has assigned to them.

- All transcripts are reviewed for transferable Integrative Studies and professional courses.
- Professional required courses are transferrable.
- Professional elective courses are transferable.
- Refer to Transfer Credit Limits below.

Studio placement is established by prior studio courses and a portfolio review. All transfer of credit is awarded at the discretion of the academic program chair. Full English translations of course descriptions are required for any international student seeking to receive transfer credit.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT NEWSCHOOL

The transferability of credits that a student earns at NewSchool is at the complete discretion of the institution to which the student seeks to transfer. Acceptance of the degree is at the complete discretion of the institution to which the student seeks to transfer. If the NewSchool credits are not accepted, the student may be required to repeat some or all of the coursework at that institution. For this reason, students are advised to contact the institution to determine if the credits or degree will transfer.

## TRANSFER REQUIREMENTS

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

NewSchool Course	CLEP Course
Humanities Elective	American Literature
ACC273	Financial Accounting
BUS281	Introductory Business Law
BUS282	Principles of Management
ECN281 or Social Sciences Elective	Principles of Microeconomics
ECN282 or Social Sciences Elective	Principles of Macroeconomics
ENG111	College Composition
MTH171	College Algebra
PSY181	Introduction to Psychology
SCI173	Biology
SOC281	Introduction to Sociology
SPN111	Spanish Language
SPN112	Spanish II

NewSchool also recognizes the CLEP exam as transfer credits for undergraduate students.

- Tests are given at CLEP testing centers (six official CLEP test centers are located within five miles of NewSchool).
- Students must achieve a minimum score of 50 on a CLEP exam to receive credit for a course at NewSchool.
- NewSchool will only accept CLEP exams for general education transfer credits (no professional credits awarded) as indicated in the chart below.
- All CLEP exam results must be submitted to the NewSchool Office of Admissions to receive transfer credits.
- The cost of these exams is the responsibility of the student. Costs include an examination fee plus the purchase of any textbooks or review materials.
- NewSchool honors the exams listed in the following chart.



## CREDIT BY EXAMINATION (UNDERGRADUATE PROGRAMS)

Course Exam	AP Score	Credits	NewSchool Equivalency
Biology	3,4,5	3	Logical Reasoning Elective
Calculus AB	3,4,5	3	MTH172
Calculus BC	3,4,5	3	MTH174
Chemistry	3,4,5	3	Logical Reasoning Elective
Comparative Government & Politics	3,4,5	3	POL181
Computer Science A	3,4,5	3	Logical Reasoning Elective
Economics	3,4,5	3	ECN181 or Social Science Elective
English Language & Composition	3,4,5	3	ENG111
English Literature & Composition	3,4,5	3	ENG111 or Communications Elective
Environmental Science	3,4,5	3	SCI173
European History	3,4,5	3	Social Science Elective
French Language	3,4,5	3	Humanities Elective
German Language	3,4,5	3	Humanities Elective
Government & Politics: Comparative	3,4,5	3	Social Science Elective
Government & Politics: United States	3,4,5	3	Social Science Elective
Human Geography	3,4,5	3	Social Science Elective
Macroeconomics	3,4,5	3	Social Science Elective
Microeconomics	3,4,5	3	Social Science Elective
Music Theory	3,4,5	3	Humanities Elective
Physics	3,4,5	3	SCI170
Psychology	3,4,5	3	PSY181
Spanish Language	3,4,5	3	SPN 111
Spanish Literature	3,4,5	3	Humanities Elective
Statistics	3,4,5	3	MTH273
U.S. History	3,4,5	3	Humanities Elective
World History	3,4,5	3	Humanities Elective



NewSchool recognizes examinations taken in high school as part of an Advanced Placement (AP) or International Baccalaureate (IB) diploma. To receive credit, students must:

- Achieve a score of 3 or higher on the AP exam,
- Achieve a grade of 5 or higher on the Higher Level International Baccalaureate exams
- Submit the official test scores to the Office of Admissions.

No Standard Level IB scores are accepted. As with all advanced credit, the Office of Admissions will determine whether the IB courses apply to the specific degree requirements at the time of admission using the IB transcript submitted. For each acceptable exam score, the student will receive three credits toward Integrative Studies requirements or electives at NewSchool.

### MAXIMUM TRANSFER CREDIT BY PROGRAM

All students must complete a minimum of 45 upper-division credits at NewSchool to fulfill residency requirements for a 4-year degree program. The Bachelor of Architecture has a minimum of 90 credits of which 45 must be upper division. Students with extenuating circumstances may file a petition with the program chair in order to complete a limited number of these final credits outside of NewSchool. Students will be required to meet all remaining coursework as deemed appropriate by the Admissions Committee. Students' placement in the program will be based off of previous coursework and portfolio submitted with the students' applications.

## ARTICULATION AGREEMENTS

NewSchool enters into articulation agreements with other schools in the spirit of cooperation and to mutually recognize each other as quality institutions of higher learning. The purpose of an articulation agreement is to enable students transferring to NewSchool to carry with them the credit they have already earned for as much relevant study as possible. Students who transfer under the terms and conditions of a valid articulation agreement are subject to the requirements outlined by the articulation agreement and NewSchool's catalog at the time the student is enrolled into his or her NewSchool program. Only credits that are applicable to a student's degree program will be transferred. A list of schools with which NewSchool has established articulation agreements, terms of articulation, and transfer guides outlining all articulated courses can be found on NewSchool's website: <http://www.newschoollarch.edu/admissions/transfer-student-admissions/transfer-guides/>. Please see below for a list of current articulation agreements NewSchool has with other colleges.

College	Location	Program
Mira Costa College	San Diego, CA	Bachelor of Architecture
College of the Sequoias	Visalia, CA	Bachelor of Architecture
Cosumnes River College	Sacramento, CA	Bachelor of Architecture
East Los Angeles College	Monterey Park, CA	Bachelor of Architecture
Fresno City College	Fresno, CA	Bachelor of Architecture
Saddleback College	Mission Viejo, CA	Bachelor of Architecture
West Valley College	Saratoga, CA	Bachelor of Architecture
Southwestern College	Chula Vista, CA	Bachelor of Architecture
Cuesta College	San Luis Obispo, CA	Bachelor of Architecture
College of the Canyons	Santa Clarita, CA	Bachelor of Architecture Bachelor of Interior Architecture & Design

## LETTER OF PERMISSION

Current students who wish to take a course(s) for transfer credits at an outside institution must obtain prior approval from the NewSchool Office of Admissions. Students must meet with the Academic Advising to discuss and obtain a Letter of Permission which will be submitted to the Office of Admissions for approval.

## COURSE WAIVER/SUBSTITUTION

To have a course waived, a student must provide proof (an official transcript, and where necessary, course work and/or materials) of having taken the course for credit (earning a grade of C or higher for undergraduate students) at another college, university, recognized branch of the United States armed services, or similar institution. The decision to waive a course will be made by the chair of the degree program. Waivers recognize that a student has taken prior applicable coursework; however, no credits are awarded when a course is waived. If a course is waived, another course of equal credit of the student's choice must be taken in its place. The option to waive courses is reserved for transfer students. Elective courses are not eligible for waiver.

## EXPERIENTIAL LEARNING

NewSchool neither awards nor accepts transfer credit for experiential learning.

## MILITARY CREDIT

Military credit is accepted according to American Council on Education (ACE) guidelines.

## COURSE CHALLENGE

A course challenge applies only to professional required courses. This policy may apply to students who have professional competencies but who may not have taken an academic course in that subject area. Courses may be challenged for credit when a student presents reasonable evidence that he or she has the requisite knowledge of the material included in the class.

Reasonable evidence might include documented learning from nonacademic experience in an area directly related to the course. Documentation must include a letter from an office supervisor stating that the student has been involved in projects/tasks related to the material being challenged. Documentation may take the form of publications, reports demonstrating competency, instructional materials developed, etc.

## **COURSE CHALLENGE POLICY**

- A course that has been failed may not be challenged.
- The nonrefundable fee of \$500 must be paid prior to any attempted course challenge. Financial aid is not available for challenged courses.
- A student is permitted to challenge a course only once.
- Credits for courses that are unsuccessfully challenged will not be waived.
- A student may challenge up to 15 credits or up to 10% of his or her program credits, whichever is less.
- Certain courses are excluded from challenge, including studio courses, research courses, thesis integration, Integrative Studies, and electives. Students may earn Integrative Studies credit by passing an approved CLEP exam. For a list of approved CLEP exams, please see the transfer credit policy.
- All other courses must have the appropriate chair's approval to challenge.
- A course may be challenged during any term as long as an appropriate faculty member is available; it is not necessary for the course to be offered during the term of challenge. However, students may not challenge a course in which they are currently enrolled.
- No instructor may administer more than three challenges in a quarter.
- Once the student passes the challenge, a grade of CR (credit) appears on the transcript and no grade changes are permitted. The challenge credits do not count towards the student's grade point average, but they do count toward credits earned in the student's program.

## **COURSE CHALLENGE PROCESS**

- The student is responsible for documenting the evidence in the Petition for Course Challenge and presenting this to the appropriate program chair.
- The chair is responsible for identifying the appropriate faculty member who will prepare and administer the examination to determine course competency. The chair ensures that the faculty member completes the challenge process in a timely manner.
- The method of testing and evaluation of the challenge rests with the approved faculty member, but, at a minimum, the student must be able to satisfactorily pass the final exam and/or the final project as regularly required for the course being challenged.

## **GRADUATE TRANSFER OF CREDIT**

A student who has studied at another accredited college or university or program is granted credit for previous work if such course work meets NewSchool's educational requirements or if comparable courses are included in NewSchool's curriculum. Transfer credit is given for courses taken at another college or similar institution which closely correspond to those offered at NewSchool. At the graduate level, transfer credit cannot be more than 10 years old. When transfer credit is granted for a particular course, the requirements for the course have been successfully met (only courses with a B or above for graduate work), and credit is indicated on the student's transcript. No letter grade is provided.

Initial evaluation of transfer course work must be completed by the end of the student's first quarter at NewSchool. Courses will be given only the maximum credits NewSchool has assigned to the course. Graduate students will be given transfer credit only for graduate-level work.

All transcripts are reviewed for transferable professional courses.

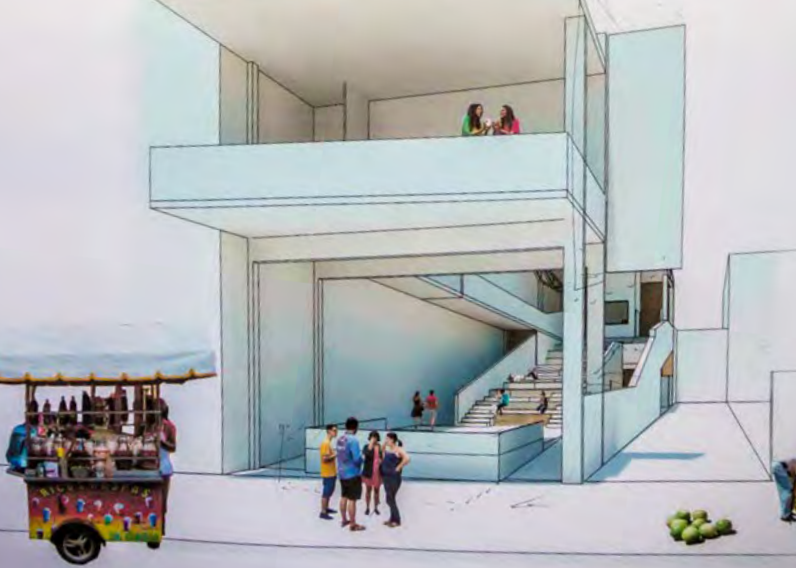
- Professional required courses are transferrable.
- Professional elective courses are transferable.

Refer to Transfer Credit Limits below.

Transfer students may have myriad credits, but the studio placement is established by prior courses taken and a portfolio review. All transfer of credit is awarded at the discretion of the Office of Admissions.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT NEWSCHOOL**

The transferability of credits that a student earns at NewSchool is at the complete discretion of the institution to which the student seeks to transfer. Acceptance of the degree in architecture and construction management is also at the complete discretion of the institution to which the student seeks to transfer. If the NewSchool credits are not accepted, the student may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that attendance at this institution will meet educational goals, which may include contacting the institution to determine if the credits or degree will transfer.



## TRANSFER REQUIREMENTS

### MAXIMUM TRANSFER CREDIT BY PROGRAM:

Program	Eligible for Transfer	Notes
Master of Architecture, First Professional Degree (Master of Architecture I)	45 units total	<ul style="list-style-type: none"> <li>A maximum of 45 units may be transferred.</li> <li>Students in the 4+3 program must earn at least 90 units in residence at NewSchool.</li> </ul>
Master of Architectural Studies Post-Professional Degree	0 units total	<ul style="list-style-type: none"> <li>Master of Architectural Studies students must earn at least 45 units in residence at NewSchool.</li> <li>No transfer credit accepted.</li> </ul>
Master of Science in Architecture	0 units total	<ul style="list-style-type: none"> <li>No transfer credit accepted.</li> </ul>
Master of Construction Management	0 units total	<ul style="list-style-type: none"> <li>No outside transfer credit is accepted.</li> <li>This does not apply to courses from the MCM sequence taken during enrollment in another program.</li> </ul>

### LETTER OF PERMISSION

Current students who wish to take a course(s) for transfer credits at an outside institution must obtain prior approval from the NewSchool Office of Admissions. Students must meet with the Academic Advising to discuss and obtain a Letter of Permission which will be submitted to the Office of Admissions for approval.

### COURSE WAIVER/SUBSTITUTION

To have a course waived, a student must provide proof (an official transcript, and where necessary, course work and/or materials) of having taken the course for credit (earning a grade B or higher for graduate students) at another college, university, recognized branch of the United States armed services, or similar institution. The decision to waive a course will be made by the chair of the degree program. Graduate students are responsible for initiating the waiver process. Waivers recognize that a student has taken prior applicable coursework; however, no credits are awarded when a course is waived. If a course is waived, another course of equal credit of the student's choice must be taken in its place. Elective courses are not eligible for waiver.

### EXPERIENTIAL LEARNING

NewSchool neither awards nor accepts transfer credit for experiential learning.

### MILITARY CREDIT

Military credit is accepted according to American Council on Education (ACE) guidelines.

### COURSE CHALLENGE

A course challenge applies only to professional required courses. This policy may apply to students who have professional competencies but who may not have taken an academic course in that subject area. Courses may be challenged for credit when a student presents reasonable evidence that he or she has the requisite knowledge of the material included in the class.

Reasonable evidence might include documented learning from nonacademic experience in an area directly related to the course. Documentation must include a letter from an office supervisor stating that the student has been involved in projects/tasks related to the material he or she is challenging. Documentation may take the form of publications, reports demonstrating competency, instructional materials developed, etc.

## COURSE CHALLENGE POLICY

- A course that has been failed may not be challenged.
- The nonrefundable fee of \$500 must be paid prior to any attempted course challenge. Financial aid is not available for challenged courses.
- A student is permitted to challenge a course only once.
- Credits for courses that are unsuccessfully challenged will not be waived.
- A student may challenge up to 15 credits or up to 10% of his or her program credits, whichever is less.
- Certain courses are excluded from challenge, including studio courses, research courses, thesis integration, Integrative Studies, and electives. Students may earn Integrative Studies credit by passing an approved CLEP exam. For a list of approved CLEP exams, please see the transfer credit policy.
- All other courses must have the appropriate chair's approval to challenge.
- A course may be challenged during any term as long as an appropriate faculty member is available; it is not necessary for the course to be offered during the term of challenge. However, students may not challenge a course in which they are currently enrolled.
- No instructor may administer more than three challenges in a quarter.
- Once the student passes the challenge, a grade of CR (credit) appears on the transcript and no grade changes are permitted. The challenge credits do not count towards the student's grade point average, but they do count towards credits earned in the student's program.

## COURSE CHALLENGE PROCESS

- The student is responsible for documenting the evidence in the Petition for Course Challenge and presenting this to the appropriate program chair.
- The chair is responsible for identifying the appropriate faculty member who will prepare and administer the examination to determine course competency. The chair ensures that the faculty member completes the challenge process in a timely manner.
- The method of testing and evaluation of the challenge rests with the approved faculty member, but, at a minimum, the student must be able to satisfactorily pass the final exam and/or the final project as regularly required for the course being challenged.



# **Undergraduate Degree Program Information**

## DEGREE STATEMENT

Upon successful completion of the requirements for graduation, the school will award the appropriate degree.

## GRADUATION REQUIREMENTS

Students qualify for graduation once the following requirements are met:

- Achieve a 2.0 cumulative GPA as an undergraduate student.
- Meet individual program requirements, including major GPA (if applicable).
- Fulfill residency requirements outlined for their degree.
- Successfully complete the program pertaining to their degree.
- Complete a thesis or graduation project (if applicable).
- Successfully complete the noncredit portfolio course requirement.
- Submit Petition to Graduate to the Registrar's Office by the applicable deadline.

The degree conferral date will reflect the date all the above degree requirements are met. However, release of transcripts, diplomas, and verifications for degrees awarded are contingent upon successful completion of the following requirements.

- Meet financial obligations to the school including payment of the graduation fee.
- Receive clearance from the librarian.
- Receive clearance from the Financial Aid Office (if applicable).
- Receive clearance from the Career Services Office.

## INSTITUTION STANDARDS OF ACHIEVEMENT HONORS & AWARDS

### GRADUATION HONORS

It is necessary to clarify, and bring into conformance with established academic practices, honors recognition as noted on graduation diplomas; this recognition is intended to properly recognize the academic performance of graduates who have earned distinction. This recognition distinguishes between undergraduate and graduate student performance; there is no set limit or percentage of the students who may be recognized in the following categories.

1. Cum laude: For students who have achieved a cumulative GPA of between 3.5 & 3.69.
2. Magna cum laude: For students who have achieved a cumulative GPA of between 3.7 & 3.84.
3. Summa cum laude: For students who have achieved a cumulative GPA of 3.85 & 4.0
4. Valedictorian status: For students who have achieved a cumulative GPA of 4.0. Multiple valedictorians may be simultaneously recognized.



Students at the graduation ceremony will be recognized by having their academic accomplishment read at commencement. Further, the undergraduate candidates for graduation will be awarded colored cords appropriate to the academic achievement. Graduate candidates recognized for high distinction will be awarded the colored cord presented to undergraduate candidates recognized for the summa cum laude level of distinction.

### SATISFACTORY ACADEMIC PROGRESS

Students are required to meet Satisfactory Academic Progress (SAP) standards to continue enrollment in a degree program. Meeting SAP also is a requirement to be eligible for financial aid (federal, state, institutional, veteran's benefits, and private funding).

SAP evaluation occurs for all students at the completion of each academic quarter, including the summer quarter.

To be considered as making satisfactory progress, students must maintain a specified cumulative grade point average (CGPA) and proceed through the program leading to completion within 150% of the normal program length.

Students who do not meet SAP standards will be notified of the conditions regarding their SAP status through their official NewSchool email account. The U.S. Department of Veterans Affairs will be notified of students utilizing veteran benefits who do not achieve SAP, and veteran benefits may be cancelled.



## MINIMUM GPA AND TIME LIMIT REQUIREMENTS

Level	Minimum GPA
Undergraduate	2.0

### Maximum Time to Complete Degree: 1.5 x normal program length.

NewSchool has determined GPA and time-limit requirements in compliance with federal, state, and accreditation standards. The minimum quarter GPA and CGPA for undergraduate students is 2.0, as calculated on a 4-point scale\*. The maximum time to complete a degree is one and one half (1.5) times the normal program length. All program requirements must be completed by the maximum time frame.

\*Undergraduate architecture students are required to meet minimum requirements for courses in the major. NewSchool is committed to student success and to helping students complete their programs of study on time.

## SAP EVALUATION

SAP evaluations occur at the end of each quarter. Student progress is reviewed for both minimum quarter GPA and CGPA and progress toward completion. The GPA and CGPA for undergraduate programs are 2.0. To ensure that students remain within the 1.5 maximum allowable time frame to completion, NewSchool will determine that students complete 67% of credits attempted for the quarter as well as the time to degree.

In determining the total number of credit hours attempted, all hours attempted toward the current major, including transfer credits and courses with grades F, I, CR/NC, or W will be counted. Grades from transfer courses will not be included in the NewSchool CGPA.

Courses dropped during the quarter's add/drop period are not considered to be attempted credits and do not count in the GPA. Original credits for repeated courses do count as attempted credits but do not count in the GPA. Credits attempted, not credits earned, are the basis for the 1.5 maximum time frame calculations. Remedial courses are not included in the GPA and do not count in the credits attempted.

## PROGRAM CHANGES

For students who change programs at the undergraduate-degree level, the SAP determination will include all credits attempted and grades earned at an undergraduate-degree level. Please see NewSchool's Grading Policy. Students who are unable to meet the Maximum Time to Complete Degree time limit as outlined in the Undergraduate Satisfactory Academic Progress policy will not be allowed to change programs.

For students who seek additional degrees at a higher degree level, the determination of SAP will begin a new measurement process in accordance with NewSchool's current policy.



## **SAP STATUS**

### **NOTIFICATION**

Students will be notified when their quarter GPA falls below minimum requirements (2.0 for undergraduates) or when they complete fewer than 67% of the credits attempted for the quarter even when they continue to meet cumulative GPA and progress toward 1.5 maximum time to completion.

The purpose of the notification is to help students maintain SAP compliance. The notification will ask students to meet with their academic advisors and program chairs to discuss how to help the students improve their GPAs. The goal of the notification is to prevent students from being placed on SAP Warning status.

### **SAP WARNING**

Students are placed on SAP Warning status when their CGPA falls below the minimum requirements (2.0 undergraduate) and/or fewer than 67% of the credits attempted on a cumulative basis are complete.

If 1 grades are satisfied during the next quarter to restore the CGPA to the required minimum, the warning is withdrawn for that quarter.

Students have 1 quarter to return to good standing without jeopardizing financial aid eligibility. To reestablish SAP a student must achieve an undergraduate CGPA of 2.0 and be able to complete the program of study within the 1.5 maximum time to completion.

### **SAP PROBATION**

Students who do not achieve minimum CGPA standard (2.0 undergraduate) and/or fewer than 67% successful completion rate for credits attempted for a second consecutive quarter are placed on probation, become ineligible for financial aid, and may be dismissed from NewSchool.

Students may submit a written appeal to the Office of Academic and Student Affairs for 1 additional quarter of enrollment in the program and/or financial aid eligibility if extenuating circumstances such as student injury or illness, death of a relative, or other special conditions exist. (Please note that the SAP appeal process does not apply to veteran's aid).

### **TITLE IV: STUDENTS RECEIVING FINANCIAL AID**

If granted appeal, students

- will be given 1 extra quarter of financial aid eligibility.
- Note, during the appeal quarter, if the student does not achieve the minimum quarter GPA standards and/or the 67% successful completion rate, the student is ineligible for financial aid and may be dismissed from NewSchool.

- If denied appeal, students will be ineligible for financial aid, and
- may be dismissed from NewSchool.

### **NON-TITLE IV: STUDENTS NOT RECEIVING FINANCIAL AID**

If granted appeal, students

- may continue enrollment on SAP Probation for 1 additional quarter.
- Note, during the appeal quarter, if the student does not achieve the minimum GPA standards and/or 67% successful completion rate, the student may be dismissed from NewSchool.

Students on SAP Probation may petition to continue the program on an Extended Enrollment Plan (EEP). An EEP requires permission from the program chair and approval from the chief academic officer. To reestablish SAP a student must achieve a minimum CGPA of 2.0 and a minimum 67% successful completion rate.

### **EXTENDED ENROLLMENT PLAN**

Students who have failed to meet the CGPA requirements for SAP but who remain within the 1.5 maximum time to completion may petition to remain in the academic program on an Extended Enrollment Plan (EEP). The plan allows students to continue their programs of study but does not reinstate financial aid eligibility for Title IV, Federal Student Aid, state aid, private funds, or veteran's benefits. Students may regain financial aid eligibility only upon meeting the minimum SAP standards.

Students apply for an EEP by completing the Academic Appeal Form, available in the Registrar's Office. The program chair for the student's program of study conducts an evaluation. The application for extended enrollment will include an interview and a review of the academic record, including GPA, progress toward degree, ability to complete the program within 1.5 times the usual program length, no outstanding financial balance, and portfolio review, if applicable.

A NewSchool team develops an academic plan for the student of no more than 3 consecutive quarters. Meeting all the conditions would return the student to good academic standing. Continued enrollment is at the discretion of NewSchool. Students on EEPs are required to meet with their program chair and academic advisors each quarter to determine if they are meeting the conditions of the plan. Failure to meet any of the conditions results in dismissal from NewSchool.



## INTEGRATIVE STUDIES

### PROGRAM OVERVIEW

NewSchool's Integrative Studies curriculum is specifically designed to address the learning objectives of 21st century students. Our rigorous core of required and elective courses is aimed at producing articulate and confident students capable of achieving academic goals, making interdisciplinary connections, and addressing contemporary concerns. Our faculty place an emphasis on learning that is relevant as we challenge our students to form links between their coursework and the landscapes, natural and built environments, buildings, peoples, and cultures that make up the world—both past and present. Our pedagogical strategy is a balanced exploration of scientific, design, and humanistic inquiry that guides the individual learner on his or her way to becoming a scholar. Through project based learning, students are challenged to broaden their self-awareness, foster an understanding of others and community, and cultivate a dynamic global perspective that may contribute to a more sustainable future. In turn, students acquire the knowledge and skillset necessary to become global citizens preparing them to transform their learning experiences into action and stewardship.

## INTEGRATIVE STUDIES PROGRAM

### LEARNING OUTCOMES

**PLO 1.** Use humanistic inquiry to develop global and diverse perspectives about people, cultures, and the world.

- 1.1** Introduced: Demonstrate an understanding of ideas, approaches and ethics, from global, multicultural, and diverse perspectives.
- 1.2** Developed: Employ individual and collaborative problem-solving methods that outline actions for addressing public concerns.
- 1.3** Highly Developed: Demonstrate adaptability and collaboration in the development, presentation, and implementation of integrative research that generates solutions to concerns of a global community.

**PLO 2.** Employ design inquiry to develop intuition and imagination for solving problems through innovation.

- 2.1** Introduced: Analyze creative and innovative ideas and solutions.
- 2.2** Developed: Demonstrate integrative thinking when solving problems in the sciences and the arts.
- 2.3** Highly Developed: Create original imaginative works in philosophy, literature, language, science, and the arts that demonstrate design thinking and innovative problem solving.

**PLO 3.** Demonstrate information literacy skills relevant to integrative research and necessary for lifelong learning.

- 3.1 Introduced: Access needed information effectively and ethically.
- 3.2 Developed: Demonstrate close reading analysis by evaluating sources for validity, accuracy, and social, political, economic, and ethical biases.
- 3.3 Highly Developed: Accurately apply integrative research in papers and projects to support well-developed theses.

**PLO 4.** Demonstrate logic and critical thinking skills by using quantitative and qualitative reasoning.

- 4.1 Introduced: Solve problems using mathematical concepts, methods, and models.
- 4.2 Developed: Conduct planned investigations using mathematical reasoning and the scientific method to generate reasoned conclusions.
- 4.3 Highly Developed: Evaluate integrative connections between core quantitative and qualitative findings that describe natural phenomena.

**PLO 5.** Apply scientific inquiry to research that examines the relationship between landscapes, natural and built environments, peoples, and cultures.

- 5.1 Introduced: Use social science methods to examine and explain human psychological and environmental health concerns.
- 5.2 Developed: Use the scientific method to investigate and explain natural, human, and environmental issues.
- 5.3 Highly Developed: Evaluate the relationships between natural resources, environmental sustainability, stewardship, and human health.

**PLO 6.** Demonstrate articulate oral and written skills necessary for the effective presentation of complex documents and visuals to varying public and private audiences.

- 6.1 Introduced: Express written and oral ideas articulately in Standard English.
- 6.2 Developed: Compose critical written and oral responses to content in a variety of genres and mediums.
- 6.3 Highly Developed: Compose complex written documents, present oral information, and design visual models that accurately convey purpose, audience, tone, thesis, and style.

### ONLINE INTEGRATIVE STUDIES COURSES

NewSchool offers some of its integrative studies course online. For online course offerings please see the quarterly schedule. Additionally, NewSchool allows students to choose from online summer courses offered by within the Laureate International Universities network. These course are offered via the same portal through a collaboration referred to as OneCampus.

INTEGRATIVE STUDIES COURSES		
INTEGRATIVE STUDIES CORE		
ENG111	English Composition	3
ENG112	Advanced Composition	3
MTH171	Intermediate Algebra	3
COM113	Speech Communication	3
RSH481	Introduction to Research	3
HUMANITIES		
ART363	Digital Photography	3
BUS281	Business Law	3
ENG261	World Literature	3
HIS260	History of Pre-Modern Art & Design	3
HIS261	History of Modern and Post-Modern Art & Design	3
HUM362	The Evolution of the Bicycle	3
HUM360	Myths and Symbols	3
HUM361	The Evolution of Surfing	3
PHIL161	Introduction to Philosophy	3
SPN111	Spanish I	3
SPN112	Spanish II	3
SPN113	Spanish III	3
WRITING AND COMMUNICATION		
ENG213	Business Communication	3
ENG310	The Craft of Writing	3
RSH582	Research & Communication	3
COM310	The Film Lens	3
LOGIC AND REASONING		
MTH172	Trigonometry	3
MTH174	Geometry	3
MTH273	Statistics	3
SCI170	Physics I	3
SCI173	Environmental Biology	3
SCI270	Geology	3
SCI272	Physics II	4
SCI370	The Pacific Ocean	3
ACC273	Financial and Managerial Accounting	3
SOCIAL SCIENCES		
PHL261	Ethics	3
POL181	Introduction to Political Science	3
PSY181	Introduction to Psychology	3
SOC281	Introduction to Sociology	3
SOC380	Issues of Gender, Race, & Class	3
SOC482	Advanced Sociology: Urban Studies	3
BUS282	Principles of Management	3
BUS381	Principles of Real Estate	3
ECN281	Microeconomics	3
GEO180	World Regional Geography	3



## UNDERGRADUATE ARCHITECTURE PROGRAM OVERVIEW

The undergraduate architecture curriculum is organized into three divisions: First year introduces students to the foundational elements of architectural design and integrative studies. The second, third, and fourth years continue to introduce and advance skills in architectural design as well as developing the core elements of building technology and professional practice. This is the case in both the B.Arch. and B.Arts programs with minor changes in the Bachelor of Arts in Architecture program due to the reduced number of credits over a 4 year pre-program leading to graduate studies in architecture. The B.Arts program is based on 183 credits versus 225 credits in B.Arch. Additionally; the B.Arts program does not require an undergraduate thesis sequence to be completed over 3 consecutive quarters in the fifth and final year of the program.

Both architectural programs require students to complete a required number of credits in professional elective credits providing students with a range of opportunities for interdisciplinary coursework in other programs such as Construction Management, Media Design, and Interior Design. A minor consisting of 22 elective credits in Construction Management is an option for students in either program but will require taking additional elective credits.

## ARCHITECTURE PROGRAM LEARNING OUTCOMES

The program learning outcomes (PLOs) for the undergraduate degree programs in Architecture are as follows:

- **Written + Oral Communication Skills:** Utilize articulate examples of communication skills necessary for presenting complex information in a variety of written and oral techniques to a wide range of public and private audiences to explain the design process.
- **Representation Skills:** Implement complex representation skills using a variety of traditional and digital media to explain the design process to a wide range of public and private audiences.
- **Quantitative Reasoning Skills:** Apply logic and reasoning skills through the use of mathematical concepts to solve computational problems related to design and professional practice.
- **Information Literacy Skills:** Using investigative skills and applied research, demonstrate the ability to consider diverse points of view, raise clear and precise questions, use abstract ideas to clarify information, and reach well-reasoned conclusions.
- **Critical Thinking Skills:** Demonstrate the ability to apply a self-reflective process open to alternative perspectives by analyzing, synthesizing, and evaluating information gathered through research grounded in information literacy.



- **Professional Knowledge + Technical Skills:** Incorporate a wide range of technical skills and professional architectural knowledge during schematic design to demonstrate a comprehensive application of life safety, accessibility, and sustainability issues necessary for making sound design decisions across varying scales and levels of complexity.
- **Integrative Practice Skills:** Identify, differentiate, select, and apply appropriate building materials, systems, and practices in schematic design using comprehensive and integrative architectural practice skills to make sound design decisions across varying scales of size and levels of complexity.
- **Professional Leadership Skills:** Lead design teams in the conceptualization, development, and implementation of solutions to design problems in the built environment while comprehending the social and ethical responsibilities architects face. Act accordingly to carry out the legal, ethical, and financial responsibilities architects have to their clients and the public at large.

# BACHELOR OF ARCHITECTURE PROGRAM OUTLINE

## REQUIRED BACHELOR OF ARCHITECTURE COURSES

### REQUIRED STUDIOS – 81 CREDITS

AR101	Foundation Studio I	5
AR102	Foundation Studio II	5
AR103	Foundation Studio III	5
AR201	Design Studio I	6
AR202	Design Studio II	6
AR203	Design Studio III	6
AR301	Architectural Design I	6
AR302	Architectural Design II	6
AR401	Integrative Design I	6
AR402	Integrative Design II	6
AR403	Architectural Design	6
AR501	Research Thesis Studio I	6
AR502	Research Thesis Studio II	6
AR503	Research Thesis Studio III	6

### REQUIRED MAJOR COURSEWORK – 57 CREDITS

AR141	Graphic Representation I	3
AR142	Graphic Representation II	3
AR143	Graphic Representation III	3
AR161	Architectural Studies I/History I	3
AR262	Architectural Studies II/History II	3
AR263	Architectural Studies III/History III	3
AR231	Environmental Systems I - Natural Systems	3
AR232	Environmental Systems II - Passive Systems	3
AR333	Environmental Systems III - A	3
AR321	Structural Systems I	3
AR322	Structural Systems II	3
AR423	Structural Systems III	3
AR364	Architectural Studies IV/A+U Theory I	3
AR465	Architectural Studies V	3
AR271	Building Systems I	3
AR372	Building Systems II	3
AR451	Architectural Practice I	3
AR452	Architectural Practice II	3
AR453	Architectural Practice III	3

### REQUIRED INTEGRATIVE STUDIES – 48 CREDITS

COM113	Speech Communication	3
ENG111	English Composition	3
ENG112	Advanced English Composition	3
GEO180	World Regional Geography	3
HIS260	History of Pre-Modern Art & Design	3
HIS261	History of Modern & Postmodern Art & Design	3
MTH171	Intermediate Algebra	3
MTH172	Trigonometry	3
MTH174	Plane Geometry	3
PHL161	Introduction to Philosophy	3
RSH481	Introduction to Research	3
RSH582	Research & Communication	3
SCI170	Fundamentals of Physics	3
SCI173	Environmental Biology	3
SOC380	Issue of Gender, Race, & Class	3
SOC481	Cultural Theory	3

### CREDIT BREAKDOWN

Credits	% of Total	Area
138	62%	Required Architecture Courses
18	8%	Professional Elective Courses
48	21%	Required Integrative Studies Courses
21	9%	Integrative Studies Electives

### 225 Total Credits

Required Integrative Studies Electives	21 Credits
Required Professional Electives	18 Credits

### PROGRAM DATA FOR BACHELOR OF ARCHITECTURE

<http://programdata.laureate.net/nsad/b-architecture.html>

### ARCHITECTURE LICENSURE

For current information on licensing in California please visit California Architecture Board's website: [http://www.cab.ca.gov/candidates/license\\_requirements.shtml](http://www.cab.ca.gov/candidates/license_requirements.shtml). For licensure requirements outside of California, Students are encouraged to consult the appropriate state agency to determine specific requirements.

### SPRING OPTION TRAVEL STUDIO

AR303M Milan Travel Studio (6)
AR364 Milan Pro Lecture Course (3)
ID314 Milan ID Elective Course (3)
ID316 Milan ID Elective Course (3)
TOTAL CREDITS 15

## BACHELOR OF ARCHITECTURE, FIRST PROFESSIONAL DEGREE

The Bachelor of Architecture program provides the foundation required to prepare students for an internship in an architectural firm and for eventual licensing as an architect. Students must complete the total required credits. It typically requires 5 to 6 academic years of full-time study to complete.

FALL	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	AR101 Foundation Studio I (5)	AR201 Design Studio I (6)	AR301 Architectural Design I (6)	AR401 Integrated Design I (6)	AR501 Research These Studio (6)
	AR141 Graphic Representation I (3)	AR231 Environmental Systems I - Natural Systems (3)	AR321 Structural Systems I (3)	AR423 Structural Systems III (3)	SOC380 Issues of Gender, Race
	HIS260 History of Pre-Modern Art & Design (3)	AR262 Architectural Studies II/ History II (3)	AR372 Building Systems II (3)	AR451 Architectural Practice I (3)	GE GenEd Elective (3)
	ENG111 English Composition (3)	MTH174 Geometry (3)	RSH481 Intro to Research (3)	RSH582 Research and Communication (3)	GE GenEd Elective (3)
	SCI173 Environmental Biology (3)				
TOTAL CREDITS	17	15	16	18	15

WINTER	AR102 Foundation Studio II (5)	AR202 Design Studio II (6)	AR302 Architectural Design II (6)	AR402 Integrated Design II (6)	AR502 Research Theses Studio
	AR142 Graphic Representation II (3)	AR263 Architectural Studies III/ History III (3)	AR322 Structural Systems II (3)	AR452 Architectural Practice II (3)	PE Professional Elective (3)
	MTH171 Intermediate Algebra (3)	AR271 Building Systems I (3)	AR333 Environmental Systems III-A (3)	AR465 Architectural Studies V (3)	GE GenEd Elective (3)
	ENG112 Advanced English Composition (3)	AR271 Building Systems I (3)	GEO180 World Regional Geography (3)	HIS261 History of Modern & Postmodern Art & Design (3)	GE GenEd Elective (3)
TOTAL CREDITS	14	15	15	15	15

SPRING	AR103 Foundation Studio III (5)	AR203 Design Studio III (6)	AR303E Option Elective Studio (6)	AR403 Architectural Design III (6)	AR503 Research Thesis Studio
	AR143 Graphic Representation III (3)	AR232 Environmental Systems II - Passive Systems (3)	AR364 Architectural Studies IV-A/UT-1 (3)	AR453 Architectural Practice III (3)	PR Professional Elective (3)
	AR161 Architectural Studies I/ History I (3)	GE GenEd Elective (3)	PE Professional Electives (6)	PHL161 Intro to Philosophy (3)	GE GenEd Elective (3)
	MTH 172 Trigonometry (3)	GE GenEd Elective (3)	OR PE Professional Electives (12)	SOC481 Cultural Theory (3)	
	COM113 Speech Communication (3)		AR364 Architectural Studies IV/A+U Theory I (3)		
TOTAL CREDITS	14	14	15	16	12

TOTAL ANNUAL CREDITS	42	42	51	47	42
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81 Studio Credits	STUDIO CREDITS
57 Lecture Credits	LECTURE CREDITS
138 Required Professional Credits	REQUIRED PROFESSIONAL CREDITS
18 Elective Professional Credits	ELECTIVE PROFESSIONAL CREDITS
48 GE Required Credits	GE REQUIRED CREDITS
21 GE Elective Credits	GE ELECTIVE CREDITS
225 TOTAL CREDITS	TOTAL CREDITS

TOTAL PROGRAM CREDITS = 225

# BACHELOR OF ARTS IN ARCHITECTURE PROGRAM OUTLINE

## REQUIRED BACHELOR OF ARTS IN ARCHITECTURE COURSES

### REQUIRED STUDIOS – 63 CREDITS

AR101	Foundation Studio I	5
AR102	Foundation Studio II	5
AR103	Foundation Studio III	5
AR201	Design Studio I	6
AR202	Design Studio II	6
AR203	Design Studio III	6
AR301	Architectural Design I	6
AR302	Architectural Design II	6
AR401	Integrative Design I	6
AR402	Integrative Design II	6
AR403	Architectural Design	6

### REQUIRED MAJOR COURSEWORK – 45 CREDITS

AR141	Graphic Representation I	3
AR142	Graphic Representation II	3
AR143	Graphic Representation III	3
AR161	Architectural Studies I/History I	3
AR262	Architectural Studies II/History II	3
AR263	Architectural Studies III/History III	3
AR231	Environmental Systems I - Natural Systems	3
AR232	Environmental Systems II - Passive Systems	3
AR321	Structural Systems I	3
AR322	Structural Systems II	3
AR423	Structural Systems III	3
AR364	Architectural Studies IV/JA+U Theory I	3
AR451	Architectural Practice I	3
AR271	Building Systems I	3
AR372	Building Systems II	3

### REQUIRED INTEGRATIVE STUDIES – 45 CREDITS

COM113	Speech Communication	3
ENG111	English Composition	3
ENG112	Advanced English Composition	3
GEO180	World Regional Geography	3
HIS260	History of Pre-Modern Art & Design	3
HIS261	History of Modern & Postmodern Art & Design	3
MTH171	Intermediate Algebra	3
MTH172	Trigonometry	3
MTH174	Plane Geometry	3
PHL161	Introduction to Philosophy	3
RSH481	Introduction to Research	3
SCI170	Fundamentals of Physics	3
SCI173	Environmental Biology	3
SOC380	Issue of Gender, Race, & Class	3
SOC481	Cultural Theory	3

### CREDIT BREAKDOWN

Credits	% of Total	Area
108	59%	Required Architecture Courses
15	8%	Professional Elective Courses
45	25%	Required Integrative Studies Courses
15	8%	Integrative Studies Electives

### 183 Total Credits

Required Integrative Studies Electives	15 Credits
Required Professional Electives	15 Credits

### PROGRAM DATA FOR BACHELOR OF ARTS IN ARCHITECTURE

<http://programdata.laureate.net/nsad/ba-architecture.html>

### SPRING OPTION TRAVEL STUDIO

- AR303M Milan Travel Studio (6)
- AR364 Milan Pro Lecture Course (3)
- ID314 Milan ID Elective Course (3)
- ID316 Milan ID Elective Course (3)

TOTAL CREDITS 15

## BACHELOR OF ARTS IN ARCHITECTURE, PREPROFESSIONAL

The Bachelor of Arts in Architecture program prepares the student to enter a first professional Master of Architecture program. Students must complete a minimum of 183 quarter credits. It typically requires 4 to 5 academic years of full-time study to complete. The freshman level typically consists of 4 quarters. The program consists of 108 required professional credits, 15 elective professional credits, and 60 Integrative Studies credits. Refer to the program outline for a complete breakdown of credits. Note: NAAB does not recognize and/or accredit Bachelor of Arts in Architecture degrees.



	YEAR 1	YEAR 2	YEAR 3	YEAR 4
<b>FALL</b>	DES191 Design Foundation I (8)	AR201 Design Studio I (6)	AR301 Architectural Design I (6)	AR401 Integrated Design I (6)
	Graphic Representation I	A231 Environmental Systems I - Natural Systems (3)	AR321 Structural Systems I (3)	AR423 Structural Systems III (3)
	History of Pre-Modern Art & Design (3)	AR262 Architectural Studies II/History II (3)	AR372 Building Systems II (3)	AR451 Architectural Practice I (3)
	English Composition (3)	MTH174 Geometry (3)	PHL161 Intro to Philosophy (3)	SOC380 Issue of Gender, Race & Class (3)
		SCI173 Environmental Biology (3)	RSH481 Intro to Philosophy (3)	
TOTAL CREDITS	<b>14</b>	<b>18</b>	<b>18</b>	<b>15</b>

<b>WINTER</b>	AR102 Foundation Studio II (5)	AR202 Design Studio II (6)	AR302 Architectural Design II (6)	AR402 Integrated Design II (6)
	AR142 Graphic Representation II (3)	AR263 Architectural Studies III/History III (3)	AR322 Structural Systems II (3)	HIS261 History of Modern & Postmodern Art & Design (3)
	MTH171 Intermediate Algebra (3)	AR271 Building Systems I (3)	GEO180 World Regional Geography (3)	GE GenEd Elective (3)
	ENG112 Advanced English Composition (3)	SCI170 Fundamentals of Physics (3)	GE GenEd Elective (3)	PE Professional Elective (3)
TOTAL CREDITS	<b>14</b>	<b>15</b>	<b>15</b>	<b>15</b>

<b>SPRING</b>	AR103 Foundation Studio III (5)	AR203 Design Studio III (6)	AR303E Option Elective Studio (6)	AR403 Architectural Design (6)
	AR143 Graphic Representation III (3)	AR232 Environmental Systems II - Passive Systems (3)	AR364 Architectural Studies IV-A+UT-1 (3)	SOC481 Cultural Theory (3)
	AR161 Architectural Studies I/History I (3)	GE GenEd Elective (3)	PE Professional Electives (6)	GE GenEd Elective (3)
	MTH172 Trigonometry (3)	GE GenEd Elective (3)	OR, PE Professional Electives (12)	
	COM113 Speech Communication (3)		AR364 Architectural Studies IV-A+UT-1 (3)	
TOTAL CREDITS	<b>17</b>	<b>15</b>	<b>15</b>	<b>12</b>

TOTAL ANNUAL CREDITS	<b>42</b>	<b>42</b>	<b>51</b>	<b>47</b>
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63	STUDIO CREDITS
45	LECTURE CREDITS
108	REQUIRED PROFESSIONAL CREDITS
15	ELECTIVE PROFESSIONAL CREDITS
45	GE REQUIRED CREDITS
15	GE ELECTIVE CREDITS
183	TOTAL CREDITS

TOTAL PROGRAM CREDITS = 183

# UNDERGRADUATE ARCHITECTURE ELECTIVE COURSE SELECTION

ARCHITECTURAL ELECTIVE COURSES		
AR5401	Model Making	3
AR5411	Freehand Drawing Studio	3
AR5421	Rendering & Delineation Studio	3
AR5801	Landscape Architecture	3
AR5721	Neuroscience for Architecture	3
AR5731	Seminars in Neuroscience for Architecture	3
AR5611	History of Architecture in the Americas	3
AR5621	World Architectural History	3
AR5441	Architectural History of San Diego	3
AR5841	City Planning	3
AR5831	Livable Communities Design	3
AR5301	Acoustics	3
AR5431	Mixed Media	3
AR460	Art Workshop – Life Drawing	3
AR5051	Design Build Studio	3
AR540	Vertical Art Studio – Rendering in Watercolor	3
AR551	Management & Finance	3
AR552	Criticism	3
AR5441	Advanced Presentation	3
AR5531	Specifications Writing	3
AR5541	Preservation	3
AR582	Urban Design	3
AR590A-C	Special Studio	3
AR595A-F	Directed Independent Study	3
AR599A-F	Special Topics	3

Architectural Elective Course selection for Bachelor of Architecture and Bachelor of Arts in Architecture Programs

## OTHER ELECTIVES

Courses in other programs not listed here may be available for professional elective credit. Those interested should contact their program chair.



# BACHELOR OF SCIENCE IN CONSTRUCTION MANAGEMENT

## PROGRAM OUTLINE

### REQUIRED COURSEWORK FOR B.S. IN CONSTRUCTION MANAGEMENT

#### REQUIRED MAJOR COURSEWORK – 109 CREDITS

CM153	Introduction to Construction Management and Team Building	3
CM201	Construction Graphics & Documents	5
CM202	Construction-Estimating	5
CM222	Structures	4
CM301	Residential and Light Construction	5
CM302	Commercial Construction Practices	5
CM303	Advanced Scheduling & Project Controls	5
CM306	Fundamentals of Construction Scheduling	5
CM5311	Green Building Laboratory	5
CM352	Construction Finance and Accounting	4
CM353	Construction Safety	3
CM354	Construction Law	3
CM401	Project Delivery Systems	5
CM403	Senior Capstone Integration Project	5
CM451	Project Management	5
CM452	Heavy/Civil Construction	3
CM5521	Life Cycle Cost Accounting	3
CM5431	Jobsite Leadership and Management	3
CM454	Construction Inspection and Quality Control	5
CM455	Managing Models of the Built Environment	5
CSC5021	Advanced CAD	3
DES 191	Design Foundation	8
MD121	Imaging	3
AR271	Building Systems I	3
AR321	Structural Systems	3
AR372	Building Systems II	3

#### REQUIRED INTEGRATIVE STUDIES COURSEWORK – 67 CREDITS

ACC273	Financial/Managerial Accounting	3
BUS281	Business Law	3
BUS282	Principles of Management	3
BUS381	Principles of Real Estate	3
COM113	Speech Communication	3
ECN281	Microeconomics	3
ECN282	Macroeconomics	3
ENG111	English Composition	3
ENG112	Advanced Composition	3
ENG213	Business Communication	3
SCI 270	Geology	3
MTH174	Geometry	3
PHL261	Introduction to Philosophy	3
POL181	Introduction to Political Science	3
PSY181	General Psychology	3
RSH481	Introduction to Research	3
SCI170	Physics I	3
SCI272	Physics II	4
SOC 281	Introduction to Sociology	3
SPN111	Spanish I	3
SPN112	Spanish II	3
SPN113	Spanish III	3

#### CREDIT BREAKDOWN

Credits	% of Total	Area
109	59%	Required Construction Management Courses
10	5%	Professional Electives
67	36%	Required Integrative Studies Courses

#### 186 Total Credits

#### Electives for the Bachelor of Science in Construction Management

**Other Electives:** Courses in other programs not listed here may be available for professional elective credit. Those interested should contact their Program Chair.

#### Professional Electives: 10 Credits

#### CONSTRUCTION MANAGEMENT PROGRAM LEARNING OUTCOMES

- Demonstrate the use of advanced verbal, written, and graphical communication competencies.
- Manage intercultural teams as a leader by setting a direction, aligning resources, and positively motivating others.
- Apply integrative thinking to business, technical, and social uncertainties.
- Identify the skills needed to plan, schedule, and control construction projects.
- Differentiate methods to preserve scarce natural resources.

#### Program Data for Bachelor of Science in Construction Management

<http://programdata.laureate.net/nsad/bs-construction-management.html>

## BACHELOR OF SCIENCE IN CONSTRUCTION MANAGEMENT

A graduate of the Construction Management program will have successfully demonstrated leadership, business management acumen, and technological understanding of the current practices and theories in construction management. Through coursework, community involvement, and other extracurricular activities, students will gain an appreciation for the urban environment and study methods of reusing current buildings toward a broader definition of responsible, energy-efficient practices. During their tenure at NewSchool, students will learn how to add their own world view serving as an exemplar of the socially-conscious, critical-thinking construction manager equipped to solve emerging problems of the 21st century construction industry. The Bachelor of Science in Construction Management prepares students to enter the construction management profession working with designers, owners, and constructors. Students must complete a minimum of 186 quarter credits. It typically requires 4 academic years of full-time study to complete. The freshman level typically consists of 3 quarters.

FALL	YEAR 1	YEAR 2	YEAR 3	YEAR 4
	DES191 Design Foundation (8)	ACC273 Financial/Managerial Accounting (3)	CM306 Fundamentals of Construction Scheduling (5)	CM455 Managing Models of the Built Environment (5)
	ENG111 English Composition (3)	AR372 Building Systems II (3)	BUS281 Business Law (3)	CM454 Construction Inspection & Quality Control (5)
	MTH174 Geometry (3)	AR321 Structural Systems (3)	CM301 Residential and Light Construction (5)	PHL261 Introduction to Philosophy (3)
	SPN111 Spanish I (3)	SCI270 Geology (3)	PE Professional Electives (3)	CM451 Project Management (5)
		SOC281 Introduction to Sociology (3)		
TOTAL CREDITS	<b>17</b>	<b>15</b>	<b>16</b>	<b>18</b>

WINTER	MD121 Imaging (3)	ECN281 Microeconomics (3)	PE Professional Electives (4)	CM303 Advanced Scheduling & Project Controls (5)
	AR271 Building Systems (3)	CM201 Construction Graphics & Documents (5)	BUX381 Principles of Real Estate (3)	CM353 Construction Safety (3)
	CSC5021 Advanced CAD (3)	CM222 Structures (4)	CM302 Commercial Construction Practices (5)	CM452 Heavy/Civil Construction (3)
	SPN112 Spanish II (3)	ENG112 Advanced English Composition (3)	ENG213 Business Communication (3)	POL181 Introduction to Political Science (3)
	SCI170 Physics (3)			CM5521 Life Cycle Cost Accounting (3)
TOTAL CREDITS	<b>15</b>	<b>15</b>	<b>14</b>	<b>17</b>

SPRING	CM153 Introduction to Construction Management & Team Building (3)	BUS282 Principles of Management (3)	CM352 Construction Finance & Accounting (4)	CM5311 Green Building Laboratory (5)
	SPN113 Spanish III (3)	ECN282 Macroeconomics (3)	CM401 Project Delivery Systems (5)	CM403 Senior Capstone Integration Project (5)
	SCI272 Physics II (4)	CM202 Construction-Estimating (5)	CM354 Construction Law (3)	CM5431 Jobsite Leadership and Management (3)
	COM113 Speech Communication (3)	PSY181 General Psychology (3)	RSH481 Introduction to Research (3)	PE Professional Electives (3)
TOTAL CREDITS	<b>14</b>	<b>14</b>	<b>15</b>	<b>16</b>

TOTAL ANNUAL CREDITS	<b>46</b>	<b>44</b>	<b>45</b>	<b>51</b>
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**TOTAL PROGRAM CREDITS = 186**

# BACHELOR OF SCIENCE IN MEDIA DESIGN

## PROGRAM OUTLINE

### REQUIRED COURSEWORK FOR B.S. IN MEDIA DESIGN

REQUIRED MAJOR COURSEWORK - 122 CREDITS		
DES191	Design Foundation	8
DRW100	Drawing Fundamentals	3
DRW102	Perspective	3
DRW103	Storyboarding	3
MD120	Media I	3
MD121	Imaging I	3
MD123	Imaging II	3
MD125	Introduction to Graphic Design	3
MD142	Typography I	3
MD144	Typography II	3
MD150	Visual Communication I	3
MD151	Visual Communication II	3
PD111	Human Factors	3
MD201	Graphic Design-Print	3
MD203	Digital Pre-Press and Production	3
MD210	Package Design I	3
MD211	Package Design II	3
MD250	Wayfinding & Information Design I	3
MD251	Wayfinding & Information Design II	3
MD252	Visual Communication III	3
MD255	Interaction Design I	3
MD256	Interaction Design II	3
MD257	Interaction Design III	3
MD300	Brand Identification I	3
MD301	Brand Identification II	3
MD303	Typography in Motion I	3
MD304	Typography in Motion II	3
MD305	Contextual Studio: Contemporary Issues (Motion Studio)	6
MD315	Interactive Design Studio	6
MD400	Design Research	3
MD420	Comprehensive Studio I	6
MD421	Comprehensive Studio II	6
MD450	Design & Critical Theory	3
MD401	Business of Design	3
MD500	Portfolio Development	3

## BACHELOR OF SCIENCE IN MEDIA DESIGN

The Media Design program prepares students for professions in the field of visual communications and digital media through the critical and creative exploration of emerging forms of visual and graphic arts, typographies, interaction design, virtual environments, and information spaces. The Bachelor of Science in Media Design prepares students to work as professional designers in graphic design, interactive media, and related fields. Students must complete a total of 182-quarter credits. It typically requires 4 academic years of full-time study to complete, with each sequence typically consisting of 3 quarters.

REQUIRED INTEGRATIVE STUDIES COURSEWORK - 36 CREDITS		
COM113	Speech Communication	3
COM310	The Film Lens	3
ENG111	English Composition	3
ENG112	Advanced English Composition	3
HIS260	History of Pre-Modern Art & Design	3
HIS261	History of Modern & Postmodern Art & Design	3
MTH171	Intermediate Algebra	3
MTH174	Geometry	3
PHL161	Introduction to Philosophy	3
POL181	Introduction to Political Science	3
PSY181	General Psychology	3
RSH481	Introduction to Research	3

### CREDIT BREAKDOWN

Credits	% of Total	Area
125	69%	Required Media Design Courses
36	20%	Required Integrative Studies Courses
21	11%	Integrative Studies Electives

**182 Total Credits**

### Electives for the Bachelor of Science in Media Design

Professional courses in Architecture, Construction Management, Interior Architecture & Design, Product Design, and Design Studies can be taken as professional electives.

### Integrative Studies Electives: 24 Credits

### Program Data for Bachelor of Science in Media Design

<http://programdata.laureate.net/nsad/bs-digital-media-arts.html>

## MEDIA DESIGN PROGRAM LEARNING OUTCOMES

The program learning outcomes directly align with the institutional learning outcomes (ILOs) and to the media design education and profession. The following are program learning outcomes:

- Apply foundational knowledge, skills and behaviors necessary to be successful in media design professions.
- Communicate effectively to a wide variety of audiences, verbally, in writing and electronically.
- Apply critical thinking and aesthetic judgments in creating computer graphics and digital media.
- Utilize knowledge of text and graphics to communicate ideas and information visually.
- Demonstrate proficient level skills in design software necessary to gain entry-level employment.
- Create a portfolio of material showing proficiency in digital media.

FALL	YEAR 1	YEAR 2	YEAR 3	YEAR 4
	DES191 Design Foundation (8)	MD201 Graphics Design-Print (3)	MD300 Brand Identification I (3)	MD420 Comprehensive Studio I (6)
	DRW100 Drawing Fundamentals (3)	MD255 Interaction Design I (3)	MD303 Typography in Motion I (3)	MD450 Design & Critical Theory (3)
	ENG111 English Composition (3)	MD252 Visual Communication III (3)	RSH481 Introduction to Research (3)	MTH174 Geometry (3)
	HIS260 History of Pre-Modern Art & Design (3)	DRW103 Storyboarding (3)	GE GedEd Elective (3)	POL181 Introduction to Political Science (3)
TOTAL CREDITS	17	15	15	15

WINTER	MD120 Media I (3)	MD210 Package Design I (3)	MD301 Brand Identification II (3)	MD421 Comprehensive Studio II (6)
	MD121 Imaging I (3)	MD250 Wayfinding & Information Design I (3)	MD304 Typography in Motion II (3)	MD401 Business of Design (3)
	MD125 Introduction to Graphic Design (3)	MD256 Interaction Design II (3)	MD315 Interactive Design Studio (6)	PSY181 General Psychology (3)
	MD150 Visual Communication I (3)	MD203 Digital Pre-Press & Production (3)	GE GenEd Elective (3)	GE GenEd Elective (3)
	MD142 Typography I (3)	MTH171 Intermediate Algebra (3)		
	HIS216 History of Modern & Postmodern Art & Design (3)			
TOTAL CREDITS	18	15	15	15

SPRING	MD151 Visual Communication II (3)	MD211 Packaging Design II (3)	MD305 Contextual Studio: Contemporary Issues (Motion Studio) (6)	MD400 Design Research (3)
	MD123 Imaging II (3)	MD251 Wayfinding & Information Design II (3)	PHL161 Introduction to Philosophy (3)	MD500 Portfolio Development (3)
	MD144 Typography II (3)	MD257 Interaction Design III (3)	GE GenEd Elective (3)	GE GenEd Elective (3)
	DRW102 Perspective (3)	COM310 The Film Lens (3)	GE GenEd Elective (3)	GE GenEd Elective (3)
	PD111 Human Factors (3)	COM113 Speech Communication (3)		
TOTAL CREDITS	15	15	15	12

TOTAL ANNUAL CREDITS	42	45	45	42
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**TOTAL PROGRAM CREDITS = 182**

# BACHELOR OF INTERIOR ARCHITECTURE & DESIGN

## PROGRAM OUTLINE

### REQUIRED COURSEWORK FOR BACHELOR OF INTERIOR ARCH & DESIGN

#### REQUIRED MAJOR COURSEWORK - 120 CREDITS

CSC5011	Beginning CAD	3
CSC5021	Advanced CAD	3
DES102	Foundations Studio II	4
DES103	Foundations Studio III	4
DES112	Design Studio II	4
DES113	Design Studio III	4
DES191	Design Foundation	8
PD111	Human Factors	3
ID201	Interior Design Studio I	6
ID202	Interior Design Studio II	6
ID203	Interior Design Studio III	6
ID211	Building Systems and Structures	3
ID212	History of Interiors	3
ID213	Lighting Design	3
ID214	Design of Materials: Resources and Materials for ID	3
ID301	Interior Design Studio IV	6
ID302	Interior Design Studio V	6
ID303	Interior Design Studio VI	6
ID313	Environmental Psychology	3
ID314	Research: ID Methods, Materials, and Technology	3
ID315	History of Italian Design	3
ID316	Furniture Design	3
ID401	Interior Design Studio VII	6
ID402	Interior Design Studio VIII	6
ID403	Interior Design Studio IX	6
ID411	Codes for ID	3
ID412	ID Professional Practice	3
PD214	Design for Sustainability I	3

#### REQUIRED INTEGRATIVE STUDIES COURSEWORK - 39 CREDITS

BUS282	Principles of Management	3
COM113	Speech Communication	3
ENG111	English Composition	3
ENG112	Advanced Composition	3
HIS260	History of Pre-Modern Art & Design	3
HIS261	History of Modern & Postmodern Art & Design	3
MTH171	Intermediate Algebra	3
PHL161	Introduction to Philosophy	3
PSY181	General Psychology	3
RSH481	Introduction to Research	3
RSH582	Research & Communication	3
SCI173	Environmental Biology	3
SOC281	Introduction to Sociology	3

#### CREDIT BREAKDOWN

Credits	% of Total	Area
117	65%	Required Interior Architecture Courses
39	22%	Required Integrative Studies Courses
15	8%	Integrative Studies Electives
9	5%	Professional Electives

#### 180 Total Credits

#### Electives for the Bachelor of Interior Architecture & Design

Professional courses in Architecture, Construction Management, Product Design, Design Studies, and Digital Media can be taken as professional electives. Note: The DES designator implies an interdisciplinary course to be taken by design and built environment undergraduate majors including Architecture, Interior Architecture & Design, Construction Management, and Media Design.

#### Required Integrative Studies Electives: 15 Credits

#### Required Professional Electives: 6 Credits

#### Program Data for Bachelor of Interior Architecture & Design

<http://programdata.laureate.net/nsad/b-interior-design.html>

- Demonstrate critical thinking as they identify, analyze, and solve interior architecture and design problems through completion of interior design studio projects.
- Apply creative and critical thinking to solve interior environment problems from a human-centered approach and apply this knowledge to design solutions.
- Demonstrate preparation for global design practice by incorporating cultural norms of user populations and applying that knowledge to design solutions that support globally diverse end users.
- Demonstrate effective visual, verbal, and written communication.
- Apply ethical and professional practices.
- Demonstrate social responsibility by designing sustainable interior environments that support indoor environmental quality and improve the quality of life for occupants.
- Engage in integrative professional design practice by contributing interior architecture and design expertise to collaborative design teams.

## BACHELOR OF INTERIOR ARCHITECTURE & DESIGN

The Interior Architecture & Design program prepares students for entry-level professional interior architecture and design practice. The Bachelor of Interior Architecture & Design (BIAD) program focuses on global design education and offers students opportunities for international experiences both on campus and internationally. Students are prepared for practice in a variety of design firms, which provides the foundation for meeting state or provincial regulatory requirements as interior designers. Students must complete 180 quarter credits, which typically requires 4 academic years of full-time study (based on 3 quarters of attendance annually).

### INTERIOR ARCHITECTURE & DESIGN PROGRAM LEARNING OUTCOMES

The program objectives (program learning outcomes) directly align with the institutional learning outcomes (ILOs) and are directly related to interior architecture and design education and practice. Upon completion of the BIAD program, students will be able to:



	YEAR 1	YEAR 2	YEAR 3	YEAR 4
<b>FALL</b>	DES191 Design Foundation I (8)	ID201 Interior Design Studio I (6)	ID301 Interior Design Studio IV (6)	ID401 Interior Design Studio VII (6)
	ENG111 English Composition (3)	PD214 Design for Sustainability I (3)	ID313 Environmental Psychology (3)	ID412 ID Professional Practice (3)
	HIS260 History of Pre-Modern Art & Design (3)	CSC5011 Beginning CAD (3)	RSH481 Introduction to Research (3)	ID411 Codes for ID
	SPN111 Spanish I (3)	SCI173 Environmental Biology (3)	GE GenEd Elective (3)	PHL161 Introduction to Philosophy
TOTAL CREDITS	<b>14</b>	<b>15</b>	<b>15</b>	<b>15</b>

<b>WINTER</b>	DES102 Foundations Studio II (4)	ID202 Interior Design Studio II (6)	ID302 Interior Design Studio V (6)	ID402 Interior Design Studio VIII (6)
	DES112 Design Studio II (4)	ID211 Building Systems & Structures (3)	BUS282 Principles of Management (3)	MTH171 Intermediate Algebra (3)
	PSY181 General Psychology (3)	CSC5021 Advanced CAD (3)	RSH582 Research & Communication (3)	GE GenEd Elective (3)
	ENG112 Advanced English Composition (3)	SOC281 Introduction to Sociology (3)	GE GenEd Elective (3)	PE Professional Elective (3)
	HIS261 History of Modern & Postmodern Art & Design (3)			
TOTAL CREDITS	<b>17</b>	<b>15</b>	<b>15</b>	<b>15</b>

<b>SPRING</b>	DES103 Foundations Studio III (4)	ID203 Interior Design Studio III (6)	ID303 Interior Design Studio VI (6)	ID403 Interior Design Studio IX (6)
	DES113 Design Studio III (4)	ID212 History of Interiors (3)	ID314 Research: ID Methods, Materials and Technology (3)	GE GenEd Elective (3)
	PD111 Human Factors (3)	ID213 Lighting Design (3)	ID315 History of Italian Design (3)	GE GenEd Elective (3)
	COM113 Speech Communication (3)	ID214 Design of Materials: Resources and Materials for ID (3)	ID316 Furniture Design (3)	PE Professional Electives (3)
			Milan Study Abroad Option Quarter (15)	PE Professional Elective (3)
TOTAL CREDITS	<b>14</b>	<b>15</b>	<b>15</b>	<b>16</b>

TOTAL ANNUAL CREDITS	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>
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**TOTAL PROGRAM CREDITS = 180**

# BACHELOR OF ARTS IN PRODUCT DESIGN

## PROGRAM OUTLINE

### REQUIRED COURSEWORK FOR B.A. IN PRODUCT DESIGN

REQUIRED MAJOR COURSEWORK - 119 CREDITS		
DES102	Foundations Studio II	4
DES103	Foundations Studio III	4
DES112	Design Studio II	4
DES113	Design Studio III	4
DES191	Design Foundation	8
PD111	Human Factors	3
PD201	Product Design Studio I	6
PD202	Product Design Studio II	6
PD203	Product Design Studio III	6
PD210	Visualization & Storytelling	3
PD211	Theory and History of Design	3
PD212	Manufacturing and Production Systems	3
PD213	CAD for Products	3
PD214	Design for Sustainability I	3
PD215	Design of Materials: Resources and Materials for PD	3
PD301	Product Design Studio IV	6
PD302	Product Design Studio V: Interactive Products	6
PD303	Product Design Studio VI	6
PD312	Experience Design	3
PD313	Design of Interactive Products	3
PD314	Design Research	3
PD315	Research: PD Methods, Materials, and Technology	3
PD316	History of Italian Design	3
PD317	Furniture Design	3
PD401	Product Design Studio VII	6
PD402	Product Design Studio VIII	6
PD403	Product Design Studio IX	6
PD411	Professional Practice	2

REQUIRED INTEGRATIVE STUDIES COURSEWORK - 39 CREDITS		
BUS282	Principles of Management	3
COM113	Speech Communication	3
ENG111	English Composition	3
ENG112	Advanced Composition	3
HIS260	History of Pre-Modern Art & Design	3
MTH174	Geometry	3
MTH171	Intermediate Algebra	3
MTH172	Trigonometry	3
PHL161	Introduction to Philosophy	3
PSY181	General Psychology	3
RSH481	Introduction to Research	3
SCI173	Environmental Biology	3
SOC281	Introduction to Sociology	3

#### CREDIT BREAKDOWN

Credits	% of Total	Area
119	65%	Required Product Design Courses
39	22%	Required Integrative Studies Courses
15	8%	Integrative Studies Electives
9	5%	Professional Electives

#### 182 Total Credits

#### Electives for the Bachelor of Arts in Product Design

Professional courses in Architecture, Construction Management, Interior Architecture & Design, Design Studies, and Digital Media can be taken as professional electives.

#### Integrative Studies Electives: 15 Credits

#### Professional Electives: 9 Credits

#### Program Data for Bachelor Arts in Product Design

<http://programdata.laureate.net/nsad/ba-product-design.html>

## BACHELOR OF ARTS IN PRODUCT DESIGN

The Product Design degree program prepares students for professional practice of product design in a wide range of industries. The Bachelor of Arts in Product Design (BPD) program focuses on global design education; interdisciplinary, integrative practice; strategic and creative thinking for an expanded design scope; and sustainable, socially-responsible design that protects people's health, safety, and well-being. The BPD program offers students opportunities for international experiences both on campus and internationally. Students are prepared for entry-level practice in a variety of design firms and levels of complexity of design challenges, which provides the foundation for meeting state or provincial regulatory requirements as product designers. Students must complete 182 quarter credits, which typically requires 4 academic years of full-time study (based on 3 quarters of attendance annually).

### PRODUCT DESIGN PROGRAM LEARNING OUTCOMES

The program objectives (program learning outcomes) directly align with the institutional learning outcomes (ILOs) and are directly related to product design education and practice. Upon completion of the BPD program, students will be able to:

- Demonstrate knowledge of the technical skills, tools, systems, and processes of design in order to distill one solution from multiple possibilities.
- Apply appropriate research methodologies to frame emerging needs for new product systems, including observational, psychographic, and ethnographic data.
- Strategize design solutions and effectively communicate them both visually and through client-centric presentation.
- Utilize a project-based approach that innovates design solutions for both community and industrial needs.
- Synthesize how to implement a design idea, through prototyping, manufacturing, and materials selection, taking into account evolutions and revolutions in manufacturing and production ecosystems.
- Demonstrate professionalism, leadership, and responsibility through critical thinking, self-evaluation, collaboration, and teamwork.
- Integrate an interdisciplinary approach to design that incorporates both global and multicultural concepts and perspectives.

FALL	YEAR 1	YEAR 2	YEAR 3	YEAR 4
	DES191 Design Foundation I (8)	PD201 Product Design	PD301 Product Design Studio IV (6)	PD401 Product Design Studio VII (6)
	ENG111 English Composition (3)	PD211 Theory and History of Design (3)	PD312 Experience Design (3)	PD411 Professional Practice (2)
	HIS260 History of Pre-Modern Art & Design (3)	PD210 Visualization & Storytelling (3)	SCI173 Environmental Biology (3)	PHL161 Introduction to Philosophy (3)
		MTH174 Geometry (3)	BUS282 Principles of Management (3)	GE GenEd Elective (3)
	SOC281 Introduction to Sociology (3)	PE Professional Elective (3)		
TOTAL CREDITS	<b>14</b>	<b>15</b>	<b>18</b>	<b>14</b>

WINTER	DES Design Foundation II (4)	PD202 Product Design Studio II (6)	PD302 Product Design Studio V: Interactive Products (6)	IN402 Interior Designs Studio VIII (6)
	DES112 Design Studio II (4)	PD213 CAD Rendering for Product (3)	PD313 Design of Interactive Products (3)	GE GenEd Elective (3)
	MTH171 Intermediate Algebra (3)	PD212 Manufacturing & Production Systems (3)	PD314 Design Research (3)	GE GenEd Elective (3)
	ENG112 Advanced English Composition (3)	PSY181 General Psychology (3)	SOC281 Introduction to Sociology	PE Professional Elective (3)
TOTAL CREDITS	<b>14</b>	<b>15</b>	<b>15</b>	<b>15</b>

SPRING	DES103 Design Foundation III (4)	PD203 Product Design Studio III (6)	PD303 Product Design Studio VI (6)	PD403 Product Design Studio IX (6)
	DES113 Design Studio III (4)	PD214 Design for Sustainability I (3)	PD315 Research: PD Methods, Materials and Technology (3)	GE GenEd Elective (3)
	COM113 Speech Communication (3)	PD215 Design for Materials: Resources and Materials for PD (3)	PD316 History of Italian Design (3)	GE GenEd Elective (3)
	PD111 Human Factors (3)	RSH481 Introduction to Research (3)	PD317 Furniture Design (3)	PE Professional Electives (3)
	MT172 Trigonometry (3)		Milan Study Abroad Option Quarter (15)	
TOTAL CREDITS	<b>17</b>	<b>15</b>	<b>15</b>	<b>15</b>

TOTAL ANNUAL CREDITS	<b>45</b>	<b>45</b>	<b>48</b>	<b>44</b>
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**TOTAL PROGRAM CREDITS = 182**

# BACHELOR OF ARTS IN DESIGN STUDIES

## PROGRAM OUTLINE

### REQUIRED COURSEWORK FOR B.A. IN DESIGN STUDIES

#### REQUIRED MAJOR COURSEWORK - 111 CREDITS

DES102	Foundations Studio II	4
DES103	Foundations Studio III	4
DES112	Design Studio II	4
DES113	Design Studio III	4
DES191	Design Foundation	8
PD111	Human Factors	3
PD201	Product Design Studio I*	6
PD202	Product Design Studio II*	6
CDES203A	Innovation and Design for Innovation	4
STR113	Visualization & Storytelling	3
STR211	Presentation Skills and Tools	3
STR212	Market Research	3
STR213	Visualization & Storytelling II	3
STR301	Design Strategy Studio I: Innovative Product Ecosystems	4
STR302	Design Strategy Studio II: Sustainable Product-Service Systems	4
STR303	Design Strategy Studio III: Service & Experience Design	4
STR311	Branding & Communication	3
STR312	Business & Product Portfolio Research	3
CDES202A	Managing the Design Process	4
CDES302A	Designing a Business Model	4
STR315	Design Methodologies II: Co-Creation & Co-Design Techniques	3
STR316	Finance and Accounting	3
STR401	Design Strategy Studio IV: Design for Social Innovation/Change	4
STR402	Capstone Project I	5
STR403	Capstone Project II	5
CDES301A	Finding Your Entrepreneurial Voice	4
STR412	Professional Practice	3
STR413	Trends in Innovative Business Models	3

#### REQUIRED INTEGRATIVE STUDIES COURSEWORK - 39 CREDITS

BUS282	Principles of Management	3
COM113	Speech Communication	3
ENG111	English Composition	3
ENG112	Advanced Composition	3
HIS260	History of Pre-Modern Art & Design	3
MTH174	Geometry	3
MTH171	Intermediate Algebra	3
MTH172	Trigonometry	3
PHL161	Introduction to Philosophy	3
PSY181	Introduction to Psychology	3
RSH481	Introduction to Research	3
SCI173	Environmental Biology	3
SOC281	Introduction to Sociology	3

#### CREDIT BREAKDOWN

Credits	% of Total	Area
111	61%	Required Design Studies Courses
39	22%	Required Integrative Studies Courses
18	10%	Integrative Studies Electives
12	7%	Professional Electives

#### 180 Total Credits

#### Electives for the Bachelor of Arts in Design Studies

Professional courses in Architecture, Construction Management, Interior Architecture & Design, Product Design and, Digital Media can be taken as professional electives.\*Students can choose design studio courses in other programs offered by NewSchool. The plan of study for professional electives and design studios in second year has to be approved by the program chair.

#### Integrative Studies Electives: 18 Credits

#### Professional Electives: 12 Credits

#### Program Data for Bachelor Arts in Design Studies

<http://programdata.laureate.net/nsad/ba-strategic-design.html>

#### DESIGN STUDIES PROGRAM LEARNING OUTCOMES

The program objectives (program learning outcomes) directly align with the institutional learning outcomes (ILOs) and are directly related to design education and practice. Upon completion of the program, students will be able to:

- Apply a critical and visionary approach to understand design problems and opportunities.
- Select and create appropriate research and design methodologies to generate innovative ideas for design and business.
- Demonstrate knowledge of the design skills, tools, systems, and processes in order to distill one solution from multiple possibilities.
- Apply methodologies and lateral thinking to frame emerging user needs and trends originating from diverse environments, cultures, or business areas.
- Communicate design strategies and scenarios effectively, both visually and through professional business and marketing presentations.
- Demonstrate professionalism, responsibility, and sensibility when taking on leadership of interdisciplinary design teams, projects, or Processes.
- Include social and sustainable thinking as ethical practice at every level of the design and innovation process.

## BACHELOR OF ARTS IN DESIGN STUDIES

The Bachelor of Arts in Design Studies offers students a wide and articulated understanding of design and prepares them for a wide range of careers related to design. Through study of design foundations, theories and practice, research methods and user studies, human-centered design, and strategic thinking, as well as principles of business, management, marketing, and entrepreneurship, students learn to leverage, exploit, and manage the innovative value of design. The program prepares students for careers as design directors, design researchers, project managers, or product or brand managers within commercial and social organizations, corporations, design agencies, or entrepreneurial ventures.

FALL	YEAR 1	YEAR 2	YEAR 3	YEAR 4
	DES191 Design Foundation I (8)	PD201 Product Design Studio I (6)	STR301 Design Strategy Studio: Innovative Product Eco-Systems (4)	STR401 Design Strategy Studio IV: Design for Social Innovation/Change (4)
	ENG111 English Composition (3)	CDED203A Innovation and Design for Innovation (4)	CDES302A Designing a Business Model (4)	GE GenEd Elective (3)
	HIS260 History of Pre-Modern Art & Design (3)	STR113 Visualization & Storytelling (3)	SC1173 Environmental Biology (3)	PHL161 Introduction to Philosophy (3)
	GE GenEd Elective (3)	MTH174 Geometry (3)	BUS282 Principles of Management (3)	GE GenEd Elective (3)
TOTAL CREDITS	17	16	17	13

WINTER	DES102 Design Foundation II (4)	PD202 Product Design Studio II (6)	STR302 Design Strategy Studio II: Sustainable Product-Service Systems (4)	STR402 Capstone Project I (5)
	DES112 Design Studio II (4)	STR211 Presentation Skills (3)	STR315 Design Methodologies II: Co-Creation & Co-Design Techniques (3)	STR412 Professional Practice (3)
	MTH171 Intermediate Algebra (3)	STR213 Visualization & Storytelling II (3)	STR216 Finance and Accounting (3)	GE GenEd Elective (3)
	ENG112 Advanced English Composition (3)	STR212 Market Research (3)	SOC281 Introduction to Sociology	PE Professional Elective (3)
TOTAL CREDITS	14	15	13	14

SPRING	DES103 Design Foundation III (4)	STR312 Business & Product Portfolio Research (3)	STR303 Design Strategy Studio III: Service & Experience Design (4)	STR403 Capstone Project II (5)
	DES113 Design Studio III (4)	STR311 Branding & Communication (4)	CDES301A Finding Your Entrepreneurial Voice (4)	STR413 Trends in Innovative Business Models (3)
	PD111 Human Factors (3)	CDES202A Managing the Design Process (4)	PSY181 General Psychology (3)	CM5431 Jobsite Leadership and Management (3)
	COM113 Speech Communication (3)	RSH481 Introduction to Research (3)	GE GenEd Elective (3)	PE Professional Electives (3)
	MTH172 Trigonometry (3)	PE Professional Elective (3)		
TOTAL CREDITS	17	16	14	14

TOTAL ANNUAL CREDITS	42	42	51	47
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**TOTAL PROGRAM CREDITS = 180**

## MINOR DEGREE

To provide students with additional opportunities to broaden and enrich their educations, a minor is a program of study that is distinct from or supplements a student's major. A minor may be taken as a way to give a coherent pattern to elective credits, to expand career options, to prepare for graduate study, or simply to explore in greater depth an area different from one's major. Students cannot earn a minor in the same subject area as their major field of study. Students must declare a minor prior to degree conferral.

## MINOR IN CONSTRUCTION MANAGEMENT

A Minor in Construction Management will be awarded to a NewSchool student who completes his or her major course of study successfully, and chooses to focus a portion of their elective or additional work in a predefined series of courses. Acceptance into a course of study for a Minor in Construction Management typically will require application to and approval of the program chair in which the course of study will be undertaken. A Minor in Construction Management will be reflected on both the student's transcript and diploma.

Students enrolled in the Bachelor of Architecture program may also choose a minor in Construction Management to complement their degree. Courses are offered sequentially during fall, winter, and spring terms. Students interested in pursuing a minor in Construction Management must seek approval from their academic advisor and program chair.

### **The minor is a total of 22 credit hours taken among the classes below:**

- CM153 Introduction to Construction Management and Team Building | Credits: 3
- CM201 Construction Graphics and Contract Documents | Credits: 5
- CM202 Construction – Estimating | Credits: 5
- CM306 Fundamentals of Construction – Scheduling | Credits: 5
- CM352 Construction Finance and Accounting | Credits: 4

## **ONLINE INTEGRATIVE STUDIES COURSES**

NewSchool offers some of its integrative studies course online. For online course offerings please see the quarterly schedule. Additionally, NewSchool allows students to choose from online summer courses offered by within the Laureate International Universities network. These course are offered via the same portal through a collaboration referred to as OneCampus.



# **Graduate Degree Program Information**



## DEGREE STATEMENT

Upon successful completion of the requirements for graduation, the school will award the appropriate degree.

## GRADUATION REQUIREMENTS

Students qualify for graduation once the following requirements are met:

- Achieve a 3.0 cumulative GPA as a graduate student.
- Meet individual program requirements, including major GPA (if applicable).
- Fulfill residency requirements outlined for their degree.
- Successfully complete the program pertaining to their degree.
- Complete a thesis or graduation project (if applicable).
- Successfully complete the noncredit portfolio course requirement.
- Submit Petition to Graduate to the Registrar's Office by the applicable deadline.

The degree conferral date will reflect the date all the above degree requirements are met. However, release of transcripts, diplomas, and verifications for degrees awarded are contingent upon successful completion of the following requirements.

- Meet financial obligations to the school including payment of the graduation fee.
- Receive clearance from the librarian.
- Receive clearance from the Financial Aid Office (if applicable).
- Receive clearance from the Career Services Office.

## INSTITUTION STANDARDS OF ACHIEVEMENT | HONORS & AWARDS

### GRADUATION HONORS

It is necessary to clarify, and bring into conformance with established academic practices, honors recognition as noted on graduation diplomas; this recognition is intended to properly recognize the academic performance of graduates who have earned distinction. This recognition distinguishes between undergraduate and graduate student performance; there is no set limit or percentage of the students who may be recognized in the following categories.

1. High distinction: For students who have achieved a cumulative GPA of between 3.85 and 4.0.

Students at the graduation ceremony will be recognized by having their academic accomplishment read at commencement. Further, the undergraduate candidates for graduation will be awarded colored



ords appropriate to the academic achievement. Graduate candidates recognized for high distinction will be awarded the colored cord presented to undergraduate candidates recognized for the summa cum laude level of distinction.

Students at the graduation ceremony will be recognized by having their academic accomplishment read at commencement. Further the undergraduate candidates for graduation will be awarded colored cords appropriate to the academic achievement. Graduate candidates recognized for high distinction will be awarded the colored cord presented to undergraduate candidates recognized for the summa cum laude level of distinction.

### Satisfactory Academic Progress (SAP)

Students are required to meet Satisfactory Academic Progress (SAP) standards to continue enrollment in the degree program. Meeting SAP is also a requirement to be eligible for financial aid (federal, state, institutional, veteran's benefits, and private funding).

SAP evaluation occurs for all students at the completion of each academic quarter, including the summer quarter.

To be considered as making satisfactory progress, students must maintain a specified CGPA and proceed through the program leading to completion within 150% of the normal program length.



Students who do not meet SAP standards will be notified of the conditions regarding their SAP status through their official NewSchool email account. The U.S. Department of Veterans Affairs will be notified of students utilizing veteran benefits who do not achieve SAP, and veteran benefits may be cancelled.

### **MINIMUM GPA AND TIME LIMIT REQUIREMENTS**

Level	Minimum GPA
Graduate	3.0

#### **Maximum Time to Complete Degree: 1.5 x normal program length.**

NewSchool has determined GPA and time limit requirements in compliance with federal, state, and accreditation standards. The minimum quarter GPA and CGPA for graduate/postbaccalaureate students is 3.0, as calculated on a 4-point scale. The maximum time to complete a degree is one and one half (1.5) times the normal program length. All program requirements must be completed by the maximum time frame.

NewSchool is committed to student success and to helping students complete their programs of study on time.

### **SAP EVALUATION**

SAP evaluations occur at the end of each quarter. Student progress is reviewed for both minimum quarter GPA and CGPA and progress toward completion. The GPA and CGPA for graduate programs is 3.0. To ensure

that students remain within the 1.5 maximum allowable time frame to completion, NewSchool will determine that students complete 67% of credits attempted for the quarter as well as the time to degree.

In determining the total number of credit hours attempted, all hours attempted toward the current major, including transfer credits and courses with grades F, I, CR/NC, or W will be counted. Grades from transfer courses will not be included in the NewSchool CGPA.

Courses dropped during the quarter's add/drop period are not considered to be attempted credits and do not count in the GPA. Original credits for repeated courses do count as attempted credits but do not count in the GPA. Credits attempted, not credits earned, are the basis for the 1.5 maximum time frame calculations.

Remedial courses are not included in the GPA and do not count in the credits attempted.

### **PROGRAM CHANGES**

For students who change programs at the graduate-degree level, the SAP determination will include all credits attempted and grades earned at the graduate-degree level. Please see NewSchool's Grading Policy. Students who are unable to meet the Maximum Time to Complete Degree time limit as outlined in the graduate SAP policy will not be allowed to change programs.

## SAP STATUS

### NOTIFICATION

Students will be notified when their quarter GPA falls below minimum requirements (3.0 for graduate) or when they complete fewer than 67% of the credits attempted for the quarter even when they continue to meet cumulative GPA and progress toward 1.5 maximum time to completion.

The purpose of the notification is to help students maintain SAP compliance. The notification will ask students to meet with their academic advisors and program chairs to discuss how to help the students improve their GPA. The goal of the notification is to prevent students from being placed on SAP Warning status.

### SAP WARNING

Students are placed on SAP Warning status when their CGPA falls below the minimum requirements (3.0 graduate) and/or fewer than 67% of the credits attempted on a cumulative basis are complete.

If I grades are satisfied during the next quarter to restore the CGPA to the required minimum, the warning is withdrawn for that quarter.

Students have 1 quarter to return to good standing without jeopardizing financial aid eligibility.

To reestablish SAP a student must achieve a graduate CGPA of 3.0 and be able to complete the program of study within the 1.5 maximum time to completion.

### SAP PROBATION

Students who do not achieve minimum CGPA standard (3.0 graduate) and/or fewer than 67% successful completion rate for credits attempted for a second consecutive quarter are placed on probation, become ineligible for financial aid, and may be dismissed from NewSchool.

Students may submit a written appeal to the Office of Academic and Student Affairs for 1 additional quarter of enrollment in the program and/or financial aid eligibility if extenuating circumstances such as student injury or illness, death of a relative, or other special conditions exist. (Please note that the SAP appeal process does not apply to veteran's aid).

### TITLE IV: STUDENTS RECEIVING FINANCIAL AID

If granted appeal, students

- will be given 1 extra quarter of financial aid eligibility.

Note, during the appeal quarter, if the student does not achieve the minimum quarter GPA standards and/or the 67% successful completion rate, the student is ineligible for financial aid and may be dismissed from NewSchool.

If denied appeal, students

- will be ineligible for financial aid
- may be dismissed from NewSchool

### NON-TITLE IV: STUDENTS NOT RECEIVING FINANCIAL AID

If granted appeal, students

- may continue enrollment on SAP Probation for 1 additional quarter.

Note, during the appeal quarter, if the student does not achieve the minimum GPA standards and/or 67% successful completion rate, the student may be dismissed from NewSchool.

Students on SAP Probation may petition to continue the program on an Extended Enrollment Plan (EEP). An EEP requires permission from the program chair and approval from the chief academic officer.

To reestablish SAP a student must achieve a minimum CGPA of 3.0 and a minimum 67% successful completion rate.

### EXTENDED ENROLLMENT PLAN

Students who have failed to meet the CGPA requirements for SAP but who remain within the 1.5 maximum time to completion may petition to remain in the academic program on an Extended Enrollment Plan (EEP). The plan allows students to continue their programs of study but does not reinstate financial aid eligibility for Title IV, Federal Student Aid, state aid, private funds, or veteran's benefits. Students may regain financial aid eligibility only upon meeting the minimum SAP standards.

Students apply for an EEP by completing the Academic Appeal Form, available in the Registrar's Office. The program chair for the student's program of study conducts an evaluation. The application for extended enrollment will include an interview and a review of the academic record, including GPA, progress toward degree, ability to complete the program within 1.5 times the usual program length, no outstanding financial balance, and portfolio review, if applicable.

A NewSchool team develops an academic plan for the student of no more than 3 consecutive quarters. Meeting all the conditions would return the student to good academic standing. Continued enrollment is at the discretion of NewSchool. Students on EEPs are required to meet with their program chair and academic advisors each quarter to determine if they are meeting the conditions of the plan. Failure to meet any of the conditions results in dismissal from NewSchool.



## GRADUATE PROGRAMS

### ARCHITECTURE

NewSchool graduate programs in architecture are committed to exploring the dynamic and changing nature of architecture and what it means to be an architect in the world today. From the pluralistic, relativist perspective of intellectual discourse, to the expanding morphology of practice models, to the very means by which architectural design is produced, the discipline is in a state of unprecedented change. At the same time, there is widespread acknowledgement, across fields, of the value of design thinking and a design education. NewSchool leverages that value in the development of creative thinkers who will serve society in a multitude of ways—many of which may be unrelated to architecture in a traditional sense.

NewSchool offers an array of graduate programs tailored to specific interests and backgrounds. All of them have an emphasis on the set of core concepts that guide us: the iterative relationship of practice to scholarship, the idea that environmental awareness informs everything we do, and our presence in the urban environment as a fundamental component of our outreach activities and of our very identity.

All graduate-degree tracks focus on the design studio as the integrative

center of the curriculum. Lecture courses, seminars, special studios, and other classes complement the experience by providing the requisite skills and content necessary to succeed. Professional electives allow students to experience areas of learning beyond the architectural core, including NewSchool's other graduate program—Construction Management.

Outreach opportunities exist within NewSchool's long-running Design Clinic, where students interact with actual clients on real projects in the San Diego region and beyond. Travel programs offer summer study and enrichment. The culmination of all degree options is the thesis or graduation project process, through which students in their final year of study explore self-generated topics often involving design projects.

#### **First Professional Degree Options – Master of Architecture I**

Students seeking licensure or an intensive architectural educational experience may pursue one of three options leading to the first professional degree:

- A 3-year (10-quarter) 4+3 curriculum designed for students holding an undergraduate degree outside of architecture
- A 2-year (6-quarter) 4+2 track for those holding a 4-year undergraduate preprofessional degree in architecture or environmental design

The 4+3 program begins with a rigorous, 4-quarter first-year sequence in foundational curriculum: design methodology and skills, architectural history, structures, and materials and methods. The focus of the second year is on systems, structure, and materiality. The third year is centered on the thesis or graduation project, with related research courses and selected upper-level lecture classes.

Students in the 4+2 program enter the second year curriculum of the 4+3, having completed foundational course work as undergraduates. The program is structured similarly to the last 2 years of the 4+3.

### **NONPROFESSIONAL DEGREE OPTIONS - M.ARCH. STUDIES & M.S.**

NewSchool offers two graduate programs for candidates not pursuing the first professional degree: the Master of Science in Architecture (M.S.), and the Master of Architectural Studies (M.Arch.). Both are designed as 1-year, 3-quarter curricula focusing on the thesis.

The M.S. program is open to baccalaureate degree-holders who are interested in focused research in selected aspects of architecture. Candidates often come with backgrounds in real estate development, engineering, and other fields associated in some way with architecture, although this is not a prerequisite of the program.

The M.Arch. Studies option offers holders of a 5-year, first professional Bachelor of Architecture degree an additional year of design study. As with the M.S. program, the thesis forms the major component of the curriculum, although students may elect to pursue a design project or series of projects in lieu of a traditional thesis.

### **PROGRAM LEARNING OUTCOMES (MASTER LIST)**

Upon the successful completion of the degree program, the student will have demonstrated a mastery of the following:

**PLO 1. CRITICAL THINKING** The ability to use critical observation, employ relevant and contextual theoretical and practical criteria, and appropriately apply rational and scientific methods to inform and evaluate design decisions in written, verbal, and other forms of communication.

**PLO 2. DESIGN AND REPRESENTATION** The ability to use graphic representation skills in a wide variety of media to generate architectural ideas in two and three dimensions in order to identify, investigate, analyze, and communicate design solutions.

**PLO 3. BUILDING DESIGN** The knowledge and ability to apply a design decision-making process through appropriate technical documentation in a manner that is client-centered, sustainable, aesthetic, cost effective, and socially responsible.

**PLO 4. BUILDING SYSTEMS** The ability to comprehend and apply technical knowledge of building systems, materials, techniques, and components, including life safety, accessibility, and sustainability.

**PLO 5. INTEGRATIVE BUILDING PRACTICE** The ability to holistically research, analyze, and synthesize the aesthetic, technical, legal, social, and ethical implications of design decisions to advance well-integrated building solutions based on firm notions of materiality, constructability, and sustainability.

**PLO 6. PROFESSIONAL PRACTICE** The understanding of how to collaboratively lead teams of stakeholders in the process of conceiving, developing, and implementing solutions to problems in the built and natural environments, utilizing knowledge of the diverse forms and dimensions of professional practice and the ethical, legal, financial, and social responsibilities associated with each.

# MASTER OF ARCHITECTURE, FIRST PROFESSIONAL DEGREE PROGRAM OUTLINE

REQUIRED STUDIOS - 60 CREDITS			
AR701	Design Studio		6
AR702	Design Studio		6
AR703	Design Studio		6
AR704	Design Studio		6
AR801	Design Studio		6
AR802	Design Studio		6
AR803	Design Studio		6
AR901	Design Studio		6
AR902	Design Studio		6
AR903	Design Studio		6

REQUIRED MAJOR COURSES - 65 CREDITS			
AR721	Materials & Methods I		3
AR722	Materials & Methods II		3
AR723	Statics, Structural Systems, and Principles		3
AR725	Structures I: Wood/Steel/Concrete/Seismic		3
AR726	Long-Span and Form-Resistive Structures		3
AR727	Structures III: Emergent Trends		3
AR741	Representation I		3
AR742	Representation II		3
AR761	Architectural and Urban History I: Prehistoric-Renaissance		3
AR762	Architectural and Urban History II: Renaissance-Modern Era		3
AR763	Architectural and Urban History III: Industrial Revolution-Today		3
AR831	Environmental Science I		3
AR832	Environmental Science II		3
AR833	Environmental Science III		3
AR851	Theory I		3
AR852	Theory II		3
AR853	Theory III		3
AR951I	Professional Practice I		3
AR952	Professional Practice II		3
AR953I	Professional Practice III		3
AR991	Research I		3
AR992	Research II		1
AR993	Thesis Integration		1

ELECTIVES FOR THE MASTER OF ARCHITECTURE PROGRAMS: 4 +3 AND 4 +2			
AR5001A-D	Vertical Studio		3
AR5411	Freehand Drawing Studio		3
AR5421	Rendering & Delineation Studio		3
AR5431	Mixed Media		3
AR5721	Neuroscience for Architecture		3
AR653	Seminars in Neuroscience for Architecture		3
AR664	Art Workshop - Life Drawing		3
AR682	Cultural Theory		3
AR5831	Livable Communities Design		3
AR5841	City Planning		3
AR795A-C	Cartouche		3
AR5301	Acoustics		3
AR5401	Model Making		3
AR5801	Landscape Architecture		3
AR5611	History of Architecture in the Americas		3
AR5621	World Architectural History		3
AR54411	Architectural History of San Diego		3
AR895	Design Build Studio		3
ART660	Beginning Art		3
ART643	Photography		3
ART645	Sculpture		3
ART646	Neo-Classism to Modern Art		3
ART760	Contemporary Art		3
ART761	Intermediate CAD		3
CSC5101A-D	Digital Modeling & Rendering		3
DES655A-E	Office Practice		3
<b>CONSTRUCTION MANAGEMENT ELECTIVES</b>			
CM5431	Jobsite Leadership Management		3
CM 5311	Green Building Laboratory		3
CM5521	Life Cycle Cost Accounting		3

## 4+3 PROGRAM CREDIT BREAKDOWN

Credits	% of Total	Area
125	83%	Required Architecture Courses
25	17%	Professional Elective Courses (Including V/I/T Project)

**150 Total Credits**

Volunteer/Internship/Travel	6 Credits
Professional Electives	19 Credits

## MASTER OF ARCHITECTURE, FIRST PROFESSIONAL DEGREE

The Master of Architecture I degree gives students with a bachelor's degree in architecture or in a related field the opportunity to earn a professional master's degree in architecture and is recognized by the National Architectural Accrediting Board (NAAB) and the National Council of Architectural Registration Boards (NCARB) as part of the requirements for eventual architectural licensure. The program offers two entry points, one for students with a baccalaureate degree in any field and the other for students who have already obtained a pre-professional architecture or architectural studies undergraduate degree.

	YEAR 1	YEAR 2	YEAR 3
<b>FALL</b>	AR701 Design Studio (6)	AR801 Design Studio (6)	AR901 Design Studio (6)
	AR741 Representation I (3)	AR831 Environmental Science I (3)	AR951 Professional Practice I (3)
	AR723 Statics, Structural Systems and Principles (3)	AR851 Theory I (3)	AR991 Research I (3)
	AR761 History of Architecture: Pre-historic through Roman (3)	Professional Electives (3)	PE Professional Electives (3)
TOTAL CREDITS	<b>15</b>	<b>15</b>	<b>15</b>
<b>WINTER</b>	AR702 Design Studio (6)	AR802 Design Studio (6)	AR902 Design Studio (6)
	AR742 Representation II (3)	AR832 Environmental Science II (3)	AR952 Professional Practice II (3)
	AR725 Structures I: Wood/Steel/Concrete/Seismic (3)	AR852 Theory II (3)	AR992 Research II (1)
	AR762 History of Architecture: Early Christian through Baroque (3)	Professional Electives (3)	Professional Electives (4)
TOTAL CREDITS	<b>15</b>	<b>15</b>	<b>14</b>
<b>SPRING</b>	AR703 Design Studio (6)	AR803 Design Studio (6)	AR903 Design Studio (6)
	AR721 Material & Methods I (3)	AR833 Environmental Science III (3)	AR953 Professional Practice III (3)
	AR726 Structures II: Longspan and Form-Resistive Structures (3)	AR853 Theory III (3)	AR993 Thesis Integration (1)
	AR763 History of Architecture: Neoclassic through 20th Century (3)	Professional Electives (3)	Professional Electives (3)
TOTAL CREDITS	<b>15</b>	<b>15</b>	<b>13</b>
<b>SUMMER</b>	AR704 Design Studio (6)	Volunteerism, Internship or Travel	
	AR722 Materials & Methods II (3)		
	AR727 Structures III: Emergent Trends (3)		
TOTAL CREDITS	<b>12</b>	<b>6</b>	
<b>TOTAL ANNUAL CREDITS</b>	<b>57</b>	<b>51</b>	<b>42</b>

**TOTAL PROGRAM CREDITS = 150**

# MASTER OF ARCHITECTURE, FIRST PROFESSIONAL DEGREE PROGRAM OUTLINE

4 + 2 PROGRAM OUTLINE		
REQUIRED STUDIOS - 36 CREDITS		
AR801	Design Studio	6
AR802	Design Studio	6
AR803	Design Studio	6
AR901	Design Studio	6
AR902	Design Studio	6
AR903	Design Studio	6

REQUIRED MAJOR COURSES - 32 CREDITS		
AR831	Environmental Science I	3
AR832	Environmental Science II	3
AR833	Environmental Science III	3
AR851	Theory I	3
AR852	Theory II	3
AR853	Theory III	3
AR951	Professional Practice I	3
AR952	Professional Practice II	3
AR953	Professional Practice III	3
AR991	Research I	3
AR992	Research II	1
AR993	Thesis Integration	1

## MASTER OF ARCHITECTURE, FIRST PROFESSIONAL DEGREE

Students enrolled in the Bachelor of Architecture or Master of Architecture licensure programs are required to meet all licensure requirements as outlined by the California Architects Board: [http://www.cab.ca.gov/candidates/becoming\\_a\\_licensed\\_architect/](http://www.cab.ca.gov/candidates/becoming_a_licensed_architect/).

### 4+2 PROGRAM CREDIT BREAKDOWN

Credits	% of Total	Area
68	76%	Required Architecture Courses
22	24%	Professional Elective Courses (Including V/I/T Project)

**90 Total Credits**

Volunteer/Internship/Travel	6 Credits
Professional Electives	16 Credits

	YEAR 1	YEAR 2
FALL	AR801 Design Studio (6)	AR901 Design Studio (6)
	AR831 Environmental Science I (3)	AR951 Professional Practice I (3)
	AR851 Theory I (3)	AR991 Research I (3)
	Professional Electives (3)	Professional Electives (3)
TOTAL CREDITS	15	15
WINTER	AR802 Design Studio (6)	AR902 Design Studio (6)
	AR832 Environmental Science II (3)	AR952 Professional Practice II (3)
	AR852 Theory II (3)	AR992 Research II (1)
	Professional Electives (3)	Professional Electives (2)
TOTAL CREDITS	15	12
SPRING	AR803 Design Studio (6)	AR903 Design Studio (6)
	AR833 Environmental Science III (3)	AR953 Professional Practice III (3)
	AR853 Theory III (3)	AR993 Thesis Integration (1)
	Professional Electives (3)	Professional Electives (2)
TOTAL CREDITS	15	12
SUMMER	Volunteerism, Internship or Travel	
TOTAL CREDITS	6	
TOTAL ANNUAL CREDITS	51	39

**TOTAL PROGRAM CREDITS = 90**



# MASTER OF ARCHITECTURAL STUDIES PROGRAM OUTLINE

MASTER OF ARCHITECTURAL STUDIES PROGRAM OUTLINE		
REQUIRED STUDIOS - 18 CREDITS		
AR601	Graduate Design Studio	6
AR602	Graduate Design Studio	6
AR603	Thesis Design Studio	6

REQUIRED MAJOR COURSEWORK - 45 CREDITS		
AR691	Research	3

## MASTER OF ARCHITECTURAL STUDIES

The Master of Architectural Studies program is designed for students who want to advance their knowledge of the discipline through focused study and design-studio work. This degree option is available to students already possessing a 5-year or first professional Bachelor of Architecture degree; 45 units are required for completion. Note: NAAB does not recognize and/or accredit post-professional degrees.

### MASTER OF ARCHITECTURAL STUDIES PROGRAM LEARNING OUTCOMES

Reference outcomes 1 through 5 from the master list.

### CREDIT BREAKDOWN

Credits	% of Total	Area
30	67%	Required Architecture Courses
15	33%	Professional Elective Courses

**45 Total Credits**

**Required Major Courses – 3 Credits**  
**Area of Emphasis Courses\* – 9 Credits**  
**Professional Electives – 15 Credits**

\*Note: Area of Emphasis courses are comprised of two 3-quarter tracks or areas of emphasis:

**Track I - Neuroscience in Architecture:** AR 5711 Environmental Psychology, AR5721 Neuroscience, AR5731 Seminars in Neuroscience for Architecture

**Track II - Healthy Urbanism:** AR5881 Urban Issues, AR582 Urban Design, AR5831 Livable Communities Design  
 Students take one designated course from each track each quarter for a total of four credits per quarter.

**Program Data for Master of Architectural Studies**

<http://programdata.laureate.net/nsad/ma-architecture-5-1.html>

YEAR 1	
FALL	AR601 Design Studio (6)
	AR Area of Emphasis (3)
	AR691 Research (3)
	Professional Elective (3)
TOTAL CREDITS	<b>15</b>

WINTER	AR602 Design Studio (6)
	AR Area of Emphasis (3)
	Professional Elective (3)
	Professional Elective (3)
TOTAL CREDITS	<b>15</b>

SPRING	AR603 Design Studio (6)
	AR Area of Emphasis (3)
	Professional Elective (3)
	Professional Elective (3)
TOTAL CREDITS	<b>15</b>

TOTAL ANNUAL CREDITS	<b>45</b>
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**TOTAL PROGRAM CREDITS = 45**

# MASTER OF SCIENCE IN ARCHITECTURE PROGRAM OUTLINE

M.S. IN ARCHITECTURE PROGRAM OUTLINE		
REQUIRED STUDIOS - 18 CREDITS		
AR601	Graduate Design Studio	6
AR602	Graduate Design Studio	6
AR603	Thesis Design Studio	6

REQUIRED MAJOR COURSEWORK - 9 CREDITS		
AR691	Research	3
AR692	Research	3
AR693	Thesis Research	3

## MASTER OF SCIENCE IN ARCHITECTURE

The Master of Science in Architecture program is intended for students who do not plan on becoming registered architects. Its emphasis is on research into problems in the built environment, through a thesis or graduation project process. Admission to the program requires a baccalaureate degree. Students must complete a minimum of 45 quarter credits. It typically requires 1 to 2 academic years of full-time study.

### MASTER OF SCIENCE IN ARCHITECTURE PROGRAM LEARNING OUTCOMES

Reference outcomes 1 and 2 from the master list.

### CREDIT BREAKDOWN

Credits	% of Total	Area
36	80%	Required Architecture Courses
9	20%	Professional Elective Courses

**45 Total Credits**

**Area of Emphasis Courses\* - 9 Credits**

**Professional Electives - 9 Credits**

\*Note: Students select one 3-quarter area of emphasis:

**Track I - Neuroscience in Architecture:** AR5711 Environmental Psychology, AR5721 Neuroscience, AR5731 Seminars in Neuroscience for Architecture

**Track II - Healthy Urbanism:** AR5811 Urban Issues, AR582 Urban Design, AR5831 Livable Communities Design

Students take one designated course in the selected track each quarter.

**Program Data for Master of Science in Architecture**

<http://programdata.laureate.net/nsad/ms-architecture.html>

YEAR 1	
FALL	AR601 Design Studio (6)
	AR Area of Emphasis (3)
	AR691 Research (3)
	PE Professional Elective (3)
TOTAL CREDITS	<b>15</b>

WINTER	AR602 Design Studio (6)
	AR Area of Emphasis (3)
	AR692 Research (3)
	PE Professional Elective (3)
TOTAL CREDITS	<b>15</b>

SPRING	AR603 Design Studio (6)
	AR Area of Emphasis (3)
	AR693 Thesis Research (3)
	PE Professional Elective (3)
TOTAL CREDITS	<b>15</b>

TOTAL ANNUAL CREDITS	<b>45</b>
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**TOTAL PROGRAM CREDITS = 45**

# MASTER OF CONSTRUCTION MANAGEMENT PROGRAM OUTLINE

MASTER OF CONSTRUCTION MANAGEMENT PROGRAM OUTLINE		
REQUIRED MAJOR COURSEWORK – 48 CREDITS		
CM601	Current Practices in Construction Management	6
CM602	Implementing Building Information Modeling	6
CM603	Emerging Trends in Project Management	6
CM604	Project Feasibility and Cost Controls	6
CM651	Commercial Design & Construction Methods	6
CM652	Advanced Project Delivery Systems	6
CM653	Leadership Challenges in Construction Management	6
CM654	Capstone: Project Integration	6

## MASTER OF CONSTRUCTION MANAGEMENT

The Master of Construction Management is designed to develop professionals for advanced construction management theory and practice based on an interdisciplinary foundation of science, architecture, business management, and engineering. This degree consists of a four-term program requiring 48 credits. All courses are delivered online.

## PROGRAM LEARNING OUTCOMES

- Exhibit the planning, organization, execution, and legal skills of a construction manager.
- Compare construction management technologies, innovations, and processes.
- Evaluate the logistics underlying construction systems and devise strategies for managing these complexities.
- Demonstrate the financial, managerial, and cognitive acumen of a leader in the construction industry.
- Evaluate how the legal, economic, and social relationships between contracting, the building trades, and the regulatory environment inform construction management.
- Analyze how issues of cost, safety, and design impact project development and implementation.
- Apply global, ethical, and sustainability perspectives to construction management knowledge.

## CREDIT BREAKDOWN

Credits	% of Total	Area
48	100%	Required Construction Management Courses

**48 Total Credits**

## Program Data for Master of Construction Management

<http://programdata.laureate.net/nsad/ms-construction-management.html>

FALL	YEAR 1	
	CM601 Current Practices in Construction Management (6)	
	CM652 Advanced Project Delivery Systems (6)	
TOTAL CREDITS	<b>12</b>	

WINTER	CM602 Implementing Building Information Modeling (6)	
		CM651 Commercial Design and Construction Methods (6)
TOTAL CREDITS	<b>12</b>	

SPRING	CM603 Emerging Trends in Project Management (6)	
		CM653 Leadership Challenges in Construction Management (6)
TOTAL CREDITS	<b>12</b>	

SUMMER	CM604 Project Feasibility and Cost Controls (6)	
		CM654 Capstone: Project Integration (6)
TOTAL CREDITS	<b>12</b>	

TOTAL ANNUAL CREDITS	<b>48</b>
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**TOTAL PROGRAM CREDITS = 48**

# **Professional Development**



NewSchool is committed to continuing professional education. Therefore, in addition to degree programs, NewSchool offers a variety of professional development opportunities. Options include credit or noncredit\* stand-alone courses and certificates, and online and on-campus delivery.

\*Noncredit bearing courses are nontransferable into degree programs at NewSchool.

### **CERTIFICATE PROGRAMS**

Whether online or on-campus, NewSchool certificates focus on essential learning in specific areas. They are ideal for professionals seeking to update their current skills or develop new ones. Certificates can be added to degree programs for current students or taken as stand-alone credentials.

### **ADMISSIONS**

To be admitted into an undergraduate certificate program, students must meet the following requirements:

- Graduation from a recognized high school or acceptable evidence of comparable academic achievement
- Minimum high school GPA average of 2.5 or 12 transferable college credits with a minimum grade point average of 2.5
- Completed application form with application fee

International students must demonstrate their proficiency in English in one of the following ways (see Language Proficiency Requirements for additional information):

- TOEFL score of 525 or above
- IELTS score of 5.5 or above
- Pearson test of English score of 53 or above
- University of Cambridge Certificate of Advanced English (CAE) score of B or better



To be admitted into a graduate certificate program, students must meet the following requirements:

- Graduation from an accredited college with a minimum CPGA average of 2.7
- Completed application form with application fee

International students must demonstrate their proficiency in English in one of the following ways (see Language Proficiency Requirements for additional information):

- TOEFL score of 550 or above
- IELTS score of 6.0 or above

### ONLINE CERTIFICATES

NewSchool offers several online certificate programs that can be completed in 12 months or less. These programs deliver practical skills and knowledge, are taught by experienced instructors, and are delivered in a flexible, global online learning environment. Both credit and noncredit options are available.

### ONLINE CERTIFICATE IN DESIGN MANAGEMENT

Design management seeks to link design, innovation, technology, management, and customers. It is the art and science of empowering design to enhance collaboration and synergy between design and business to improve design effectiveness. The Online Certificate in Design Management prepares individuals to become leaders in managing the creative process. Throughout the program, students build competencies in using the language of design, utilizing design thinking for innovation, and implementing strategies to maximize efficiencies in the design process. Whether students plan to start their own design-related business or innovate within an existing organization, the skills and concepts explored in this certificate can enhance a student's ability to lead creative businesses.

### PROGRAM LEARNING OUTCOMES

- Apply principles of design process, design research, and design strategy.
- Develop comprehensive, phased design plans, including process, financial analysis, risk assessment, and version management (iterations).
- Identify and demonstrate qualities required to lead creative units in an organization.



Course Title	Credits
CDES200 Exploring Design Management*	0.5
CDES201 Understanding Design and Design Methodologies*	4
CDES203 Innovation and Design for Innovation	4
CDES202 Managing the Design Process and Team	4
CDES302 Designing a Business Model	4

\*Students take the first two courses—CDES200 Exploring Design Management and CDES 201 Understanding Design and Design Methodologies—concurrently.

### ONLINE CERTIFICATE IN DIGITAL DESIGN & COMMUNICATION

The Online Certificate in Digital Design and Communication combines essential design fundamentals with modern visual media projects, including graphics, web design, 3-D modeling, and digital video, to develop students' skills and introduce them to a range of potential design careers. Through course projects that provide hands-on practice and experience with giving and receiving constructive critique, students experience the iterative design process and hone their communication skills. The certificate begins with an exploration of essential visual thinking and design principles and progresses to creating graphic design, online, 3-D, and digital video stories for a variety of media and contexts.

#### PROGRAM LEARNING OUTCOMES

- Apply critical thinking, design principles, and the design process to execute a vision and deliver solutions.
- Communicate effectively to explore and improve ideas.
- Utilize knowledge of text, graphics, video, and animation to communicate ideas and information visually in print, web, and media.
- Create a portfolio piece that demonstrates skills in design software.

Course Title	Credits
CDES100 Exploring Digital Design*	0.5
CDES101 Visual Thinking and Graphic Design*	4
CDES102 Designing Online Experiences	4
CDES103 3-D Trends, Tools, and Techniques	4
CDES104 Video and Motion Design	4

\*Students take the first two courses—CDES100 Exploring Digital Design and CDES101 Visual Thinking and Graphic Design—concurrently.

#### Online Certificate in Entrepreneurship for the Creative Professions

The dynamic nature of our modern global economy, plus the continued evolution of production and distribution of both goods and services, offers tremendous opportunities for creative individuals in launching their own businesses. The goal of the Online Certificate in Entrepreneurship for the Creative Professions is to enable participants to explore how to take their ideas and transform them into a business. This program prepares students

to understand entrepreneurship, develop creative-oriented entrepreneurial ventures, manage a small business, and build their brand.

#### PROGRAM LEARNING OUTCOMES

- Develop entrepreneurial skills, knowledge, and dispositions.
- Create entrepreneurial ventures to promote creative concepts.
- Apply marketing and business insight to realize entrepreneurial visions.

Course Title	Credits
CDES300 Exploring Entrepreneurship for the Creative Professions	0.5
CDES301 Finding Your Entrepreneurial Voice	4
CDES302 Designing a Business Model	4
CDES303 Creating Your Own Business	4
CDES304 Building Your Brand Identity	

#### CAMPUS-BASED CERTIFICATES

NewSchool offers several certificates in on-campus formats. Certificates range from 13 to 16 credit hours, and most are comprised of three 3-credit classes and one 6-credit studio or equivalent. These certificates are designed to develop new skills or deepen learning in a targeted area of architecture or design.

Current students should consult with their academic advisors to see how a certificate can fit into their programs of study.

#### NEUROSCIENCE FOR ARCHITECTURE

This certificate program guides students in an exploration of the juncture of the brain and the built environment. Students develop a working knowledge of the brain and learn aspects of how it processes spatial cues. Studio work in the certificate program utilizes an evidence-based design approach, grounding architectural concepts in neuroscience.

Course Title	Credits
AR5711 Environmental Psychology	3
AR5721 Neuroscience for Architecture	3
AR5731 Seminars in Neuroscience	3
AR501/901 Design Studio	6





## HEALTHY URBANISM

There is growing acknowledgement that the way cities and neighborhoods are designed directly impacts the health of residents, workers, and visitors. At the same time, many designers and planners fail to create healthy urban environments through a lack of understanding, experience, and training. This certificate program provides a grounding in the processes and design strategies that promote healthful cities.

Course Title	Credits
AR5541 Urban Issues	3
AR582 Urban Design	3
AR5831 Livable Communities Design	3
AR501/901 Design Studio	6

## CREATIVE ADVERTISING

The Creative Advertising Certificate provides NewSchool students in the Media Design program the ability to augment their current major course of study with creative advertising courses specializing in ideation, creative strategy, creative direction, art direction, and copywriting. The certificate provides official recognition of their additional specialized learning. The Creative Advertising Certificate is also available externally to those who are not currently students at NewSchool but would like to learn creative advertising and earn official recognition for doing so.

Course Title	Credits
MD115 Art Direction I	3
MD216 Copywriting I	3
MD217 Art Direction II	3
MD318 Copywriting II	3
MD319 Advanced Creative Advertising Campaign	3

## INTERIOR DESIGN FOR ARCHITECTS

This certificate program is specifically addressed to architecture students and professionals interested in exploring and deepening their knowledge and skills about the design of interior environments. With a strong emphasis on research and programming the spaces to support human activities and well-being, the studio work focuses on the design of complex environments, such as hospitals, hotels, or new typologies of commercial/public spaces. Students can choose one studio class and three lecture/lab classes for a minimum of 15 credits, among the following options:

Course Title	Credits
ID213 Lighting Design	3
ID214 Design of Materials: Resources and Materials for ID	3
ID314 Research: ID Methods, Materials, and Technology	3
ID316 Furniture Design	3
ID302 Interior Design Studio V	6
ID303 Interior Design Studio VI	6

DEGREE	ONLINE CERTIFICATES		
	Design Mgmt.	Digital Design & Comm.	Entrepreneurship for Creative Professions
B.ARCH			
M.ARCH			
B.S.CM	■		
B. INTERIOR ARCH.	■		■
B.A. PRODUCT DESIGN	■		■
B.A. DESIGN STUDIES			■
B.S. MEDIA DESIGN	■		

DEGREE	ON CAMPUS CERTIFICATES			
	Creative Advertising	Healthy Urbanism	Interior Design for Architects	Neuroscience for Architecture
B.ARCH		■	■	■
M.ARCH		■		■
B.S.CM			■	
B. INTERIOR ARCH.		■		■
B.A. PRODUCT DESIGN	■			
B.A. DESIGN STUDIES	■	■		
B.S. MEDIA DESIGN	■			

# Academic Information



## ACADEMIC DEFINITIONS

### MAJOR

A major is a program of study offering both depth and breadth in a particular discipline or field of study. In the case of a professional curriculum, preparation for the workplace is a major objective and the responsibility for the conduct of a career is a fundamental aspect of study. This may be offered at the graduate or undergraduate level of study.

### CONCENTRATION

A major may offer concentrations, areas of specialization within the field of study. It is offered as a tool to customize a higher education experience. A concentration may be offered at the graduate or undergraduate level. The choice to undertake a concentration informs the process of selection of courses usually identified as professional electives. It is expected that students will complete a portion of the core major requirements and then select focused courses to complete the concentration. A concentration must include a minimum of 12 credit hours of specialized coursework.

### MINOR

A minor is a program of study with less depth than a major. It is intended to be completed to complement or as an addition to a major. A minor has a minimum requirement of 15 credit hours. A minor must be an elective choice—a student cannot be required to complete one as part of the requirements for a major. A minor is generally offered as an undergraduate option.

### CERTIFICATE OF SPECIALIZED STUDY

An academic program in which the student completes a prescribed course of study requiring a minimum of 15 credit hours. A certificate is offered to students outside of the major who are generally nondegree seeking students. A certificate of specialized study is generally offered to students who are at the graduate or professional level. A certificate is designated on university transcripts when the degree is awarded. For professionals the certificate is designated as a special recognition from the institution upon completion.

## DEANS' LIST

NewSchool publishes the Deans' List on a quarterly basis during the academic year. Students qualify and earn the recognition by achieving the term grade point average of 3.5 or higher with enrollment and completion of 12 or more credits for the academic quarter. The Deans' List is published at the completion of the quarter by the Registrar's Office.

## PRESIDENT'S LIST

Students who achieve a cumulative grade point average of 3.5 or higher for the academic year enrolled at a full-time status and who have completed 36 or more units qualify and receive the recognition of being placed on the President's List. The President's List is confirmed and published at the end of the spring quarter by the Registrar's Office.

## ALPHA BETA KAPPA ACADEMIC HONORS

Alpha Beta Kappa is a national honor society which honors scholars in all academic disciplines. Students who have completed at least 50% of their degree program with a cumulative grade point average of 3.5 or higher are eligible to apply.

## GRADING POLICY

The assignment of final course grades is a basic responsibility of each faculty member, which begins with a clear statement in the course syllabus and in discussion with the students in the class, defining the criteria upon which grades will be determined. Specifically, instructors must identify the components and the weight of each that make up the final grade. Common components include:

- Performance on quizzes and examinations
- Performance on projects, reports, and/or papers
- Performance on presentations and other class exercises
- Class participation
- Attendance, including minimum requirements to complete the class

Any changes in criteria listed on the course syllabus that occur during the term must have written notice and be announced in class in a timely manner.

In addition to defining the criteria, instructors are responsible for applying the criteria consistently and carefully, using professional judgment for their assessments, and in all cases, being fair to reflect student performance in the context of NewSchool's expectations for student achievement and the established grading scale.

Grades are earned for each course in which a student is officially enrolled. NewSchool uses a 4-point grading scale. GPA is determined by letter grades A through F using the designated points assigned to each. The

grade points assigned to the letter grades are as follows:

- **A 4.0 = Excellent attainment of course outcomes**  
A- 3.7  
B+ 3.3
- **B 3.0 = Above average attainment of course outcomes**  
B- 2.7  
C+ 2.3
- **C 2.0 = Average attainment of course outcomes**  
C- 1.7 See note below. \*  
D+ 1.3
- **D 1.0 = Below average attainment of course outcomes**  
D- 0.7
- **F 0.0 = Failing**

\*Note: D grades are not accepted in graduate level programs.

Other designations for registrar use only:

- **I = Incomplete** (by petition only) I is not applicable to GPA.
- **W = Withdrawal** W is not applicable to GPA.
- **CR = Credit** (by petition or course challenge only except for DES5561)
- **NC = No Credit** (by petition or course challenge only except for DES5561)
- **CR/NC** is not applicable to GPA.
- **WAI = Waiver** WAI is not applicable to GPA.
- **TC = Transfer Credit**

## CREDIT/NO CREDIT

A grade of CR/NC counts as credits attempted, but does not affect GPA. Challenged courses do not count as course credits for financial aid processing. No more than 10% of the program can be completed on a CR/NC basis. Students who challenge a course or are enrolled in an internship course are assigned grades of CR/NC.

## INCOMPLETE

Incomplete (I) grades may be assigned when work has been interrupted by circumstances beyond the student's control. The Petition for an Incomplete Grade Form is required to apply for an incomplete grade. The form must be submitted by the student and approved by the instructor before the end of the quarter. The completed form is submitted to the registrar for processing prior to the end of the next consecutive quarter. The student must complete the work and replace the I grade or it will be changed to an

F. The grade of I counts as credits attempted, but does not affect GPA. The student must request for a Petition for Removal of Incomplete Grade Form from the registrar. The form is presented to the instructor who replaces the I with the grade earned for the course, and the student forwards the form to the registrar for processing.

## GRADE APPEAL PROCESS

Students who desire to appeal a grade must pursue the grade appeal process within 1 quarter from the time the final grade was issued to seek resolution. Students are encouraged to begin the appeal process as soon as possible after final grades are issued.

The only allowable bases for grade appeals include the following:

Inconsistent or arbitrary application of criteria

- The application of criteria not included on the syllabus for the course
- Attendance record errors, when appropriately documented
- Computational errors
- Accounting errors regarding all work or assignments turned in (e.g., misplaced work)

NewSchool acknowledges the subjective nature of major components included in a design curriculum. Instructors are selected, in part, because of their ability to render informed judgments about work processes and products. Accordingly, the instructor's professional judgment regarding the quality of a student's work is not subject to appeal.

NewSchool faculty are experts in their fields and engaged in the professional community. Because of their understanding of work products, in all but very rare cases, no grade will be changed by anyone other than the instructor of record and only after the appeal process is appropriately carried out following the steps outlined below:

- Student's must first speak with the instructor to confirm the basis on which the grade was assigned and review the computation of it. Instructors must make themselves available for such consultations in a timely manner.
- If the student is unsatisfied with this outcome, he or she must speak with the instructor and level coordinator in architecture programs or the program chair in other programs. The student must document in writing the reasons for his or her disagreement with the final grade prior to that meeting, relying on fact rather than opinion and providing concrete examples and evidence where possible. The level coordinator/program chair may either (a) accept the student's reasons for the appeal and refer the matter back to the instructor for reconsideration or (b) reject the student's request.
- For Architecture programs: If the level coordinator rejects the

student's request or the instructor of record continues to reject the student's request, the student may meet with his or her program chair to present written documentation for the reasons for his or her disagreement. The program chair may consult with the level coordinator and instructor as deemed necessary and either (a) accept the student's reasons and subsequently confer with the instructor of record about such acceptance and possible reconsideration, (b) reject the student's request, or (c) recommend the appeal be reviewed by a Faculty Appeal Committee chaired by the chief academic officer.

The Faculty Appeal Committee is convened only at the request of the program chair and consists of three faculty members, none of whom has instructional responsibilities in courses which the appealing student is enrolled but at least one of whom has expertise in the content of the course being appealed.



The committee will convene and begin consideration within 5 days of the chair's request. The committee will review the grading criteria and learning outcomes for the course and hear commentary from the student, the instructor, and, at its discretion, the level coordinator and/or program chair. The committee also will review any factual evidence provided either by the faculty member or the program chair.

The committee is expressly prohibited from reviewing matters of professional judgment exercised by the instructor unless it finds significant evidence of arbitrary or capricious application of the course grading criteria and/or the application of criteria not included on the syllabus for the course.

The committee then determines if an error has been made that would impact the student's final grade in the course in question. The committee's sole responsibility is to forward their recommendations in writing to the chief academic officer; the committee is not able to make changes to an official grade. If the committee decides that a grade change is in order, it will advise the chief academic officer, who will consult with the instructor, level coordinator, and the chair about the committee's conclusion. Based on the committee recommendation, consultation with the program chair, and, if necessary, with the committee members, the chief academic officer may set the expectation that the grade be changed.

The instructor of record can accept or reject the chief academic officer's recommendation and (a) change the student's grade or (b) do nothing. Should the faculty member choose not to change the grade, he or she must indicate his or her position in writing to the program chair and the chief academic officer.

If the instructor opts to change the grade, he or she may do so by filing the appropriate Grade Change Form with the Registrar's Office, who will subsequently notify the student about the change.

The registrar will distribute a form that appropriately documents the student's compliance with the process described above and act as an official recording of the outcome of that process.

If the instructor is no longer affiliated with NewSchool or is not able to be contacted within the required time frame to discuss the matter further, the decision of the Faculty Appeal Committee, with the concurrence of the program chair and chief academic officer, will be final.

If the faculty member decides not to change the grade and files a written statement of his or her position with the program chair and the chief academic officer, the chair and the chief academic officer make the final decision about the grade change and are authorized to do so. Should this rare situation occur, the chair and the chief academic officer will document the reasons for their decision and send such documentation to the faculty member, to the registrar to place in the student's file, and to human resources (HR) to place in the faculty member's file.

## **GRADE CHANGES**

A Grade Change Form can be obtained from the Registrar's Office or electronically from the student portal. A grade change must be completed within 1 quarter of the end of the class.

## **REPEATING COURSES**

Students are allowed to attempt a course three times. If a student cannot earn a minimum passing grade in three attempts, the student may be dismissed from NewSchool. Nonpassing grades include the grades of F and W. Original credits for repeated courses do count as attempted credits but do not count in calculating GPA. The repeated course attempt will be included in the student's GPA regardless of a passing grade on the second or third attempt. Courses in which students receive a grade of D+ or below may not be repeated on a credit/no credit basis. Credit for a repeated course will be given only once, but the grade assigned at each enrollment is permanently recorded. If, however, a student receives a grade of I upon repetition of a course, the grade of D+, D, D-, or F, will continue to be computed in the GPA until the I grade is replaced. A letter-grade of I for a course will lapse to an F if the course is not completed within 1 consecutive quarter. Transfer credits from another institution will not be accepted as a makeup grade for the course.

## **ATTENDANCE POLICY**

Because of the professional nature of education at NewSchool, students should strive for 100% attendance in all scheduled classes. NewSchool classes are experiential, and attendance for the entire class is required. The following attendance policy is modeled after attendance expectations in the workplace and is consistent with NewSchool's commitment to "a culture of professional practice" (NewSchool mission statement).

Instructors provide important information and guided practice. Students must participate in discussions, reviews, critiques, and seminars. Lack of attendance and/or participation will impact the student's success and, potentially, progress through the program of study.

Instructors may call roll of the student names listed on the attendance roster at any time during the class, for each day that the course meets during the quarter. Students who are tardy may have points or a percentage deducted from the cumulative total for the course. (Refer to the instructor's course syllabus for details on tardiness.)

Course absences count against the minimum 70% attendance requirement or as stated on the course syllabus or in the department rules. Students who are absent due to an extenuating circumstance may submit documentation (e.g., doctor's note) to their instructor in support of a request for an excused absence. Students may make up work from excused

absences; however, because NewSchool classes are highly participatory, even excused absences may prevent students from making required progress. In these cases, the faculty will work with Academic Advising to act in the best interest of the student's academic progress.

### **ACADEMIC WRITING STYLE**

To ensure academic integrity, NewSchool recognizes the American Psychological Association (APA) citation style for all scholarly work at NewSchool. Unless an alternate style is specified by an instructor, all students are expected to know and use APA conventions per the Publication Manual of the American Psychological Association.

### **ATTENDANCE REQUIREMENTS**

A student must meet the attendance requirements as stated on the course syllabus to earn a passing grade in each course. Students with attendance problems may be advised, reassigned, failed, or dismissed.

### **MEDICAL/COMPASSIONATE/MILITARY LEAVE OF ABSENCE**

A medical/compassionate or military Leave of Absence (LOA) request may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) or military deployment prevents a student from continuing his or her classes and in which Incompletes or other arrangements with the instructors are not possible, either because the student has not made sufficient progress or because it is unlikely the student will be able to complete the required work during the subsequent term.

Usually, consideration is for a complete withdrawal for the term for up to 1 year without penalty to reapply for admission. All petitions for LOA require thorough and credible documentation from a medical professional or other external source. A student may request and be considered for a medical LOA when extraordinary circumstances, such as a serious illness or injury, prevent the student from continuing classes. The medical LOA policy covers both physical health and mental health difficulties.

A student may request and be considered for a compassionate LOA when extraordinary personal reasons not related to the student's personal physical or mental health (e.g., care of a seriously ill child or spouse, a death in the student's immediate family) prevent the student from continuing in classes.

### **PROCESS**

Students seeking LOA should discuss the process with Academic Advising and with the program chair. If a LOA is determined to be in the student's best interest, the student should obtain the appropriate form from the Registrar's Office. Students will receive a W on their transcript for courses from which they withdraw during the quarter.

Students seeking LOA need to confer with the offices of the Bursar and Financial Aid to understand any financial implications of withdrawing for a period of time. International students should consult with the registrar and the International Enrollment Office to determine the impact of the withdrawal on their visas and student status.

Appropriate documentation for a medical LOA consists of a letter from the attending healthcare provider that specifies the following:

- The date of onset of illness
- The dates you were under professional care
- The general nature of your medical condition and why/how it prevented you from completing your coursework
- The date of your anticipated return to school
- The last date you were able to attend class

Appropriate documentation for a compassionate LOA is dependent upon the nature of your circumstances. Your program chair or academic advisor can provide advice in this area.

A completed Petition for LOA must be submitted to the Registrar's Office for processing. A copy will be placed in the student's academic record. All medical or compassionate documentation will remain confidential and will be on file in the academic advisor's office. The student should contact his or her academic advisor when planning to resume coursework at NewSchool.

### **INCOMPLETE GRADES**

Incomplete (I) grades may be assigned only when academic work has been interrupted by circumstances beyond the student's control. Incomplete grade requests must be initiated by the student and approved by both the instructor of record and program chair by filing a petition in the Registrar's Office. The petition must be submitted by the student, along with appropriate documentation outlining the circumstances, to both the instructor and the program chair for their approval and signature before the last day of the quarter in which the Incomplete will be granted.

The student must complete all academic work to replace the I grade according to the terms of the agreement with the instructor of record by the end of the next consecutive academic term or the grade will be determined to be an F. The grade of I counts as credits attempted but does not affect GPA.

In addition, the student must file a completed Petition for Removal of Incomplete Grade to the Registrar's Office. The petition to remove the incomplete grade is presented to the instructor of record, who determines the final grade. The completed petition is submitted to the Registrar's Office to record the final grade in the student's academic record.

## **WITHDRAWAL POLICY**

### **Withdrawal before the seventh day of the part of term, during add/drop period**

Students are held responsible for completion of every course in which they register or for withdrawal from courses they do not intend to complete during the add/drop period. Dropping a course or courses during the add/drop period of registration does not constitute a withdrawal under this section and means that no entry for that semester will be made on the student's transcript. If a student does not attend a course during the add/drop period then the student will be administratively dropped from that course due to lack of attendance. If the student does not attend any course during the add/drop period then the student will be administratively withdrawn from NewSchool. Documented extenuating circumstances may be considered by NewSchool.

### **Withdrawing after the seventh calendar day of the term and prior to 70% completion of the course**

Any course from which a student withdraws after the seventh calendar day of the part of term will be represented on the student's transcripts with a grade of W, which indicates a withdrawal from the course. A grade of W is not used in calculating CGPA. It is, however, calculated negatively towards the student's successful completion rate (SCR). Students should refer to the catalog for regulations regarding Satisfactory Academic Progress (SAP), Title IV funding, VA funding, and grant eligibility. Students are required to speak with their academic advisor prior to withdrawing from any course.

### **Withdrawal past 70% of the part of term**

Withdrawal during the final 30% of instruction is not permitted except under documented extreme circumstances. Request for permission to withdraw under these circumstances must be made in writing via a Petition for a Late Withdrawal Form available in the Registrar's Office. The requests and approvals shall state the reasons for the withdrawal. These requests must be approved by the chief academic officer or designated appointee. Failure to initiate the withdrawal process after Week 7 of the quarter will result in a grade earned and will remain part of the student's permanent record.

### **Failure to register for upcoming term**

Students who do not return for the next academic term and do not file an official petition to withdraw or take a leave of absence with the Registrar's Office are administratively withdrawn from NewSchool.

## **LATE WITHDRAWAL POLICY**

Under the circumstances below a student may petition for a late withdrawal from a course and be eligible for a W grade after completion of 70% of the course. These documented reasons must have a direct impact on the student's ability to continue and complete his or her coursework.

- Documented military duty that inhibits the student's ability to complete course work
- Documented medical or family medical emergency
- Documented death in the family
- Documented act of nature

Additional reasons may be reviewed by the Registrar's Office and program chair or a designated appointee from the Chief Academic Officer. For students to be eligible for a late withdrawal, they must submit the completed Petition for a Late Withdrawal Form to the Registrar's Office prior to the last day of regular class with all appropriate supporting documentation. A request for an incomplete (I) grade in any course cannot be replaced by a late withdrawal request.

## **ABSENCE FROM EXAMS**

Unforeseen emergencies or circumstances, including serious illness or death in the family or other obligation, may occur and conflict with prior scheduled exams or reviews. A student who is absent from an exam is required to provide the instructor with documentation that includes detailed information (e.g., dates of a conflicting event, a doctor's note stating "the student should be excused due to medical issue") as evidence of the student's inability to complete the exam on the original prescribed date. The student is allowed to make up the exam or review. This will be scheduled by the instructor through the academic department, which may have the exam proctored by a department member.

## **LEAVE OF ABSENCE**

NewSchool students are expected to attend a minimum of 3 consecutive academic quarters within a 12-month period. If circumstances such as a medical emergency, family emergency, military obligations, or work/scheduling conflicts prevent a student from attending 1 quarter, other than the summer quarter, a Request for Leave of Absence (LOA) Form must be obtained from the Registrar's Office and completed by the student. The request must include the reason for the leave, an effective date of the leave, and the quarter the student plans to return. Students receiving financial aid must meet with a financial aid representative to complete the request. Students will be granted an LOA subject to the following conditions:



Generally, only one LOA may be taken in a 12-month period.

- LOA may not exceed 77 calendar days in any 12-month period. In the event the student fails to report for class on the date specified, he or she will be automatically withdrawn, and all unused financial aid will be refunded to the appropriate agency. Refund calculations are based on the withdrawal procedure, and all refunds to Title IV will be made according to that regulation.
- If the student does not return by the approved quarter, the student must reapply for admission (with the exception of those on military leave who are obligated for additional service time and cannot return as scheduled). This includes the submission of a new application, application fee, and interview.
- Students with educational loans are advised that a drop below half-time attendance, including an approved LOA, will initiate loan grace periods or repayment in accordance with loan terms.

### **RESIDENCY REQUIREMENT**

All students must complete at least their last 45 credits at NewSchool to fulfill residency requirements for a degree. Students with extenuating circumstances may file a petition with the program chair in order to complete a limited number of these final credits outside of NewSchool.

### **DIRECTED INDEPENDENT STUDY**

Directed Independent Study (DIS) involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student's grasp of the subject matter. Under the supervision of an assigned faculty member, a learning contract must be developed that outlines the specific objectives, text(s), supplemental readings, course requirements, evaluation criteria, and examination dates. Because DIS courses are the exception and not the rule, the number of courses that a student will be permitted to take independently is limited.

- DIS courses are available to students who wish to pursue subject area education beyond the content in courses normally offered during the quarter, or to pursue study or individual research at a broader or deeper level following exposure to course content.
- DIS courses must be supervised by a faculty member with expertise in the subject area.
- DIS courses must be approved by the chair.
- DIS courses may not substitute for a class that is regularly offered as a required or elective course.
- Students on SAP Probation may not enroll in DIS courses.

- Faculty advisors must approve and sign off on a learning contract that details the expectations for the course and the method to be used for grading the work.
- Students are expected to meet with their faculty advisor at least once per week and to document their progress through the term. It is the student's responsibility to present the documentation to the faculty advisor on a regular basis.
- No more than four credits of DIS may be taken in a quarter, and no more than eight credits may be counted toward a degree.
- Faculty advisors are responsible for confirming course completion to the Registrar's Office and that credit will be granted.
- DIS courses are subject to the same policies governing adds/drops, grading, academic progress, and tuition as all NewSchool classes.

### **SMALL COURSE COHORT DIRECTED STUDY**

NewSchool may offer courses as Small Cohort Directed Study (SCDS). These courses are offered at the discretion of NewSchool when course enrollment is below 5 students. The modality of the SCDS allows the instructor to offer more flexible meetings times to students to achieve the same learning outcomes as would be achieved should the student have taken the course in the traditional lecture/lab modality. Courses offered as SCDS are not considered directed independent study (DIS) courses.

### **DISTANCE EDUCATION**

NewSchool currently offers distance education through online course work in selected Integrative Studies required courses and electives, and in the Master of Construction Management (MCM) program, which is conducted entirely online.

Online Integrative Studies and certificate course work is part of the school's undergraduate curriculum and does not involve different admissions requirements. Likewise, admission to the MCM program follows the requirements for other NewSchool graduate programs. There are no special costs and/or fees associated with the online course work. Some required textbooks may be purchased online.

The delivery method for Integrative Studies, certificate, and MCM online course work is asynchronous. Students are expected to successfully complete an online tutorial, the "Student Readiness Orientation," before commencing classes.

Specific hardware and software requirements are listed below. It is the school's policy that mailed responses or evaluations of written material, such as papers, assignments, projects, etc., will be sent no later than 1 week after receipt. Additional information about online courses is available from the departments that offer them.

NewSchool programs and courses are of high quality and student-centered regardless of modality of delivery. NewSchool expects reasonable response times from all instructors. Specifically, mailed responses or evaluations of written material, such as papers, assignments, projects, etc., will be sent no later than 1 week after receipt if assignments are requested through the mail and are postmarked by the expected due date.

## ONLINE INTEGRATIVE STUDIES AND CERTIFICATE COURSES

### Browser Recommendations for Windows Users

- Windows 7 - Compatible: Internet Explorer 8, Firefox 3.5
- Vista (64-bit) - Compatible: Internet Explorer 8, Internet Explorer 7, Firefox 3.5, Firefox 3.0
- Vista (32-bit)
  - Fully supported: Internet Explorer 8, Firefox 3.5
  - Compatible: Internet Explorer 7, Firefox 3.0
- Windows XP
  - Fully supported: Firefox 3.5
  - Compatible: Internet Explorer 8, Internet Explorer 7, Firefox 3.0
- Browser Recommendations for Mac Users
- Mac OSX 10.6 Snow Leopard
  - Fully supported: Safari 4.0, Firefox 3.5
  - Compatible: Safari 3.X, Firefox 3.0
- Mac OSX 10.5 Leopard - Compatible: Safari 4.0, Safari 3.X, Firefox 3.5, Firefox 3.0
- Mac OSX 10.4 Tiger - Compatible: Safari 4.0, Safari 3.X, Firefox 3.5, Firefox 3.0

### Notes

- Fully supported browsers have been fully tested and supported.
- Compatible browsers are partially tested but should function properly.
- Java™ Runtime Environment 6 (JRE™ 6) update 13 or higher is the only supported JRE.
- Firefox 1.x and 2.0 are not supported.
- Safari 2.0 is not supported.
- Google Chrome is not supported.
- The above information was adapted from a Blackboard Inc. support document for the Blackboard Learning Suite.

## ONLINE MASTER OF CONSTRUCTION MANAGEMENT

### Hardware Requirements

- Broadband Internet access
- Windows XP/Vista/7 (Mac users should consult an enrollment specialist.)
- 4 GB of RAM minimum
- 40 GB free hard drive space
- DVD drive, speakers, and headphones connected to the computer
- Inkjet or laser printer
- Digital camera

### Software Requirements

- Web browser (Internet Explorer ver. 7.0 or higher or Firefox ver. 3 or higher)
- Microsoft Office (MS Word, MS Excel, MS PowerPoint)\*
- Microsoft Project Professional\*
- Autodesk Navisworks (Manage) 2012 or higher\*\*
- Autodesk Revit (Architecture)\*\*
- Adobe Reader ver. 9 or higher
- Adobe Flash Player ver. 10 or higher
- Apple QuickTime ver. 7 or higher
- Windows Media Player ver. 11 or higher
- Antivirus software (e.g., McAfee or Norton) installed, running, and kept current by promptly installing the upgrades and patches made available by the software manufacturer

\* Discounted student pricing available for NewSchool students through MBS Direct Academic Superstore at <http://mbs.academicsuperstore.com/products/Microsoft>.

\*\*Autodesk Navisworks (Manage) 2012 or higher and Autodesk Revit (Architecture) are available for free student download at [http://students.autodesk.com/?nd=download\\_center](http://students.autodesk.com/?nd=download_center).

During the course of the program, requirements (either hardware or software) may change from the original technology recommendation. Students are responsible for keeping apprised of changes to these requirements and complying with all such changes.

Courses may use additional or downloadable software that may impose additional requirements. Students should consult the vendor website for details and their course syllabus for course-specific software requirements.

## STUDY AT ANOTHER INSTITUTION OR STUDY ABROAD

### STUDY ABROAD

Structured travel and study in a foreign country provides students with unparalleled experiences in the broader built environment.

NewSchool offers several opportunities for students to study abroad and also sponsors international programs for students to study in San Diego. Students should consult the Registrar and Academic Advising offices to ensure proper credit toward their degree programs.

It is advised that a student with a disability meet with the disability coordinator as soon as she or he is accepted to the program in order to discuss and arrange any accommodations while abroad. Reasonable accommodations vary greatly and depend upon individual needs, travel destinations, and academic programs.

### COPENHAGEN

The Danish Institute for Study Abroad program (the Denmark program), based in Copenhagen, is open to undergraduate architecture students who have completed four years of their program and graduate architecture students who have completed two years of their 4+3 program or one year of their 4+2 program. NewSchool students join fellow travelers from other architecture programs in exploring the culture, history, and architecture of Scandinavia. Visits to important sites are an important component of the Denmark program, and there are opportunities for travel outside of Copenhagen. Credit for selected required architectural design studios is available.

### OTHER LAUREATE INTERNATIONAL UNIVERSITIES

Students may also take advantage of opportunities to study at other Laureate International Universities. The world-wide network of affiliated schools offers a broad array of programs at both graduate and undergraduate levels, for study programs varying from a few weeks to a full term. Interested students should consult the chair of their program for further information. Interior, product design, and undergraduate architecture students have the opportunity to study at Domus Academy in Milan, Italy, as part of their curriculum.

### APPLICATIONS

Applications for all summer programs are available during the prior winter quarter from the Registrar's Office.

### REQUIREMENTS

A student wishing to take advantage of the educational and cultural opportunities that study abroad offers must complete the following steps:

- Meet the eligibility requirements for the selected program.
- Complete a study abroad contract outlining transferability of courses, performance expectations, and liability specifications, available from the Registrar's Office.
- Determine eligibility to use Title IV financial aid for costs associated with study abroad.
- Work with the Financial Aid Office to ensure proper aid administration during the time abroad.
- Obtain a passport and any necessary visas, and register with the U.S. embassy or consulate.

Note: NewSchool reserves the right to determine which study abroad program providers it will accept transfer credits from based on transferability of classes, program quality, and accreditation status. The appropriate program chair will determine credit transfer acceptance.



## FACILITIES AND EQUIPMENT

Students at NewSchool study in classrooms and studios designed to promote collaborative, integrative learning in a professional environment. Learning spaces at NewSchool meet or exceed expectations of professional guidelines. Students have access to equipment and materials unique to their programs of study. Specific examples follow:

Program of Study	Facilities/Equipment
Interior Architecture & Design	Materials library
Architecture	Materials lab, 3-D printer
All programs	Specialized software such as Revit, Rhino, Unity, ZBrush, Unreal Render Engine, Maya



## SUMMER PROGRAMS

### DESIGN CAREER WEEK

High school juniors and seniors interested in the creative arts can explore their passions in a 1-week interactive design studio at NewSchool. Students will participate in a spectrum of design experiences, guided by practicing designers and architects. Participants in the Design Week program will engage in a broad array of design projects in digital arts, architecture, interior architecture and design, and building design as they learn about careers in these fields.

### SUMMER COURSES

Students choose from a variety of specially chosen 2-week courses offered between June and August. Each course gives creative students an opportunity to learn from experienced and skilled professionals, where they will be taught how to research and present a creative idea. Selected visits to museums, companies, production sites, and design studios during the programs expose students to the creative and cultural environment in San Diego.

### COURSE LOADS

The programs at NewSchool are rigorous and comprehensive, and require students to have sufficient time to learn, synthesize, integrate, and develop their competencies and expertise over the course of their matriculation. Furthermore, in conjunction with the school's Studio Culture Policy, it is important that students have time to pursue activities and experiences outside of school, to devote to their personal development and their family responsibilities, and to grow intellectually and professionally as a learned person. Time devoted to work must also be considered in establishing reasonable course loads. Consequently, NewSchool's policy on course loads is as follows:

- A full-time course load averages 15 credits per quarter; 12 credits are considered full-time for financial aid purposes.
- A student who proposes to enroll in more than 18 credits for a quarter must secure prior approval from his or her program chair.
- The student's academic record will be reviewed for Satisfactory Academic Progress (SAP) before approval is granted for course loads in excess of 18 credits.

### CREDIT HOUR POLICY

NewSchool uses a credit hour for its academic measurement, based on quarters.

For all NewSchool degree programs and courses bearing academic credit, the credit hour is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of 2 hours of out-of-class student work each week for approximately 15 weeks for 1 semester or trimester hour of credit, or 10–12 weeks for 1 quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the bullet above for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

A credit hour is assumed to be a 50-minute to 60-minute period. In courses, such as those offered online, in which “seat time” does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

A substantial component of any course at NewSchool is time spent outside of class on assignments. For all programs, the expectation is that students will spend 2 hours on out-of-class work (homework) for every 1 hour of contact classroom time each week. For example, a three-credit lecture course meeting 3 hours per week would require 6 hours of out-of-class time spent on reading, papers, projects, and other assignments each week. The same time ratio applies to design studios and other non-lecture-based courses. As the combined total of contact and out-of-class time for a full-time student may be considerable, students must strike a careful balance between academics, employment, and other activities in order to succeed.

## PREREQUISITES

Each course description indicates if there is a prerequisite for that course. It is the student’s responsibility to complete prerequisites prior to registering

FORMAT	10-Week Quarter	Total Hours Per Quarter
1 LECTURE CREDIT	1 Hour Per Week	10 Hours Per Quarter
1 LAB CREDIT	2 Hours Per Week	20 Hours Per Quarter
1 INTERNSHIP CREDIT	3 Hours Per Week	30 Hours Per Quarter
FORMAT	5-WEEK SUMMER QUARTER	TOTAL HOURS PER QUARTER
1 LECTURE CREDIT	2 Hours Per Week	10 Hours Per Quarter
1 LAB CREDIT	4 Hours Per Week	20 Hours Per Quarter
1 INTERNSHIP CREDIT	6 Hours Per Week	30 Hours Per Quarter

for a course. Advisors are available throughout the quarter. It is required that all students receive passing grades in all prerequisite courses before proceeding to the subsequent course. Students registering for upper-division courses (as previously defined) should have upper-division standing.

## DIRECTED INDEPENDENT STUDY

Directed Independent Study (DIS) involves a high level of independence and self-direction on the part of the student—to read, conduct research,



and complete written examinations, reports, research papers, and similar assignments designed to measure the student's grasp of the subject matter. Under the supervision of an assigned faculty member, a learning contract must be developed that outlines the specific objectives, text(s), supplemental readings, course requirements, evaluation criteria, and examination dates. Because DIS courses are the exception and not the rule, the number of courses that a student will be permitted to take independently is limited.

- DIS courses are available to students who wish to pursue subject-area education beyond the content in courses normally offered during the quarter or to pursue study or individual research at a broader or deeper level following exposure to course content.
- DIS courses must be supervised by a faculty member with expertise in the subject area.
- DIS courses must be approved by the chair.
- DIS courses may not substitute for a class that is regularly offered as a required or elective course.
- Students on SAP Probation may not enroll in DIS courses.
- Faculty advisors must approve and sign off on a learning contract that details the expectations for the course and the method to be used for grading the work.
- Students are expected to meet with their faculty advisors at least once per week and to document their progress through the term. It is the student's responsibility to present the documentation to the faculty advisor on a regular basis.
- No more than four credits of DIS may be taken in a quarter, and no more than eight credits may be counted toward a degree.
- Faculty advisors are responsible for confirming course completion to the Registrar's Office and that credit will be granted.
- DIS courses are subject to the same policies governing adds/drops, grading, academic progress, and tuition as are traditional campus courses.

## **INTERNSHIP COURSE**

Students enrolled in DES5561 Internship are assigned grades of CR/NC. One unit of credit requires a minimum of 30 hours of work per quarter. Internships must have prior approval of the faculty advisor and the instructor and are supervised throughout the quarter. Although not required, NewSchool encourages architecture student interns to join the Intern Development Program (IDP), the structured internship process administered by the National Council of Architectural Registration Boards (NCARB). An IDP record is mandatory for professional licensure in most states.

## **COMMENCEMENT CEREMONY**

NewSchool hosts a commencement ceremony at the end of the spring quarter each year. This ceremony is an opportunity for students to celebrate their academic achievements with family, friends, and fellow classmates. Participation does not confirm a degree conferral. Student who are not scheduled to meet all degree requirements at the end of the spring quarter must receive permission to walk in the ceremony. Diplomas will not be handed out at the commencement ceremony.

All students participating in the commencement ceremony must meet the following requirements.

1. Students must submit a Petition to Graduate Form to the Registrar's Office by April 14, 2017.
2. Students must purchase appropriate academic regalia\* by the posted deadline.

\*Regalia must be purchased from NewSchool's authorized vendor

## **QUALIFICATIONS TO REQUEST PERMISSION TO WALK DETERMINATION**

An individual who is seeking permission to walk at commencement must meet fundamental qualifications prior to submitting a request. These qualifications follow.

1. The individual who is seeking to walk at commencement must be within fifteen (15) units of graduation. In addition to the unit requirement, these units must be completed no later than the end of the fall quarter following the Spring Commencement Ceremony.
2. The individual who wishes to walk at commencement must have completed the noncredit course requirement for a portfolio.

## **PROCESS OF PERMISSION TO WALK DETERMINATION**

The process by which an individual requests and is granted permission to walk at commencement when unit requirements for graduation are not yet met must be transparent and rigorous. The following steps in the process must be followed.

1. An individual wishing to gain permission to walk must first acquire a sign off from Academic Advising indicating that the maximum unit allowance to qualify and the plan for graduation prior to the end of the following fall quarter can be met. At this stage Academic Advising must verify that the individual has completed the noncredit portfolio course. Both of these require verification from the Registrar's Office. At this stage of the request the individual must also sign a commitment to complete the required coursework.



2. Once the necessary sign-off from Academic Advising has been accomplished, the student must submit a request to walk at commencement to the program chair. The program chair will then provide an additional sign-off recommending or denying permission to walk. This recommendation will then be sent to the president or the president's designee for approval.
3. With the final approval of the request, the student will be permitted to walk at commencement.

### **DOCUMENT FOR PERMISSION TO WALK**

It is intended that this process will be recorded on a form prepared by the Office of Academic and Student Affairs and the Registrar's Office and entered into the student's record. The signature lines on the form must include the academic advisor, the program chair and the representative of the president, the executive director (dean) of Academic and Student Affairs.



# **Student Support Services**



**NewSchool provides an array of services to support students in their academic experiences to ensure student success.**

### **ACADEMIC ADVISING**

Academic advisors collaborate with students, faculty, and staff to foster an optimal student experience. Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004). Academic advisors encourage students to become responsible learners who are engaged in their own education through promoting students to take ownership over their educational choices. Advising aligns with the NewSchool mission statement through encouraging active participation and involvement both in the local and global communities.

The mission of Academic Advising is to provide quality service to students. Advisors work to engage students in learning and developmental opportunities, empowering and encouraging students to take responsibility in creating and achieving a meaningful and lifelong educational plan.

To contact an academic advisor, for help with any concerns preventing the student from achieving academic success (i.e., course scheduling, mental health counseling, etc.), please email [advising@newschoolarch.edu](mailto:advising@newschoolarch.edu).

### **CAREER SERVICES**

NewSchool students are encouraged to register with the Career Services Office during their first year on campus. The office is located on the first floor of the main campus building. Several services are available to students and alumni to increase their potential of securing employment in their fields of choice. This office provides information about both part-time jobs for current students and full-time employment opportunities after graduation.

During the academic year, a series of career development events and workshops are offered to assist students in résumé development, portfolio development, job search methods, interview techniques, and additional professional development skills. The Career Services Office also supports career development for current students and recent graduates by corresponding with local companies and firms, offering employment and maintaining local job boards and online resources for current students, and sending exclusive weekly job newsletters to recent graduates within their first 6 months after graduation. NewSchool encourages students to utilize networking opportunities on campus as well as in the community, as students will be exposed to many individuals and groups throughout the various technical industries, which often lead to employment.



Career Services coordinates student employment on-campus. All on-campus positions require students to have a CGPA of at least 2.0 and to have completed at least 1 quarter prior to applying. Federal Work Study positions have additional requirements.

NewSchool's placement policies and practices are as follows:

- Prior to graduation (within the last 2 quarters), each student is required to attend the Grad Career Connect, complete and submit the Career Services package, and schedule an initial meeting with a Career Services counselor to begin the initial phases of career development. All exit interview documentation, which consists of the following, must be submitted prior to graduation:
  - A copy of the student's résumé which has been reviewed and verified by an advisor
  - A finalized portfolio, which has been reviewed and verified by an advisor
  - A Pre-Grad Exit Form
  - An Authorization Release Form
  - An Alumni Survey
  - An Employment Verification Form or Waiver Form
- It is the student's responsibility to put every effort into the job search by working in conjunction with Career Services and utilizing the resources provided.
- Career Services makes every effort to provide quality guidance and tools, but ultimately, each graduate is responsible for implementing

those resources to interview well and secure the position.

- Graduates should be prepared to present themselves favorably by exhibiting professional behavior, dressing in a business-like manner, and arriving on time to all interviews and appointments.
- The student should notify the school of any interview or job offers that enhance the employment potential of each graduate.
- The student should bring any change in status (address, phone number, etc.) to the attention of NewSchool.

Note: NewSchool reserves the right to refuse assistance to those students who do not graduate, who are delinquent in their financial obligations to the school, or do not abide by school policies. Career services are provided to current students and alumni only. New students must have begun their first quarter to be eligible.

## DISABILITY SERVICES

### Mission Statement–Disability Services Office

NewSchool is committed to equal access and participation for all persons, including those with disabilities, in academic areas and other sponsored programs. This includes providing reasonable and appropriate academic adjustments/auxiliary aids pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008 (ADAAA). Appropriate accommodations for students with disabilities are provided on an individualized, collaborative, and flexible basis. However, it is the responsibility of the student with a disability(ies) to request any accommodation(s).

## DOCUMENTATION OF DISABILITY

It is the student's responsibility to provide documentation of disability. Documentation must meet the following criteria:

- Generated by a licensed professional in the specific area of disability
- Sufficiently comprehensive, ideally identifying the testing mechanisms, procedures and findings, and the recommended accommodations
- Sufficiently recent to provide an accurate representation of the current disability and its impact on academic endeavors

Although documentation of disability is required, a more critical factor in establishing eligibility for accommodations is the student's description of challenges presented by the disability in the academic environment. The Accommodation Request Form provides an opportunity for the student to describe those challenges.

If the initial documentation does not provide enough information to determine the extent of the disability and reasonable accommodations, the Disability Services director has the discretion to require additional documentation.

Students are responsible for the costs related to obtaining documentation.

Students should allow 30 days after submission of all materials for Disability Services staff to evaluate their applications and reply.

## INTAKE PROCEDURE

Students who have or think they might have a disability should contact Disability Services as soon as possible. The sooner students communicate their needs the better, preferably before the start of the semester. This gives the office time to investigate and discuss options with the student. ADA accommodations are not retroactive. Students with disabilities are protected under the Family Education Rights and Privacy Act (FERPA) which is a law that protects students' educational records and prevents the improper disclosure of these records.

**Step 1: Disclose.** A student should make an appointment to meet with the Disability Services coordinator (DSC) as soon as she or he is accepted into NewSchool and has made a decision to attend. If an accommodation or special equipment is needed for that meeting, the student should notify the DSC immediately upon acceptance. To ensure effective accommodations at the intake meeting, a 2-week notice is beneficial. The DSC will review the eligibility process and relevant forms with the student (Accommodation Request Form, the Release of Information Form, and the Verification of Disability Form—all forms are available online: <http://www.newschoollarch.edu/studentlife/1360.htm>).

**Step 2: Documentation review.** NewSchool is not obligated to provide accommodations until the application process has been completed and accommodations have been officially approved. Students should begin this process early to ensure that accommodations are approved prior to beginning coursework. Students are required to submit all completed forms (as mentioned in step 1) and any supporting documentation to the DSC. All documents provided are kept confidential. All files are kept separate (not in the student's academic file) in a locked cabinet in the Disability Services Office.

**Step 3: Implementation.** Using the documentation of disability provided, the student and the DSC collaboratively determine the most appropriate academic adjustments and review procedures for implementation. Follow-up meetings may be necessary. Students will receive confirmation of approved accommodations, with instructions for initiating accommodations each term. Students are encouraged to discuss their accommodations with their instructors in case there are any questions or concerns regarding implementing them in the classroom. Although the instructor must offer accommodation, she or he is not expected to compromise essential elements and components of the course or evaluation standards. Discussion and negotiation are a normal part of the process. It is

recommended that the students contact the DSC at least once during the quarter to provide updates, ask questions, and discuss and/or problem-solve any issues that arise. Continuing students are responsible for making an appointment with the DSC before they start the quarter to ensure timely implementation of their accommodations for the next quarter.

**Conflict Resolution.** Students must contact the Disability Services Office if the accommodations are not implemented in a timely and effective manner; the DSC can assist with advocating on the student's behalf. Students with disabilities who believe they have been discriminated against on the basis of their disability should contact the Disability Services Office. NewSchool always encourages students to enlist the aid and intervention of the DSC to resolve complaints informally. If informal procedures do not satisfactorily address the student's concerns or if the grievance is directed toward the DSC, the student may fill out the Student Grievance Form, located in the Academic Advising and the Registrar's offices.

Any concerns or complaints regarding disability services should be brought to the attention of the managing of academic Advising. Complaints will be handled in accordance with the school's student grievance policy.

## ENGLISH LANGUAGE PROGRAM

The English Language Program provides support for international and domestic students whose first language is not English in order to help them succeed at NewSchool. Support takes many forms such as tutoring, workshops, classes, and orientations. The English Language Program can help students with a number of items, including the following:

- Understanding and working on specific class assignments, instructors' requirements, and feedback
- Identifying and working on problems with English language skills, including reading, writing, listening, speaking, and pronunciation
- Developing skills and strategies for use in the classroom and with coursework
- Understanding cultural differences and expectations
- Adapting to life in the United States and the school
- Providing moral support
- Finding helpful resources at the school and beyond

## STUDENT SUCCESS CENTER

The Student Success Center (SSC) provides efficient, effective, and relevant learning assistance to all students at NewSchool. This mission is accomplished by offering individual, group, and technology-based tutoring and study sessions in a friendly and inviting atmosphere.

Services include tutoring help for courses in Intermediate Algebra, Trigonometry, Geometry, Statistics, Physics I, Physics II, Statics, and

Structures I. The SSC also offers services to help students with English writing, and software programs are tutored via Lynda.com.

In addition, SSC personnel can assist students with developing critical thinking and analysis skills and applying knowledge to problem solving. Coaching is available regarding time management practices and overcoming procrastination.

## STUDENT LIFE

The Office of Student Life creates educationally purposeful experiences for students and supports a collaborative learning environment. Student Life is dedicated to actively engaging students by encouraging personal and professional growth, multicultural competency, campus and community involvement, civic responsibility, and leadership development. Student involvement in campus activities and student organizations will enhance students' experiences at NewSchool.

**Campus events:** The Office of Student Life coordinates signature campus events including convocation, new student orientation, Welcome Week, student activities, and commencement.

**Student organizations:** There are numerous opportunities to get involved through student organizations. The Office of Student Life maintains an updated list of active student organizations. In addition, students can start their own student organization. Student organizations may include:

- Academic-related organizations
- Professional organizations
- Honor societies
- Sports and recreation
- Cultural organizations
- Service and support

**Student Council:** Student Council is the representative voice for all NewSchool students, and the leaders of Student Council work hard to make sure that the interests of students are heard. The council's goals are (1) to enhance the NewSchool experience for all students; (2) to encourage open, constructive relationships among students, faculty, and staff; and (3) to support an active interaction between students in different degree programs. Together, members of the Student Council aim to achieve these goals by:

- Serving as an advisory body to NewSchool's president, administration, faculty, and staff on issues of concern to students
- Facilitating communication between the administration and student body

# Tuition, Payment & Financial Assistance

Policies and procedures apply to all students unless otherwise designated.



NewSchool assists students with application and eligibility determination for various types of financial aid for items such as tuition, books, meals, and housing. The Financial Aid Office advises on federal and state grant eligibility for those who qualify. Prospective students may complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>. Please contact the NewSchool Financial Aid Office for assistance with the application. The federal processor will calculate students' ability to pay for their education, called the expected family contribution (EFC), according to the federal needs analysis formula. All information submitted to the central processor is subject to various edits.

NewSchool's Financial Aid Office determines financial aid eligibility on the basis of a borrower-based academic year (BBAY), made up of 3 consecutive quarters during which a student must be in attendance for 1 quarter. A student's initial BBAY begins with the first quarter of enrollment at the college.

Note: If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

### **STUDENT TUITION RECOVERY FUND (STRF)**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency

program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TUITION BREAKDOWN	FULL-TIME STUDENTS 12 TO 18 UNITS QUARTERLY RATE	GREATER THAN 18 UNITS PER UNIT RATE	12 UNITS PER UNIT RATE	ESTIMATED TOTAL TUITION COST
UNDERGRADUATE PROGRAMS				
Bachelor of Architecture	\$8,646	\$751	\$751	\$129,690
Bachelor of Arts in Architecture	\$8,646	\$751	\$751	\$103,752
Bachelor of Science in Construction Management	\$8,646	\$751	\$751	\$103,752
Bachelor of Science in Media Design	\$6,695	\$592	\$592	\$80,340
Bachelor of Interior Architecture & Design	\$6,695	\$592	\$592	\$80,340
Bachelor of Arts in Product Design	\$6,695	\$592	\$592	\$80,340
Bachelor of Arts in Design Studies	\$6,695	\$592	\$592	\$80,340
GRADUATE PROGRAMS				
Master of Science in Architecture	\$9,229	\$802	\$802	\$27,687
Master of Architectural Studies	\$9,229	\$802	\$802	\$27,687
Master of Architecture (2-year program)	\$9,229	\$802	\$802	\$55,374
Master of Architecture (3-year program)	\$9,229	\$802	\$802	\$101,519
Master of Construction Management	\$7,169	\$597	\$597	\$28,676

## TUITION AND FEES

Please see the NewSchool website Tuition and Fees page for the most up-to-date tuition and fee information.

## FEE BREAKDOWN

### Student Operation Fee (Per Quarter; Nonrefundable)

(Includes Copy and Printing Fees, Studio, Lab, School Access and ID Card, Library & Career Services, Student Activity Fee) – \$175.00

### Health Insurance Fees

Health Insurance Premium<sup>1</sup> – \$1,980/year

(Health insurance is required and may be waived with proof of comparable coverage.)

<sup>1</sup> Health Insurance Premium is subject to change

## Additional Fees As Incurred

Application Fee (Nonrefundable) – \$75.00

Enrollment Deposit (Nonrefundable)\* – \$200.00

**Enrollment Deposit** – GDD (Nonrefundable)\* – \$2,000.00

\*Deposit will be applied to tuition

**Late Registration Fee** – \$250.00

**Fee to Add or Drop a course After the Add/Drop period** – \$50.00

**Administrative Fee for Tuition Refunds** – \$100.00

(up to 60% of coursework)

**Late Payment Fee** – \$25.00

**Returned Check Fee** – \$35.00

**Transcript Fee** – \$10.00

**Duplicate Diploma Fee** – \$50.00

**Graduation Fee** – \$250.00

(Includes official transcript, engraved diploma, degree audits, and other administrative fees necessary for processing degree conferral)

**Course Challenge Fee** – \$500.00

**Overdue Library Book Fee** – \$0.25/day

**Student ID Replacement Fee** (one replacement free) – \$25.00

### **CASH PAYMENTS**

Cash payments are due in full by the first day of class each quarter or each month. A payment plan must be set-up between the student and Educational Computer Systems, Inc. (ECSI) prior to a term start. A set-up fee of \$20 or \$25 (depending on the length of the plan) is applied to all payment plans and is included with the first payment.

### **FINANCIAL AID PROGRAMS (UNDERGRADUATE)**

#### **FEDERAL PELL GRANT**

A Federal Pell Grant is gift assistance that does not have to be repaid. Pell is awarded to undergraduate students who have not earned a bachelor's or professional degree. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2016–2017 years, the minimum grant for a full academic year for an eligible student is \$577 and the maximum grant is \$5,775. Please note that beginning in the 2012–2013 year, all Pell-eligible students are subject to a lifetime limit. This limit is determined by the Department of Education and amounts to a maximum of 6 years of full-time Pell eligibility. For further questions on your Pell eligibility and the remainder you have left, please see the Financial Aid Office. Pell eligible students who receive aid in excess of tuition costs may request a book voucher up to \$350 in order to purchase books and supplies by the seventh day of the term.

#### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The FSEOG is gift assistance that does not have to be repaid. FSEOG is awarded from limited funds to undergraduate students in their first and final year who have an exceptional financial need as determined by the U.S. Department of Education. Students with an EFC of zero and Pell-eligible recipients may be awarded FSEOG. The maximum annual award varies based on available funding, which varies year to year.

#### **FEDERAL WORK STUDY**

This program offers a limited number of opportunities to students with financial need, allowing them to earn money to help pay for educational

expenses. The program encourages community service work and work related to the student's course of study.

### **FEDERAL SUBSIDIZED DIRECT LOAN**

The Federal Subsidized Direct Loan program provides low-interest loans through the William D. Ford Federal Direct Loan program. Eligibility for this need-based loan is determined by the federal formula as calculated by the FAFSA for undergraduate students who are attending at least half time (six credits per quarter).

- The maximum annual loan amount for the first academic year (grade level 01) is \$3,500, less origination and other fees (if applicable). The minimum annual amount is \$250.
- The maximum loan for grade level 02 is \$4,500.
- This loan is capped at \$5,500 each for undergraduate grade levels 03, 04, and 05.
- Interest does not accrue during periods of enrollment and grace.
- Payments are not required while enrolled at least half time or during the grace period, which is 6 months after the student either leaves school or is enrolled less than half time.
- The minimum payment amount is \$50 per month if the loan can be paid in full in 10 years.
- Federal Subsidized Direct Loans provide many flexible repayment plans, including a plan which takes into consideration the student's ability to make payments.
- The interest rate is set annually on July 1 and becomes fixed for undergraduate loans first disbursed between July 1, 2016, and June 30, 2017.
- Borrowers who have other outstanding Federal Direct Loans may be eligible to consolidate these into one loan payment.
- Aggregate (lifetime) Subsidized Direct Loan limits are \$23,000 for undergraduate loans.

### **GRADE-LEVEL PROGRESSION FOR UNDERGRADUATE PROGRAMS**

#### **Bachelor of Architecture**

Grade Level	Quarter Credits
1	0 to 56.99
2	57 to 103.99
3	104 to 149.99
4	150 to 196.99
5	197 and up

## All Other Undergraduate Programs

Grade Level	Quarter Credits
1	0 to 47.99
2	48 to 95.99
3	96 to 145.99
4	146 and up

On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21; Public Law 112-141) was enacted. MAP-21 added a new provision to the Direct Loan statutory requirements (see HEA section 455(q)) that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

Note: Only first-time borrowers on or after July 1, 2013, are subject to the new provision. Generally, a first-time borrower is one who did not have an outstanding balance of principal or interest on a Direct Loan or on a Federal Family Education Loan (FFEL) Program Loan on July 1, 2013.

The student loan borrower is responsible for knowing the total amount of federal loans borrowed. All information submitted for the purpose of securing a Title IV HEA loan will be submitted to the National Student Loan Data System (NSLDS) and be accessible to authorized agencies, lenders, and institutions. A summary of an individual's federal loan debt is available via the NSLDS at [www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/).

### FEDERAL UNSUBSIDIZED DIRECT LOAN

The Federal Unsubsidized Direct Loan program provides William D. Ford Direct Loan eligibility for students in addition to their subsidized loans and those who do not qualify for a full or partial Subsidized Direct Loan based on their calculated financial need and who are attending at least half time (six credits per quarter). Additionally:

- All undergraduate eligible students may qualify for a \$2,000 Unsubsidized Direct Loan.
- Independent undergraduate students and certain dependent undergraduate students may borrow additional unsubsidized amounts up to \$4,000 per year for the first and second academic years (grade levels 01 and 02) and \$5,000 per year for undergraduate grade levels 03, 04, and 05.
- Aggregate (lifetime) Direct Loan limits for subsidized and unsubsidized loans combined are \$31,000 for dependent undergraduates and \$57,500 for independent undergraduates.

Interest accrued during in-school and deferment periods is not subsidized for these loans, and the borrower is responsible to pay the interest. However, these interest payments can be added to the principal and repaid when the loan enters repayment. Students who are interested in making interest payments while in school should contact the Direct Loan servicer. The interest rate is set annually on July 1 and becomes fixed for undergraduate loans disbursed between July 1, 2016, and June 30, 2017. Repayment terms are the same as the Subsidized Direct Loan except as noted above for in-school and deferment periods.

The student loan borrower is responsible for knowing the total amount of federal loans borrowed. All information submitted for the purpose of securing a Title IV HEA loan will be submitted to the NSLDS and will be accessible to authorized agencies, lenders, and institutions. A summary of an individual's federal loan debt is available via the NSLDS at [www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/).

### FEDERAL DIRECT PARENT PLUS LOAN

The Federal Direct Parent PLUS Loan is a credit-based loan available to parents who wish to apply for additional assistance for their undergraduate dependent's education. The Parent PLUS Loans are made through the Federal Direct PLUS Loan program. The amount of the PLUS Loan cannot exceed the student's cost of attendance less other financial aid. The parent may begin making interest and principal payments 60 days after the loan is fully disbursed, or may contact the Direct Loan servicer to defer payments until 6 months after the student ceases eligible enrollment. PLUS Loan eligibility requires that the student be attending at least half time (six credits per quarter). Federal Direct PLUS loans have a fixed rate set annually on July 1.

The student loan borrower is responsible for knowing the total amount of federal loans borrowed. All information submitted for the purpose of securing a Title IV HEA loan will be submitted to the NSLDS and will be accessible to authorized agencies, lenders, and institutions. A summary of an individual's federal loan debt is available via the NSLDS at [www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/).

### STATE AWARDS

NewSchool is approved to participate in programs funded through the California Student Aid Commission (CSAC). These grants are awarded on the basis of academic achievement and financial need and can only be used at an approved California college or university. Both programs, Cal Grant A and B, are renewable for up to 4 years of undergraduate study, with a fifth year of eligibility for students in the 5-year architecture program. A student must submit a FAFSA by March 2 of each applicant year to be considered for California grants.



- Cal Grant A is awarded to eligible financially needy students for tuition and fees.
- Cal Grant B is awarded to eligible students from economically disadvantaged backgrounds for living expenses and expenses related to transportation, supplies, and books. Beginning with the second year of benefits, the award may also be used for tuition and fees.

To be considered for a Cal Grant, a student must submit a GPA Verification Form that has been certified by a high school or college official no later than March 2 of each application year.

#### FINANCIAL AID PROGRAMS (GRADUATE)

##### **FEDERAL WORK STUDY**

This program offers a limited number of opportunities to students with financial need, allowing them to earn money to help pay for educational expenses. The program encourages community service work and work related to the student's course of study.

##### **FEDERAL UNSUBSIDIZED DIRECT LOAN**

The Federal Unsubsidized Direct Loan program provides William D. Ford Direct Loan eligibility for students who are attending at least half time (six credits per quarter). Additionally:

- Graduate students may borrow up to \$20,500 in Unsubsidized Direct Loans annually.
- Aggregate (lifetime) Direct Loan limits for subsidized and unsubsidized loans combined are \$138,500 for graduate students.
- Payments are not required while enrolled at least half time or during the grace period, which is 6 months after the student either leaves school or is enrolled less than half time.

Interest accrued during in-school and deferment periods is not subsidized for these loans, and the borrower is responsible for paying the interest; however, these interest payments can be added to the principal and repaid when the loan enters repayment. Students who are interested in making interest payments while in school should contact the Direct Loan servicer. The fixed rate is set annually on July 1 for graduate students.

The student loan borrower is responsible for knowing the total amount of federal loans borrowed. All information submitted for the purpose of securing a Title IV HEA loan will be submitted to the NSLDS and will be accessible to authorized agencies, lenders, and institutions. A summary of an individual's federal loan debt is available via the NSLDS at [www.nsls.ed.gov/nslds\\_SA/](http://www.nsls.ed.gov/nslds_SA/).

##### **FEDERAL DIRECT GRADUATE PLUS LOAN**

The Federal Direct Graduate PLUS Loan is a credit-based loan available

to graduate students who wish to apply for additional assistance for their educational costs. Graduate PLUS Loans are processed by the Federal Direct PLUS Loan program. The amount of the Graduate PLUS Loan cannot exceed the student's cost of attendance less other financial aid. Federal Direct Graduate PLUS loans have a fixed rate set annually on July 1. PLUS Loan eligibility requires that the student be attending at least half time (six credits per quarter). Payments are not required while enrolled at least half time or for the 6-month period after the student either leaves school or is enrolled less than half time.

Interest accrued during in-school and deferment periods is not subsidized for these loans, and the borrower is responsible for paying the interest; however, these interest payments can be added to the principal and repaid when the loan enters repayment. Students who are interested in making interest payments while in school should contact the Direct Loan servicer.

The student loan borrower is responsible for knowing the total amount of federal loans borrowed. All information submitted for the purpose of securing a Title IV HEA loan will be submitted to the NSLDS and will be accessible to authorized agencies, lenders, and institutions. A summary of an individual's federal loan debt is available via the NSLDS at [https://www.nsls.ed.gov/nslds\\_SA/](https://www.nsls.ed.gov/nslds_SA/).

#### LOAN COUNSELING

##### **ENTRANCE COUNSELING**

First-time borrowers are required to complete Direct Loan Entrance Counseling prior to receiving the first disbursement of a Direct Loan. Counseling is completed online at <http://www.studentloans.gov> and will help the student understand his or her rights and obligations as a student loan borrower. Loan counseling must be completed before the student can receive loan funds.

##### **EXIT COUNSELING**

Federal regulations require that students complete exit counseling to help them to understand the responsibilities and repayment obligation for their student loans. The U.S. Department of Education has compiled the <https://studentaid.ed.gov/sa/es/sites/default/files/loan-exit-counseling.pdf> to provide a general overview of information to successfully repay the Direct Subsidized and Direct Unsubsidized Loans. For more detailed information about any of the topics covered in this guide, students should review their Master Promissory Note (MPN). Exit counseling is also available online at <http://www.studentloans.gov> or in the Financial Aid Office. This process should be completed:

- Before graduation
- Before transferring to another institution

- Before withdrawal and leaves of absence
- If enrolled less than half time

Students should regularly check with the NSDLS at <http://www.nsls.ed.gov> to manage their student loan portfolio. This database shows the status of loans during repayment, the servicer of the loans, interest rates, and Outstanding Principal Balance (OPB). This database is accessible 24 hours a day and requires access with the student's Federal Student Aid (FSA) ID.

## FINANCIAL AID APPLICATION POLICIES

### STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

#### STUDENT RIGHTS

- Students may decline all or any part of a financial aid award. This must be done in writing.
- Students may cancel a federal loan disbursement within 14 days of the date of disbursement notification and assume responsibility for any resulting tuition account balance.
- Students will be notified in writing of any changes to financial aid eligibility and/or awards.
- Students may request a review of a financial aid application due to special or unusual circumstances that would change the family's ability to pay and/or the cost of attendance. All such requests should be submitted in writing. The Request for Review of Special Circumstances Form is available from the Financial Aid Office. Supporting documentation is required.
- Under FERPA, NewSchool will not release specific information about a financial aid award to third parties without the student's permission.
- Students have the right to contact the Federal Student Aid (FSA) Ombudsman to resolve issues related to student loans. More information on problem resolution and the FSA Ombudsman is provided later in this section.
- Students may contact the director of financial aid with any unresolved financial aid concerns.

#### STUDENT RESPONSIBILITIES

- Students must be admitted by the Office of Admissions to a course of study leading to a degree.
- Students must promptly attend scheduled financial aid appointments.
- Students must provide all documentation as requested by the Financial Aid Office to complete the file. All requested verification or confirmation documents (such as signed copies of tax returns or proof of citizenship) must be provided before NewSchool will finalize the awards.
  - Failure to provide timely documentation may jeopardize the

student's ability to start the next term (unless cash payment is made) or may result in access to limited financial aid funds.

– While the intent is to complete all documentation in time to receive financial aid disbursements for the immediate term, all federally required documentation must be completed no later than the last date of attendance for that academic year. The student must report to the Financial Aid Office any additional resources, scholarships, tuition waivers, and funding from outside agencies, etc., that may also apply.

- Students must accept or change the awarded loan amounts through their student portal.
- Students must maintain SAP as described in this publication.
- Students must immediately inform NewSchool of any address changes.
- Students must complete loan entrance counseling as requested, and loan exit counseling upon graduation, withdrawal, or enrollment in fewer than half-time credits for a term, if the student is a federal loan applicant.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

#### STUDENT ELIGIBILITY REQUIREMENTS

To receive aid from any of the federal student aid programs administered by the Financial Aid Office, a student must meet all of the following criteria:

- Be a U.S. citizen or eligible noncitizen
- Have a high-school diploma or a GED certificate, or pass an approved ability-to-benefit (ATB) test
- Enroll in an eligible program as a regular student seeking a degree or certificate
- Register (or have registered) with the Selective Service if a male between the ages of 18 and 25
- Have a valid social security number
- Meet satisfactory academic progress standards
- Not be in default on a federal student loan or owe money on a federal student grant
- Not exceed the lifetime aggregate or annual loan limits without documentation that the debt has been reaffirmed
- A conviction for any offense, during a period of enrollment for which a student is receiving Title IV financial aid, under any federal or state law involving the possession or sale of illegal drugs, will result in the loss of eligibility for any Title IV grant, loan, or work assistance.

## Step One – Application Forms

NewSchool encourages students to begin the financial aid process as early as possible. In fact, students may begin the financial aid application process before full acceptance by the college. The annual application procedure for new and continuing students is as follows:

- Complete the FAFSA via the Internet at <https://fafsa.ed.gov>
- List NewSchool using the school code 030439

## Step Two – Additional Documentation

Once the FAFSA is completed, the Financial Aid Office will advise the student of any additional documentation requirements. Required documentation may include tax returns, transcripts, and proof of permanent residency or citizenship.

## Step Three – Award Determination and Acceptance

Financial aid is awarded by academic year based on:

- The family's ability to contribute as determined by the federal formula
- The overall cost of attending NewSchool
- Merit (for non-federal awards)
- Other eligibility criteria including credit load (The dollar amount of the student's financial aid is affected by the number of credit hours the student takes each quarter and will be adjusted after the add/drop period each quarter.)
- Program-specific requirements

The cost of attendance includes tuition fees, room, board, books, supplies, and miscellaneous expenses and is based on the California Student Aid Commission expense budgets and survey information. NewSchool estimates 2016–2017 indirect costs as follows:

- \$3,520/quarter room and board budget for students living off campus
- \$880/quarter room and board budget for students living with their parents
- \$1,108/quarter estimated transportation expenses, depending on if the student is living with parents
- \$1,890/quarter estimated miscellaneous expenses, such as clothing, entertainment, and personal items, depending on if the student is living with parents

The definition of an academic year for degree programs is 36 quarter credits and 30 weeks.

Financial aid is awarded on a rolling basis as FAFSAs are received. When all necessary documents have been received, the financial aid advisor will prepare an award letter using the most beneficial package of available funds for which the student is eligible. The award letter detailing specific awards and amounts for each term in the academic year is sent to the

student or available online through the NewSchool student portal with enclosures of additional forms and information pertinent to the awards.

- The student must review the offer and either accept or decline the award(s).
- Student loans and most other aid will not be certified until the borrower formally accepts the awards.
- Aid will not be processed until all required documents are completed and returned. The Master Promissory Note (MPN) must be signed electronically or signed and returned to the Financial Aid Office.

Students and parents may obtain additional federal loan funds without having to sign a new MPN for each academic year or period of enrollment. However, NewSchool requires active confirmation of each loan offered, which means the school must receive acceptance of the new loan amount before proceeding to certify the new loans.

Although NewSchool has no financial aid deadlines, some funds are limited. Students who complete the process early have greater opportunity to access these funds. It is important for students to respond promptly to any requests for additional clarification or documentation. Students are encouraged to submit their 2016–17 FAFSAs as soon as possible after January 1, 2016. After financial aid has been awarded and accepted, a student with a remaining tuition balance for a term must make payment arrangements with the Business Office.

## Step Four – Disbursement of Funds

A portion of each award is typically credited to the student's tuition account each term. Please note that state programs and some institutional awards do not provide disbursements for the summer term. A first-year, first-time borrower's account will not be credited with Direct Loans until the student completes loan entrance counseling.

As with all financial aid, the student may lose eligibility in whole or part based on the number of credits for which they are registered. It is highly recommended that students notify the Financial Aid Office of any schedule changes after financial aid has been disbursed. Not doing so may result in funding being returned, leaving the student owing money to the school.

Disbursement occurs 10 days after the start of the term. At this time aid will be disbursed to eligible students.

Most financial aid is disbursed electronically to the student's account in accordance with the terms/amounts listed on the accepted award letter once enrollment status and progress have been confirmed.

## VETERANS

NewSchool is approved to train veterans and other eligible persons under Title 38, United States Code. NewSchool follows U.S. Department of Veterans Affairs (VA) regulations and related military regulations in



administering student financial and academic affairs for veteran and military students.

Eligible veterans and dependents as defined by the VA can be accepted for education. Eligible veterans and dependents may file an application either with NewSchool or the VA.

Veterans are subject to the same rules and regulations that govern other students. Absences and tardiness will be reported to the VA in accordance with current VA directives. The tuition and refund policies of the school were detailed earlier in this publication. Rules governing VA benefits/veterans and Title IV funding from the Department of Education may not be the same. Please see your VA certifier for more details.

NewSchool maintains a written record of previous education and training of the veteran or eligible person, grants appropriate credit for equivalent coursework, clearly indicates the credit granted for transfer credits on the student record, shortens the training period proportionately, and notifies the student.

A veteran or eligible person who at the end of 2 consecutive quarters on probation has failed to earn a GPA of 2.0 or higher for undergraduate programs or 3.0 or higher for graduate programs will have his or her VA educational benefits terminated. Current VA directives prohibit the payment of benefits for any period of training designated as make-up time.

## **YELLOW RIBBON**

For the 2016–2017 school year, NewSchool has committed to an unlimited number of students in the Yellow Ribbon program and no maximum amount of Yellow Ribbon funds. The Yellow Ribbon program is designed to assist students whose tuition and fee costs exceed the annual Post 9/11 GI Bill. The VA will match NewSchool's contribution dollar for dollar per student.

Only veterans entitled to the maximum benefit rate, as determined by service requirements, or their designated transferees may receive this funding. Active-duty service members and their spouses are not eligible for this program. Child transferees of active duty service members may be eligible if the service member is qualified at the 100% rate.

## **INSTITUTIONAL SCHOLARSHIPS AND AWARDS**

NewSchool provides merit and need-based scholarships. Specific, updated scholarship information is available in the Financial Aid Office. Please call 619-684-8818 or visit [www.newschoolarch.edu](http://www.newschoolarch.edu). All scholarships and institutional awards are based on availability and subject to change. Current scholarships offered include:

### **INSTITUTIONAL SCHOLARSHIPS**

#### **INTERNATIONAL STUDENT SCHOLARSHIP PROGRAM**

This scholarship program is designed to help and reward talented international students in launching their creative careers at NewSchool.

## **MILITARY DISCOUNT**

Students who are active duty, reserves, and veterans of the U.S. Air Force, Army, Navy, Marines, and Coast Guard, as well as their spouses, qualify for 15% off tuition.

## **NEWSCHOOL SCHOLARSHIP**

NewSchool celebrates and recognizes academic and design excellence. NewSchool also recognizes the individual financial circumstances of our students. Therefore, NewSchool offers a scholarship program that is both merit and need based. Student's GPA and financial need is reviewed to determine eligibility. The minimum required GPA for undergraduate and graduate students is 2.70. Students are required to complete the NewSchool common scholarship application. The FAFSA is also required if a student wishes to be considered based on financial need. The scholarship is renewable based on satisfactory academic progress.

## **PILLARS SCHOLARSHIP**

This scholarship is funded by the NewSchool Foundation in honor of former NewSchool president Dr. Steve Altman to provide financial support for NewSchool students who demonstrate academic achievement and commitment to one or more of the following pillars.

- International commitment
- Urban Engagement
- Environmental sustainability
- Preparation to practice

## **PRESIDENT'S AWARDS**

NewSchool celebrates and recognizes academic and design excellence. NewSchool also recognizes the individual financial circumstances of our students. Therefore, NewSchool offers a limited number of merit and need based scholarships for our continuing students. These are one time awards, and based on availability of funds. Students applying for the President's Merit Award must submit a letter of intent, portfolio project, and letters of recommendation. Students applying for the President's Need Based Award must submit the FAFSA as well as a statement of financial need and any additional financial documentation, as needed.

## **UNDERGRADUATE SCHOLARSHIPS**

### **ACE/MENTOR PROGRAM**

This program brings together architects, contractors, and engineers (ACE) to provide encouragement to high school students interested in entering careers in construction and design-related fields. Please visit <http://www.acementor.org> to find out if the student's high school participates in this program and learn more about application requirements.

## **COMMUNITY COLLEGE TRANSFER SCHOLARSHIP**

NewSchool has partnered with a select group of architecture and design-focused community colleges in the United States. As a part of the premier partnership benefits, students attending these colleges qualify for 15% off tuition. The award requires students to meet all NewSchool admissions requirements. The award may not be stackable with other university scholarships.

## **EARLY ACTION SCHOLARSHIP**

NewSchool offers one-time scholarships for new, incoming freshmen who meet the early action application deadline. Students must meet all admissions requirements, complete their application (with all supporting materials), and pay the required tuition deposit by the early application deadline that is announced annually.

## **THE PARTNERS IN DESIGN EDUCATION SCHOLARSHIP**

This scholarship is awarded by teachers and counselors from partner institutions to students with exceptional academic achievement and creative talent.

## **GRADUATE SCHOLARSHIPS**

### **AIA SCHOLARSHIP**

The AIA San Diego Scholarship is available for students interested in pursuing a master's degree in architecture and further contribute to the growing fields of neuroscience in architecture and healthy urbanism.

### **ALUMNI SCHOLARSHIP**

NewSchool provides a scholarship for eligible alumni who are interested in pursuing further education at NewSchool. The annual scholarship is equivalent to a 25% reduction of tuition costs. The award may not be stackable with other university scholarships.

## **CONSTRUCTION INDUSTRY PARTNERSHIP SCHOLARSHIP**

NewSchool has partnered with a select group of leading construction management companies in the United States. As a part of the industry partnership benefits, students who are employed by one of the industry partnership companies qualify for 15% tuition reduction. The award requires students to meet the NewSchool admissions requirements for the Master of Construction Management program. The award may not be stackable with other university scholarships.

## **ALTERNATIVE (PRIVATE) LOANS**

The Financial Aid Office will assist borrowers with applications for credit-based alternative or private loan programs utilized by NewSchool students and their families. Under no circumstance does NewSchool or the Financial Aid Office recommend one lending institution over another. It is



the sole responsibility of students and their families to research and choose the loan product that best suits their needs. Students and their families may also consider other consumer loan options available through their current lending institutions. We strongly encourage students and their families to ensure that all federal educational aid program eligibility has been exhausted before considering private or alternative loans, as these are generally more expensive and have less generous repayment terms.

### CHOOSING A PRIVATE LOAN

When choosing a private education loan, students should compare the loan terms offered by several lenders to choose the best fit for their situation. A resource for finding active, private-education loan programs is [www.elmselect.com](http://www.elmselect.com). When choosing a lender, the student should make

sure that NewSchool is eligible for their loan programs.

### COMPARING PRIVATE LOANS AND FEDERAL LOANS

Private education loans may have significant disadvantages when compared with federal education loans. We strongly encourage you to first borrow any federal loans for which you are eligible. The chart below will help you in understanding the differences between federal and private loan funds.

### TRUTH IN LENDING ACT (TILA)

Under the federal TILA, the lender must provide the student with the following documents:

- Self-Certification Form: The student must complete this form and return

## COMPARISON CHART OF FEDERAL AND PRIVATE EDUCATION LOANS

	FEDERAL LOANS	PRIVATE LOANS
CREDIT CHECK REQUIRED?	STAFFORD: NO • PLUS/GRADPLUS: YES [LIMITED]	YES
CREDIT SCORE/DEBT-TO-INCOME CONSIDERED?	STAFFORD: NO • PLUS/GRADPLUS: NO	YES
COSIGNER REQUIRED	STAFFORD: NO • PLUS/GRADPLUS: USUALLY NO	USUALLY YES
DEFERMENT OPTIONS	SEVERAL OPTIONS	DEPENDS ON LENDER
GRACE PERIOD	STAFFORD: 6 MONTHS	DEPENDS ON LENDER
INTEREST RATE	FIXED	USUALLY VARIABLE
LOAN FEES	STAFFORD: UP TO 1.05% • PLUS: UP TO 4.2%	DEPENDS ON LENDER
FLEXIBLE REPAYMENT OPTIONS	MANY OPTIONS AVAILABLE	GENERALLY NONE
LOAN FORGIVENESS OPTIONS	SEVERAL OPTIONS	GENERALLY NONE
PENALTIES FOR EARLY REPAYMENT	NONE	DEPENDS ON LENDER

it to the lender before receiving the first disbursement of loan funds.

- Final Disclosure and Right-to-Cancel Period: After signing the promissory note, the Final Disclosure Statement confirms the terms and conditions of the loan. At the time that this final disclosure is delivered, the right-to-cancel period begins. During this period of 3 to 6 days, the student may cancel the loan by contacting the lender. The lender cannot release the first disbursement of loan funds until the end of the right-to-cancel period.

## **RESIDENCY IN STATES OTHER THAN CALIFORNIA**

Students with residency in states other than California may contact their state education agency for additional information. Telephone numbers and links to state agency websites can be found at: [http://wdcrobcolp01.ed.gov/Programs/EROD/org\\_list.cfm?category\\_ID=SHE](http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE)

## **STIPENDS/CREDIT BALANCES**

Stipends are student refund checks issued to students showing a credit balance on their account ledger after financial aid has been posted. Post-census stipends generally become available after the add/drop period to ensure that all charges have been posted correctly to the student account. Any changes the student makes to his or her registered units, whether before the end of the add/drop period or through appeals after the close of census, can affect the amount of aid received. This can include the loss of funding and the creation of a balance the student will owe the school.

## **STUDY ABROAD OR AT ANOTHER INSTITUTION**

A NewSchool student's enrollment in a program of study abroad approved for credit by NewSchool may be considered enrollment at NewSchool for the purpose of applying for assistance under the federal Title IV financial aid programs. All required documentation and financial aid arrangements must be completed before the student leaves for the study abroad experience.

## **REFUND POLICIES**

### **STUDENT'S RIGHT TO CANCEL**

- A student has the right to cancel an agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, a student also has the right to stop school at any time; and the right to receive a pro rata refund if he or she has completed 60% or less of the scheduled quarter through the last day of attendance.
- Cancellation may occur when a student provides a written notice of cancellation at the following address: 1249 F Street, San Diego, CA 92101. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when

deposited in the mail properly addressed with proper postage.

- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.
- If the enrollment agreement is cancelled, the school will refund the student any money he or she paid, less an application fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

## **FEDERAL RETURN OF TITLE IV FUNDS**

The Return of Title IV Funds (R2T4) policy determines the amount of federal loan and grant (Title IV) aid a student may retain based on the amount of time spent in attendance. Title IV funds include Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Subsidized Direct Loan, Federal Unsubsidized Direct Loan, or Federal Direct PLUS Loan. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

### **CREDIT BALANCE**

If a Title IV credit balance remains after calculation of both the institutional refund and the R2T4 policies, the balance will be paid to the student unless the student requests the additional credit be returned to federal student loans.

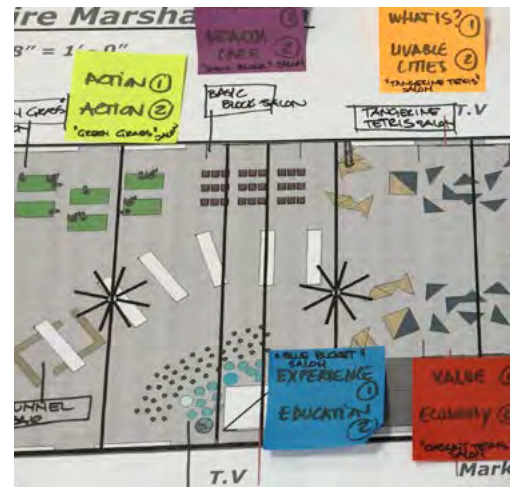
### **ADDITIONAL FUNDS**

If a student earned more Title IV aid than was disbursed, the institution will credit earned grant funds to unpaid institutional charges and will disburse additional earned grant funds to the student. Any unpaid earned loan funds will be offered to the student to apply to unpaid institutional charges, and any additional amounts will be offered to the student. The student should accept these funds within 14 days of the date of the notification. Any post-withdrawal loan disbursement must be paid within 180 days of the student's withdrawal.

### **REQUIRED REFUNDS**

If more funds were disbursed than are considered earned after the R2T4 calculation, refunds due from the college will be made within 30 to 45 days of the student's effective withdrawal date. If the student received a credit balance refund for living expenses prior to the completion of the withdrawal calculations, the student may be required to return an amount of those funds. A required R2T4 may also result in a debit tuition account balance, which the student must pay to the college. Refunds are allocated in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct PLUS Loan



- Federal Pell Grant
- Students will be notified of any refunds due to the Direct Loan servicer on their behalf through the mailed exit interview material. Refunds to any of the Title IV or state programs will be paid within 30 days from the date of determination.

### RETURN OF FEDERAL FUNDS CALCULATION

The R2T4 amount is calculated for any Title IV recipient who withdraws before the end of the term. The calculation may result in a required return of Title IV funds to their source if the student withdrew before completing 60% of the quarter. The percentage of Title IV to be retained is equal to the number of calendar days from the beginning of the quarter to the withdrawal date divided by the total number of calendar days in the quarter. Breaks of more than 4 days are excluded from the number of days in the formula. After the 60% point in the quarter, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. If a student does not complete a term but fails to follow the official withdrawal procedures, the R2T4 amount will be calculated using the midpoint of the quarter as the withdrawal date unless attendance at an academically related event is documented on a later date.

### RETURN OF FEDERAL FUNDS REFUND EXAMPLE

A student withdrew on the ninth day of the term (Tuesday of the second

week) of a 79-calendar-day quarter. The R2T4 calculation shows the student attended 9/79 or 11.4% of the term. Below is a breakdown of disbursed amounts prior to withdrawal and the amounts that must be returned:

- Federal aid awarded and disbursed prior to withdrawal is as follows:
  - \$1,200 Federal Direct Loan
  - \$1,100 Federal Pell Grant
- Total federal aid equals \$2,300, and 11.4% or \$262.20 was earned so \$2,037.80 must be returned:
  - \$1,200 to Federal Direct Loan
  - \$837.80 to Federal Pell Grant

All students who have completed 60% or less of the course of instruction for the term are entitled to a pro rata refund. The refund shall be the amount the student paid for the instruction multiplied by a fraction (the numerator equals the number of hours of instruction which the student has not received, but for which the student has paid, and the denominator is total number of hours of instruction for which the student has paid), less a \$100 administrative fee.

### STATE PRO RATA REFUND POLICY

All students who have completed 60% or less of the course of instruction



for the term are entitled to a pro rata refund. The refund shall be the amount the student paid for the instruction multiplied by a fraction (the numerator equals the number of hours of instruction which the student has not received, but for which the student has paid, and the denominator is the total number of hours of instruction for which the student has paid), less a \$100 administrative fee. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

#### **STATE PRO RATA REFUND EXAMPLE:**

- Student attended 31 out of 90 hours scheduled for the term
- $31/90$  is 0.344
- Term charges were \$6,000 tuition and \$125 operations fee = \$6,125
- $\$6,000 \times 0.344$  is \$2,064
- $\$125 \times 0.344$  is \$43
- Total tuition and fees earned by school = \$2,107
- School may retain total of \$2,107 plus \$100 withdrawal fee
- Account will be credited \$3,836 tuition refund and \$82 operation fee refund

#### **CREDIT BALANCE**

A remaining credit balance after both the R2T4 and State Pro Rata Refund policies have been calculated will be used to repay NewSchool funds, other private sources as required, and then the student, with the exception that any Cal Grant A received in excess of tuition and fees for the quarter will be returned to the Cal Grant program.

#### **CONFIRMATION OF RETURN ENROLLMENT AFTER WITHDRAWAL FROM PART OF A QUARTER**

Students who withdraw from a course in the first part of a quarter and remain registered for a course in the second part of a quarter will be asked to confirm that they plan to return. Federal rules do not allow NewSchool to rely on previous registration if the student withdraws from the first course. An R2T4 calculation will be processed using the earlier withdrawal date for students who indicate that they will return and do not.

#### **WITHDRAWAL FROM A QUARTER**

Students withdrawing from all courses in the quarter prior to the completion of 60% of the quarter may find that funds are owed to the school as a result of the federal R2T4 formula. Students who stop engaging in academically related activities during the quarter, without officially withdrawing from the courses, are subject to the R2T4 calculation. In

such cases, the last date of academically related activity, as determined by NewSchool, is used as the withdrawal date for the quarter. Prior to withdrawing from all courses in the quarter, it is suggested that students contact the Financial Aid Office to determine the amount of federal aid that must be returned. Federal student aid may not cover all unpaid charges due to NewSchool upon the student's withdrawal.

#### **OMBUDSMAN NOTIFICATION**

Please contact the Financial Aid Office with any questions or concerns regarding Family Federal Educational Subsidized, Unsubsidized, or Parent PLUS Loans. If the financial aid staff is unable to resolve a student's questions or concerns, it will be brought to the attention of the director of financial aid.

The Department of Education's FSA Ombudsman is available if a student is unable to resolve a student loan issue and the above options have been exhausted. An ombudsman resolves disputes from a neutral, independent viewpoint. The FSA Ombudsman will informally research a borrower problem and suggest resolutions. Students may contact their office by:

- Email: [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov)
- Online assistance: <http://www.ombudsman.ed.gov>
- Toll-free telephone: 1-877-557-2575
- Fax: 1-606-396-4821
- Mail: FSA Ombudsman Group, PO Box 1843 Monticello, KY 42633

#### **NATIONAL STUDENT LOAN DATA SYSTEM INFORMATION FOR STUDENTS (NSLDS)**

Students may access their federal loan information at the NSLDS student access website <http://www.nsls.ed.gov> by providing the following information:

- Social security number
- Date of birth
- FSA ID (used to complete the FAFSA on the web)
- The first two letters of the student's last name

# **Policies & Procedures**



## GENERAL FACILITIES AND CAMPUS POLICIES

### **BULLETIN BOARD POSTING POLICY**

The purpose of this policy is to facilitate clear communication and regulate advertising on campus. Postings for campus or community events should clearly list the date, time, place, and sponsor of the event and may not mention alcohol or other drugs available at the event. Flyers may be posted only on bulletin boards and should be removed within 24 hours following the event. Flyers may not be posted on doors, painted walls, or windows of any campus building. Postings that do not meet these requirements may be removed by the facilities staff.

To help create a cleaner, more professional school, and facilitate a revolving display of work, the following policies are followed by students, faculty, and staff in public spaces of all NewSchool facilities, including corridors, stairwells, classrooms, labs, conference/meeting rooms, auditoria, galleries, and restrooms. Doors and windows of such spaces are included. Design studios, lounges, and private offices are exempt except as noted below, although no postings are permitted on doors and windows. This policy is not intended to infringe upon protected free speech rights in any way.

**Postings**—defined as paper notices, posters, ads, and other forms of 2-D material—may occur only in designated areas, and in an aesthetically

pleasing manner. Attachment with black electrical tape or blue painter's tape, for example, is inappropriate in an environment such as a design school. Time-sensitive postings must be removed after events occur. No postings are permitted on doors and windows. The visual appearance of any posting should be considered before placing it in public areas. Postings not adhering to these requirements may be removed and/or discarded without notice.

### **EMERGENCY CONTACT INFORMATION**

Each student is required to provide updated contact information to NewSchool. Information must be provided to the registrar so NewSchool staff know whom to contact in the event of a potential emergency or prior to an off-campus school activity. For more information on emergencies and NewSchool procedures, see the Emergency Procedures section.

### **GUEST/VISITOR POLICY**

All students, staff, and faculty must visibly display their identification cards. Guests and visitors must sign in at the reception desk and are required to wear a visible badge that identifies them as a guest or visitor. Unauthorized persons will be asked to leave the premises. Special event exceptions to this policy will be granted by the president. To register as a visitor and receive an identification card, please see the facilities manager.

## **MATERIALS LAB**

The removal or relocation of power tools, fire torches, spray paint, flammable liquids, and other supplies from the Materials Lab is strictly prohibited.

## **PARKING**

Metered parking is available on streets adjacent to the campus. There is a 4-hour limit for the areas directly adjacent to the campus. There is no charge for metered parking after 6:00 p.m. in the surrounding area. Parking is also available in pay lots near the school.

## **PET POLICY**

NewSchool of Architecture & Design does not allow pets on campus.

## **SERVICE ANIMAL POLICY**

The campus complies with the Americans with Disabilities Act (ADA) in allowing use of service animals for students, staff, and visitors. Under the ADA: "Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post traumatic stress disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA."

Owner responsibilities: It is the owner's/handler's responsibility to ensure the safety of a service animal. While legal access rights are afforded users of assistance animals, with that comes the responsibility of ensuring that the animal behaves and responds appropriately at all times in public and that the animal and the owner/handler adhere to the same socially accepted standards as any individual in the NewSchool community.

- The owner/handler must register his or her service animal with the Disability Services Office by completing and signing the Service Animal Registration Form and providing all necessary documentation as outlined in the form.
- The owner/handler is responsible for assuring that the service animal does not unduly interfere or disrupt the classroom environment.
- The owner/handler is financially responsible for the actions of the service animal including bodily injury or property damage including but not limited to any replacement of furniture, carpet, window or wall covering, etc. NewSchool shall have the right to bill the owner for

unmet obligations.

- The owner/handler is to be aware of the animal's needs to relieve itself and respond accordingly. In the event that the owner/handler does not get the animal to the designated relief area, it is their responsibility to remove and properly dispose of any waste.
- Any violation of the above rules may result in immediate removal of the animal from the college.

If you have any questions about the Service Animal Policy, please contact the DSC.

## **RESERVING A CAMPUS SPACE**

Students may reserve campus spaces for student organization and academic activities. Contact the receptionist at the reception desk in the Administration Building and the facilities manager to obtain information about space availability and fees.

## **SCHOOL CLOSURES**

The school reserves the right to close during inclement weather, natural disasters, and emergency situations, and students will not be considered absent under these conditions. Instructors will cover any missed material to ensure completion of the entire program.

## **SMOKING AREAS**

Smoking is prohibited inside all campus buildings. State law prohibits smoking within 25 feet of building entrances. NewSchool does not have a designated smoking area.

## **STORAGE POLICY**

Storage—defined as on-campus storage of student projects, materials, equipment, furniture, and other personal effects—is allowed only in assigned studio spaces or, for valuable items, in lockers or other designated locations. NewSchool is not responsible for personal electronics or other valuable personal items that are left unattended in studio spaces. Storage is available for the duration of the academic school year (start of fall quarter through the end of spring quarter). Exceptions may be made, upon request, for students enrolled in summer studios. Effects must be removed prior to posted deadlines at the end of the year and any time a student is not enrolled and attending classes. Personal effects left over may be removed and/or discarded without notice.

## **STUDIO WORK**

Students are prohibited from conducting any studio work in classrooms and computer lab areas. Personal effects left over may be removed and/or discarded without notice. Additionally, students are prohibited from

utilizing unauthorized school resources and property as part of their studio projects, such as school furniture and other school structures. Any concerns should be directed immediately to the facilities manager.

### **STUDENT IDENTIFICATION CARDS**

Each student is issued a student identification (ID) through the Print Center during orientation. The card should be carried at all times. ID cards are used to enter all buildings. ID cards must be presented to use campus computer facilities, check-out materials from the libraries, and when requested by a member of NewSchool faculty, staff, or Campus Security. ID cards are nontransferable and must not be loaned to another person for any reason. Disciplinary action will be taken against students providing false information for or misusing an ID card. ID cards may be revoked at the discretion of NewSchool. Replacement cards are available in the print center for \$25.

### **RETENTION OF STUDENT WORK**

All student work, including drawings, models, or papers submitted to NewSchool to satisfy course or degree requirements becomes the property of the school. This work may be used for exhibition purposes, documentation for accreditation proceedings, or instruction. Students must photograph their work for their portfolio before the final jury of each quarter. NewSchool is under no obligation to retain student work.

### **EMERGENCY PROCEDURES**

#### **EMERGENCY NOTIFICATION SYSTEM**

The most important function of any emergency plan is the ability to quickly communicate information to potentially affected individuals. To that end, NewSchool has contracted with Blackboard Connect for a notification system that simultaneously sends email, voice announcements, and text messages.

In the event of a campus emergency, all students, faculty, and staff members will receive emergency messages on wired and wireless telephones, cell phones, and computers. If no one answers the phone, a message will be left in the end user's voice mail.

Emergency contact information for the emergency notification system is collected from students, faculty, and staff. Each individual is required to ensure that their emergency contact information is updated with the Registrar's Office.

#### **INCIDENT REPORTING**

All emergencies should be reported to Campus Security. From campus telephones, dial extension 48770. From off campus, dial 619-684-8770. To contact the Police, dial 9-1-1.

### **CRISIS INTERVENTION TEAM**

If an individual is identified as being a potential threat, NewSchool will convene a multidisciplinary threat assessment team to intervene with the individual, and will take whatever action necessary to prevent acts of aggression and/or violence. For cases involving students, this team may consist of the president, chief academic officer, Human Resources, facilities manager, and Academic Advising.

### **CAMPUS SAFETY RESPONSE**

Upon receipt of a report of a violent intruder, Campus Security will immediately notify the local police department, relaying as much information as possible (number of intruders, last known location, weapons used, number and types of injuries, etc.). Senior administrators and incident response team members shall be alerted as soon as time allows, and the emergency notification system will be activated if necessary.

### **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

#### **STUDENT RIGHTS**

Student rights include but are not limited to:

- Students shall be free from discrimination on the basis of race, color, sex, age, national origin, religious creed, disability, sexual orientation, or any other legally protected characteristic.
- Students shall have certain academic rights and freedoms that include freedom of expression and protection against improper academic evaluations and improper disclosure insofar as an individual student's rights do not impinge on another student's rights to learn and/or an instructor's right to teach.
- Students shall have the right to establish and elect a democratic student government.
- Students shall have the right to participate in institutional government according to established procedures whereby students sit on certain institutional bodies or are solicited either individually or collectively for their views.
- Students shall be secure in their persons, living quarters, papers, and effects from unreasonable or unauthorized searches and seizures. To the extent possible, students will be informed in writing prior to a search being conducted by a NewSchool official and will have the opportunity to be present during the search.
- Students shall have the right to petition NewSchool for redress of grievances, amendment of NewSchool regulations, and modification of NewSchool policies according to established procedures set forth

for the college community.

- Students shall have the right to privacy as guaranteed by FERPA as implemented by NewSchool. A copy is on file in the Registrar's Office.
- Students shall have the right to assemble freely and express themselves publicly in a peaceful, orderly manner subject to appropriate time, place, and manner restrictions.

## STUDENT RESPONSIBILITIES

### Students are expected to:

- Attend classes regularly and punctually
- Study and perform as necessary to maintain SAP
- Conduct themselves in a professional manner at all times
- Observe NewSchool as a nonsmoking, drug-free facility in compliance with local and state laws
- Follow directions as outlined by their instructor or a school administrator
- Respect and follow NewSchool policies

Students are subject to immediate dismissal for intentionally damaging NewSchool property, engaging in physical or verbal abuse, stealing, or any activity that impinges on the right of others, violation of the technology use or other NewSchool policies, possessing firearms on NewSchool property or during student activities, and/or possessing or using illegal drugs or alcohol on NewSchool property or during student activities.

### Student responsibilities also include but are not limited to:

- Students shall be responsible for knowledge of NewSchool policies and procedures as stated in this publication, as well as any rules and regulations that may be posted from time to time. Ignorance of the NewSchool rules and regulations will not be considered an excuse for violation.
- Students shall be responsible for achieving their academic potential and contributing to an atmosphere conducive to learning.
- Students shall be responsible for behaving in a manner that enhances the day-to-day activity of the college community and its members.
- Students shall be responsible for reporting honestly to NewSchool their financial needs and capacities when seeking financial aid. All students have the responsibility to meet their financial obligations with NewSchool.
- Students shall be responsible for keeping NewSchool informed of their correct, current address and telephone number (local and permanent), and other relevant information maintained in the student's record.
- Students shall be responsible for respecting the rights of all others in the college community.

- Students shall be responsible to check NewSchool email and (if applicable) NewSchool mail box on a regular basis. It is strongly recommended that students electronically forward their NewSchool email to their personal email accounts.

## CODE OF CONDUCT

Students are expected to obey all federal, state, and local laws, and all NewSchool policies, and students are not entitled to greater immunity or privilege before the law than that enjoyed by ordinary citizens. As they prize rights and responsibilities for themselves, students are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies, and standards, students may be subject to disciplinary action up to and including dismissal.

Any student who commits, attempts, or aids/incites another to commit or attempt the following misconduct is subject to the disciplinary sanctions authorized by NewSchool.

- Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty, including the submission of research papers found, in whole or in part, on Internet sites
  - b. Furnishing false information to any NewSchool official, faculty member, or office
  - c. Forgery, alteration, misuse, or unauthorized transfer of any NewSchool document, record, or instrument of identification
  - d. Tampering with the election of any NewSchool-recognized student organization
- Disruption or obstruction of the teaching, administrative, and/or disciplinary processes, or of other NewSchool activities in a way that unreasonably interferes with the learning or administrative functions of the college, and/or the freedom of movement, either pedestrian or vehicular, on NewSchool premises or at NewSchool-sponsored or supervised functions
- Failure to comply with directions of NewSchool officials, law enforcement officers, or emergency personnel acting in performance of their duties, including failure to identify oneself and/or to produce the NewSchool identification card to these persons when requested to do so.
- Possession of and/or use of any weapon, dangerous chemicals, or hazardous materials on NewSchool premises: "Weapon" is any object or substance designed to inflict a wound, cause injury, incapacitate, or threaten the safety of another person or animal. Weapons include but are not limited to: firearms, BB and pellet guns, paintball guns, brass

knuckles, switchblades, swords, knives, or items used in the practice of martial arts. This prohibition also applies to fireworks, explosive devices, pyrotechnics, and flammable materials. Any student found in violation of this prohibition may be immediately suspended from NewSchool.

- Physical assault/abuse or threat of physical assault/abuse or other conduct which endangers the health or safety of any person
- Verbal or written abuse, threats, intimidation, harassment of a sexual, racial, or other nature, coercion and/or other conduct which threatens or endangers the health or safety of any person. This prohibition includes communication by direct or indirect means such as telephone, mail, email, live journals, text messages, social networking sites, etc.
- Sexual misconduct, which includes rape and other forms of sexual assault, nonconsensual sexual intercourse, nonconsensual sexual contact, sexual harassment, domestic violence, dating violence, sexual assault and stalking. Certain of those terms are further defined in NewSchool Sexual Misconduct and Relationship Violence Prevention. Conduct will be considered “without consent” if no clear affirmative verbal consent is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person whose judgment appears to be impaired by alcohol or other drugs may be considered “without consent.”
- Disrespecting another member of the college community in a manner that interferes with the learning and/or administrative processes
- Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on NewSchool premises or at functions sponsored by, or participated in by, NewSchool
- Attempted or actual theft of NewSchool property or the property of a member of the college community or other personal or public property and/or possession thereof
- Attempted or actual damage to or vandalism of NewSchool property or the property of a member of the college community or other personal or public property
- Tampering with security, fire, or safety system devices and/or equipment
- Unauthorized possession, duplication, or use of keys to any NewSchool premises or unauthorized or forced entry into any building, structure, facility, or room therein on NewSchool premises or on property owned or controlled NewSchool
- Violation of published NewSchool policies, rules, or regulations including those pertaining to drugs and alcohol
- Participation in campus demonstrations that disrupt the normal operations of NewSchool and/or infringe on the rights of other

members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area

- Abuse of the judicial system, including but not limited to:
  - a. Failure to comply with the summons of a judicial body or NewSchool official
  - b. Falsification, distortion, or misrepresentation of information before a judicial body
  - c. Disruption or interference with a judicial proceeding
  - d. Accusing a student of a conduct code violation knowingly without cause
  - e. Attempting to discourage and/or harass an individual who is attempting proper participation in, or use of, the judicial system
  - f. Attempting to influence a member of a judicial body, complainant, respondent, or witness regarding a judicial proceeding (includes harassment or intimidation) prior to and/or following the proceeding
  - g. Failure to comply with the sanction(s) imposed under the Code of Conduct
  - h. Influencing or attempting to influence another person to commit an abuse of the judicial system
- Commission of an act that would constitute a crime under federal, state, or local law

## **NEWSCHOOL SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE PREVENTION POLICY**

As part of the “Student Responsibilities,” all students at NewSchool are required to respect and follow school policies, including, but not limited to, the Sexual Misconduct and Relationship Violence Prevention Policy as stated herein. This policy prohibits “sexual misconduct,” which includes nonconsensual sexual intercourse, nonconsensual sexual contact, sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Certain of these terms are further defined as follows:

### **DATING VIOLENCE**

The term “dating violence” means violence committed by a person

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship
- (ii) The type of relationship
- (iii) The frequency of interaction between the persons involved in the relationship

## A. DOMESTIC VIOLENCE

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

## B. STALKING

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

## C. SEXUAL ASSAULT

The term “sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. While the NewSchool utilizes different standards and definitions than the California Criminal Code, sexual misconduct often overlaps with crimes of sexual assault, sexual harassment, stalking, dating violence, and domestic violence.

NewSchool uses the “preponderance of evidence” standard of proof in any conduct proceeding related to sexual misconduct. In such proceedings, the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of sexual misconduct or of violating the Sexual Misconduct and Relationship Violence Prevention Policy could be criminally prosecuted in the state courts and may be suspended or expelled from NewSchool. Student victims have the option to change their academic and/or off-campus university housing living situations after an alleged sexual assault, if such changes are reasonably available.

## WHOM TO CONTACT WITH A REPORT OR COMPLAINT

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Security at 619-684-8770 or 610-836-9068 if you are on campus or call 911 if you are off campus.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the director of Academic and Student Affairs or the Student Life manager for support and guidance. These are both confidential resources.
4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify the director of Academic and Student Affairs, the Student Life manager or the campus Title IX coordinator so that those orders can be observed on campus.
5. If you have not already done so, file a police report with the San Diego Police Department. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:
  - Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
  - Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).



- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
6. Even after the immediate crisis has passed, consider seeking support. Various counseling options are available through the Academic Advising. Counseling and support services may also be obtained through the Center for Community Solutions (CCS). CCS is a member of the San Diego County Sexual Assault Response Team (SART).
- 24-Hour Toll Free Crisis Line: 1-888-DVLINKS (1-888-385-4657)
  - Coastal Location: 858-272-5777
  - La Mesa Location: 619-697-7477
  - North County Location: 760-747-6282
7. Contact the director of Academic and Student Affairs, the Student Life manager or the campus Title IX coordinator if you need assistance with NewSchool-related concerns, such as no-contact orders or other protective measures. NewSchool will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. NewSchool is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no-contact orders, access to counseling services, and other supports and resources as needed by a victim.

Furthermore, NewSchool's policy is to provide victims of sexual offenses, domestic violence, dating violence, sexual assault, or stalking with the following information in writing:

- i. The importance of preserving evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.
- ii. To whom the offense should be reported.
- iii. Options regarding reporting, including law enforcement and campus authorities to:
  - a. notify victim of the option to notify on-campus and local police;
  - b. assist the victim if they choose in notifying law enforcement; and
  - c. give the victim the right to decline to notify such authorities.
- i. Rights of victims and institutional responsibilities on orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts.
- ii. Procedures for institutional disciplinary action in cases of domestic violence, dating violence, sexual assault, or stalking, which includes a clear statement that:

- a. Proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- b. The accuser and accused are entitled to the same opportunities to have a support person/advisor of their choice at any proceeding or related meeting.
- c. The accuser and accused must be simultaneously informed in writing of:
  - The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.
  - The institution's procedures for appealing the results of the proceeding.
  - Any change to the results that occurs prior to the time that such results become final.
  - When such results become final.
- i. Information about how confidentiality of victims will be protected, including how publicly-available record keeping will be accomplished without including identifying information about the victim, to the extent possibly by law.
- ii. Written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.
- iii. Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by victim and if reasonable and available, regardless of whether victim chooses to report the crime to campus police or local law enforcement.
- iv. For a student or employee who reports to NewSchool that she or he has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off-campus, that he or she will be provided with a written explanation of his or her rights and options, as described above.

## **TITLE IX GRIEVANCE REPORTING POLICY AND PROCEDURES**

The U.S. Department of Education mandates that institutions comply with specific requirements under Title IX of the Educational Amendments of 1972. Title IX is a federal civil rights law that prohibits discrimination on the

basis of sex. NewSchool is committed to providing a safe educational and working environment for its students, faculty, staff, and other members of the university community.

## 1. DEFINITIONS

Sexual misconduct, sexual harassment, and sexual discrimination are defined as follows:

**Sexual Misconduct:** NewSchool's Code of Conduct prohibits sexually violent acts, which can be considered criminal offenses. Sexual misconduct includes nonconsensual sexual intercourse, nonconsensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking, sexual harassment, and sexual discrimination. While NewSchool may use different standards and definitions than state criminal codes, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence.

**Sexual Harassment:** NewSchool's Code of Conduct prohibits sexual harassment, which is a form of misconduct that undermines the integrity of the academic environment. All members of the NewSchool community, especially officers, faculty members, and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. Sexual harassment can include, but is not limited to, unwelcome sexual advances; requests for sexual favors; unwelcome physical contact of a sexual nature; emails containing inappropriate sexual content; obscene or harassing phone calls or jokes of a sexual nature; suggestive gestures, sounds, stares, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's academic progress;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting assessment of academic progress; or
3. Such conduct, by instructors, staff, or students, including between students, has the purpose or effect of interfering with academic performance or creating an intimidating, hostile, or offensive environment.

**Sexual Discrimination:** Sexual discrimination is a form of misconduct that undermines the integrity of the academic environment. NewSchool's Code of Conduct prohibits sexual discrimination. Sexual discrimination for the purpose of this policy is defined as including, but not limited to, treating individuals differently because of their gender or sexual orientation, in connection with the terms and conditions of employment or educational opportunities. Discrimination does not occur, however, when an individual is treated differently than another individual for legitimate reasons.

For purposes of the NewSchool Title IX Reporting and Grievance Policy, sexual misconduct, sexual harassment, and sexual discrimination are considered "sexual misconduct."

## 1. PROCEDURAL OVERVIEW

**Reporting Procedures:** Students, faculty, or staff members who believe that they are the victim of sexual misconduct, sexual harassment, or sexual discrimination ("complainant") should contact the Title IX coordinator. The Title IX coordinator is responsible for receiving and processing, in a timely manner, reports from students, faculty, staff, and administrators regarding rights and responsibilities concerning sexual misconduct in violation of Title IX.

Any questions or complaints regarding Title IX may be referred to the NewSchool Title IX coordinator or deputy Title IX coordinator or to the Office of Civil Rights.

NewSchool's Title IX Coordinator

Prisca Bermudez, Manager, Academic Advising and Disability Services

619-684-8876

pbermudez@neschoolarch.edu

**Filing a Report with the NewSchool Title IX Coordinator:** Students, faculty, and staff members have the right to file both a criminal complaint and a Title IX complaint simultaneously. Students, faculty, and staff members must report an incident of alleged discrimination to a "responsible employee." For the purposes of this policy, the responsible employees are the Title IX coordinator or deputy Title IX coordinator.

**Initial Title IX Review and Assessment of Reports of Sexual Misconduct, Sexual Harassment, or Sexual Discrimination**

NewSchool takes all reports of sexual misconduct seriously and, upon receiving notice of any alleged violation of this policy, shall take immediate steps to conduct a thorough, prompt, and appropriate investigation of the complaint. The following steps will be taken by the Title IX coordinator (or deputy) in the event of a complaint of sexual misconduct:

### Step 1: Intake/reporting of complaint

A complainant who contacts the Title IX coordinator or responsible employee with an allegation of sexual misconduct will be notified of his or her right to confidentiality and his or her right to remain anonymous and how that may affect NewSchool's ability to conduct an investigation. Please note that there are certain situations where NewSchool may not be able to guarantee confidentiality or anonymity. If the complainant wishes to move forward with the process, he or she will be asked a series of questions to provide information. If the complainant prefers, he or she may complete

the information from the form and submit it to the Title IX coordinator. The Sexual Misconduct or Discrimination Complaint Incident Report is available from the Title IX coordinator or by downloading here <http://newschoolarch.edu/student-life/campus-facilities/campus-safety/>.

### **Step 2: Determination of interim measures**

Upon notification of an incident of sexual misconduct, NewSchool shall take steps to ensure equal access to its education programs and activities and protect the complainant as necessary, including taking interim measures before the final outcome of an investigation. These measures are designed to protect the complainant and provide the complainant with options to avoid contact with the alleged perpetrator. These measures may include a change in academic activities, living, transportation, dining, and working situations as appropriate. The Title IX coordinator shall work with the complainant to determine what, if any, interim measures shall be implemented.

### **Step 3: Determination of complainant's confidentiality request and desired outcome**

NewSchool strongly supports the complainant's right to confidentiality in cases involving sexual misconduct. Complainants have the right to ask that their names not be disclosed to the alleged perpetrators. However, there are limited situations in which the university must override a complainant's request for confidentiality in order to meet the institution's legal obligations under Title IX. In these situations, the information will only be shared with individuals who are responsible for handling NewSchool's response to incidents of sexual violence. Given the sensitive nature of reports of sexual violence, NewSchool shall ensure that the information is maintained in a secure manner. If the complainant requests that his or her name not be revealed to the alleged perpetrator or if the complainant asks NewSchool not to investigate or seek action against the alleged perpetrator, NewSchool will be limited in its ability to respond fully to the incident, including taking disciplinary action against the alleged perpetrator. If the complainant still requests that his or her name not be disclosed to the alleged perpetrator, or that NewSchool not investigate or seek action against the alleged perpetrator, the Title IX coordinator will need to determine whether or not the institution can honor such a request while providing a safe and nondiscriminatory environment for all students, faculty, and staff.

### **Step 4: Initiate investigation process**

An investigation refers to the process NewSchool uses to resolve sexual misconduct complaints. The Title IX coordinator shall determine, given the circumstances surrounding the complaint, the proper party to conduct the investigation. The proper party may or may not be the Title IX coordinator,

and shall be the person best able to conduct an impartial and fair review of the complaint. The process will include the fact-finding investigation and any hearing and decision-making process NewSchool uses to determine whether or not the conduct occurred and, if the conduct occurred, what action NewSchool will take to end the sexual violence, eliminate the hostile environment, and prevent its recurrence, which may include imposing sanctions on the perpetrator and providing remedies for the complainant and broader student population. The investigation may, but not necessarily, include a hearing. The investigation may include, but is not limited to, conducting interviews of the complainant, the alleged perpetrator, and any witnesses; reviewing law enforcement investigation documents (if applicable); reviewing student and personnel files; and gathering and examining other relevant documents or evidence. During the process, NewSchool shall promote a fair process that provides the same opportunities to all parties.

### **Step 5: Recommendations of resolution to leadership**

Upon the completion of the investigation, the Title IX coordinator shall present the findings to NewSchool leadership which may include, as appropriate, the executive director of Academic and Student Affairs, the chief academic officer, or Human Resources director. NewSchool leadership shall then determine the appropriate resolution to the complaint, considering factors including the role of the party within the university community (student, faculty, or employee). Resolutions may include disciplinary action against the perpetrator or providing counseling for the perpetrator. Remedies for the complainant may include steps such as reassignment of a course section or residency, counseling services, as well as changes to the school's overall services or policies. Any remedies offered would be separate from, and in addition to, any interim measure that may have been provided prior to the conclusion of any investigation.

### **Step 6: Report/notification**

NewSchool shall provide written notification to the complainant and the alleged perpetrator of the findings of the investigation.

## **EVIDENTIARY STANDARD**

In investigating a complaint under this policy, NewSchool shall use a preponderance of the evidence (more likely than not) standard when considering evidence presented by any party.

## **RETALIATION**

Title IX includes protections against retaliation. NewSchool will take immediate and appropriate steps to investigate or otherwise determine if retaliation due to the reporting of sexual misconduct or discrimination occurs.

## **SOURCES OF COUNSELING, ADVOCACY, AND SUPPORT**

Victims of sexual misconduct can receive assistance immediately by calling the local police department (911, if emergency). Students may contact ComPsych Guidance Resources by calling 1-866-645-1762 or TDD: 1-800-697-0353. When you call, please reference NewSchool's ID: NewSchool. NewSchool employees may contact the Employee Assistance Program (EAP) by contacting Business Health Services (BHS) at 800-327-2251 or online at [www.bhsonline.com](http://www.bhsonline.com) (user name: Laureate). Both the SAP and EAP are free, "confidential resources" at NewSchool, which means that all conversations will remain confidential and will not initiate any type of investigation into the incident. Sexual assault reports must be made by contacting the NewSchool Title IX coordinator (or deputy) who are the appropriate university officials for receiving reports of sexual assault.

## **APPEALS**

A student (either complainant or alleged perpetrator) may appeal the decision of the university in cases of sexual misconduct policy violations. (See the appeals process in the Student Appeals and Grievances section of the catalog <http://newschoolarch.edu/academics/academic-catalog/>, page 259). Faculty and other employees should review their applicable employee handbook for further information regarding their rights under this policy.

## **TIME FRAMES FOR PROCESS**

While each situation is different and there can be no way to determine how long an investigation will take, the Title IX Coordinator shall use her best efforts to reach resolution within 60 days from the time the complaint is reported to notice of resolution.

## **STATEMENT OF RIGHTS AND OPTIONS FOR STUDENTS REPORTING CLAIMS OF SEXUAL MISCONDUCT**

You have reported to NewSchool's Title IX coordinator that you have been subject to sexual misconduct, which may include sexual harassment, sexual discrimination, sexual violence, dating violence, domestic violence, or stalking ("sexual misconduct"). NewSchool takes reports of sexual misconduct seriously and we provide the following information relating to your rights and options as a victim of sexual misconduct. If you have any further questions or would like to discuss these rights and options, please contact the Title IX coordinator who will assist you with available resources or provide help with filing a formal grievance.

## **IF I AM A VICTIM OF SEXUAL MISCONDUCT, WHAT SHOULD I DO?**

### **Call the Police**

To report sexual misconduct or other criminal offenses or emergencies, individuals should dial 911. It is the policy of NewSchool to encourage anyone who is the victim or witness to any crime to promptly report the incident to the local police and, if applicable, to the security personnel on campus. However, you are not required to file a police report. Filing a police report will not obligate you to seek prosecution, nor will it subject you to scrutiny or judgmental opinions from officers. Although, filing a police report will:

- ensure that you receive the necessary medical treatment and tests;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later; and
- provide you access to free, confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

If you need assistance in contacting the police, contact the Title IX coordinator or other NewSchool staff member who will connect you with the appropriate university representative. Please note that police reports are public records under state law and cannot be held in confidence.

## **PRESERVE EVIDENCE**

Time is a critical factor for evidence collection and preservation. Ideally, you should not wash, douche, use the toilet, or change clothing prior to calling the police or seeking medical treatment.

## **SEEK TREATMENT**

You should then obtain necessary medical treatment. If you need assistance in contacting the medical treatment resources, contact your Title IX coordinator who will connect you with the appropriate university representative.

## **CONSULT COUNSELING RESOURCES**

You may contact NewSchool's Student Assistance Program 24/7:

## **COMPSYCH GUIDANCE RESOURCES**

Phone: 1-866-645-1762 Online: [www.guidanceresources.com](http://www.guidanceresources.com) (enter ID NewSchool) You may also consult community resources specializing in sexual assault crisis intervention. If you need assistance identifying counseling resources, contact your Title IX coordinator who will connect you with the appropriate university representative.

## **WHAT CAN NEWSCHOOL DO TO HELP?**

NewSchool will use its best efforts to inform you of your rights and support you in relation to orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts.

## **RIGHT TO CONFIDENTIALITY**

NewSchool does not have a policy of limited confidential reporting. Any information received by the Title IX coordinator or other responsible employee regarding criminal activity, sexual misconduct, or any other violation of NewSchool's Code of Conduct will be investigated, and a record of the incident will be taken along with all relevant information including the names of the alleged victim. However, there are certain circumstances where NewSchool will protect the identity of alleged victims, such as any accommodations or protective measures provided to a victim of sexual misconduct will be kept confidential to the extent that maintaining such confidentiality will not impair the ability of the university to provide the accommodations or protective measures. Additionally, NewSchool will only reveal confidential information to the extent necessary to conduct an appropriate investigation. In situations where the university is required by law to make recordkeeping publically available it will be accomplished, to the extent possible by law, without including identifying information about the victim.

## **INTERIM MEASURES**

If applicable and requested, the Title IX coordinator will provide you with immediate options for a change in your accommodations or academic situations.

## **DISCIPLINARY PROCEDURES**

NewSchool's process and procedures for institutional disciplinary action in cases of sexual misconduct will provide a prompt, fair, and impartial investigation and resolution. You are encouraged to have a support person/ advisor included in the proceedings. Any investigation and hearing shall be conducted by university officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. You will be informed of the outcome and the procedure for appealing the results of any proceedings. The alleged perpetrator will be afforded all of the same rights as you, including the right to make a statement, present witnesses and evidence, and to have a support person/advisor included in the proceedings. If applicable, disciplinary action will be taken in accordance with the NewSchool Student Code of Conduct. NewSchool will disclose simultaneously to all parties the results of any disciplinary hearing conducted by the university, procedures for appealing the results of the proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final. If the alleged victim is deceased as a result of the crime or offense, the information will be provided to their next of kin, if so requested. Following a determination of disciplinary action relating to sexual misconduct, the university may impose sanctions up to and including dismissal from the university.

In conducting disciplinary proceedings, NewSchool will use a preponderance of evidence as its evidentiary standard. The university will institute appropriate measures in order to protect confidentiality and the crime victim relating to the investigative and disciplinary proceedings.

## **RETALIATION**

NewSchool does not tolerate any conduct that may be seen as retaliation directed against any person involved in a sexual misconduct investigation, including alleged victims, witnesses, or third parties.

## **TIMELINESS**

NewSchool is committed to conducting a thorough and prompt investigation into any complaint of sexual misconduct. While each situation is different and may require a different level of resources, the university will attempt to have the investigation and disciplinary process completed in a reasonable time frame, with the goal being to complete the entire process within 60 days.

## **RIGHT TO APPEAL**

At the conclusion of the investigation and disciplinary process, both parties have the right to appeal any findings. The appeals process is describes in the Code of Conduct.

## **DRUG AND ALCOHOL POLICY**

NewSchool supports the responsible use of alcohol as described herein. NewSchool also supports the occurrence of alcohol- and drug-free activities. All students, as a condition of continued registration and enrollment, shall abide by the following:

- Students are expected to obey all state and federal laws governing alcohol and other drug use, possession, consumption, transfer, sale, and distribution; this policy includes state or federally controlled substances as well as legal prescription drugs.
- Use, possession, or consumption of alcohol is prohibited in classrooms, academic buildings, studios, or public areas (e.g., corridors, lobbies, lounge areas, parking lots). The use, possession, or consumption of alcohol is prohibited at events primarily directed at the general student population and/or their families, unless approved in advance in writing by the president or designee pursuant to NewSchool policy.
- The illegal use of drugs is prohibited.
- Open containers of alcohol are prohibited.
- Students shall not attend class, participate in academic out-of-classroom activities, or report for scheduled work shifts while under the influence of alcohol and/or other drugs not legally prescribed for them.

- The marketing of alcoholic beverages and/or other drugs on the NewSchool campus is prohibited.
- Any students engaging in an action that is disruptive to the community or violates any other listed NewSchool policies, while under the influence of alcohol or other drugs, shall be in violation of the Drug and Alcohol Policy.

Sponsors of NewSchool, department, and/or off-campus functions which include faculty, staff, and students are expected to comply with all provisions of this policy and with state laws governing the consumption by or service of alcohol to minors and persons who appear intoxicated. Faculty and staff are prohibited from hosting events on or off campus that include the illegal use of alcohol or other drugs.

### **CRIME PREVENTION AND SAFETY ADVICE**

It is the responsibility of NewSchool administration to provide a safe environment for study and to prevent crime. NewSchool administration is concerned about the safety and welfare of its students and employees. Therefore, the following policy will be implemented for the protection of students, faculty, and staff. This policy is in compliance with the Student Right-to-Know and Campus Security Act (P.L. 101-542), which requires colleges and universities to compile crime statistics (beginning with the 1991-1992 school year) and to make annual reports of crime statistics and all policies and procedures to current and prospective students, employees, and inquiring public.

All students have individual ID cards. Appropriate discretion should be exercised when entering and exiting to ensure the safety of the NewSchool community.

NewSchool will be open during posted hours. In the event a crime is committed during these hours, the incident should be reported to the president as soon as possible. In the event a crime is committed after hours, the incident should be reported to the police as soon as possible.

The enforcement authority of Campus Security is limited to the enforcement of the school rules and regulations. Incidents that go beyond the scope of Campus Security personnel are referred to and investigated by the police department. NewSchool does not recognize any off-campus student organizations that would be covered under the Act.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full witness statement from involved parties and witnesses at all reported emergency or criminal incidents on the Campus Security Incident Form. The written statements are included as part of a written report. Campus Security personnel and the police department may use the written statements for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the president for the purpose of campus disciplinary action.

Any student, faculty, or staff member involved in any of the above mentioned crimes will be subject to disciplinary action. Such a violation could result in suspension or termination, and if municipal laws have been violated, the incident will be reported to the local police.

NewSchool does not tolerate assault in any form. Acts of violence, harassment, and any conduct that threatens to endanger the health or safety of any person at NewSchool is prohibited. Those who violate the law or the institution's rules are subject to suspension or termination.

If the offender is a student or employee, NewSchool may impose institutional disciplinary sanctions. Persons seeking to file a complaint should contact the president. In sexual assault cases, the following additional provisions apply:

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding involving an alleged sexual assault.

### **EMERGENCY INFORMATION**

Each student is required to provide updated contact information to NewSchool with the Registrar's Office. Information must be provided to staff and faculty members in the event of a potential emergency or prior to an off-campus school activity.

### **CELLULAR PHONES**

The use of cell phones is not permitted without permission of the instructor in the classroom and phones must be turned completely off. Cell phone use in a classroom is considered disruptive behavior, and continued disregard of this rule may result in disciplinary action.

### **ANTIDISCRIMINATION POLICY**

NewSchool is committed to maintaining an educational and work environment that is free of discrimination. Admission, employment, and all other institutional decisions are made to ensure that all persons associated with the school receive fair and equal treatment, and that there is no discrimination based on race, color, religion, creed, age, physical ability, sex, national origin or ancestry, marital status, sexual orientation, genetic information, veteran status, or any other category covered by law.

The college president coordinates institution-wide efforts to comply with this policy.

### **DIVERSITY STATEMENT**

It is the policy of NewSchool to provide equal opportunity in employment and education to all and to promote diversity and inclusiveness within the institution.

NewSchool fosters an atmosphere of support, acceptance, and cooperation within the campus community. NewSchool encourages full and active participation of individuals regardless of gender, race, disability, age, religious belief, political affiliation, nationality, ethnic origins, cultural tradition, or sexual orientation. Diversity complements NewSchool's mission to nurture social responsibility and ethical behavior within our community. It also links to our stated values of open dialogue, community engagement, inquiry, and creativity.

NewSchool also aspires to provide a philosophically and pedagogically diverse education relevant to the socioeconomic circumstances of San Diego, the multicultural society of the United States, and the complexities of our world.

This policy has been created to ensure compliance with federal and state law, and to reflect the mission, vision, and values of the institution.

With the advice and assistance of HR, the Office of the President has overall responsibility for application of this policy. However, it is expected that all students, staff, and faculty will uphold and promote our commitment to diversity through individual actions and attitudes.

Breaches of this policy will be taken very seriously and investigated fully in accordance with NewSchool grievance procedures. Serious cases constitute gross misconduct and may result in dismissal.

The diversity policy of NewSchool will be monitored and reviewed through faculty governance (NewSchool Curriculum and Academic Policy Council) to ensure continued effectiveness. Recommendations for revision will be submitted to the Office of the Chief Academic Officer.

## **ANTI-HARASSMENT POLICY**

In keeping with this commitment to equality and fairness, NewSchool will not tolerate harassment of students or employees on college property by anyone, including any student, staff member, faculty member, coworker, vendor, or any third party. Harassment includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, sexual orientation, or other protected-group status. NewSchool will not tolerate any harassing conduct that affects tangible benefits of education or employment and that interferes unreasonably with an individual's educational or working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed at a person based on his or her protected status.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct

based on sex constitute sexual harassment as follows:

- When submission to the conduct is an explicit or implicit term or condition of education or employment
- When submission to or rejection of the conduct is used as the basis for an educational or employment decision
- When the conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment

Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include (but is not limited to) "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

NewSchool will not tolerate, condone, or allow sexual harassment whether engaged in by faculty or student, fellow employee, supervisory-level employee, or nonemployee who conducts business with the school. NewSchool encourages timely reporting of all incidents of sexual harassment, regardless of who the offender may be. Any person who has been the target of sexual harassment or has knowledge of sexual harassment should report the acts directly to the president, who investigates faculty and student complaints. NewSchool will not permit retaliation against an employee or student who reports an incident of sexual harassment or for assisting in a complaint investigation. The college's policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, NewSchool will keep the complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, NewSchool will take corrective action, including discipline, immediate termination of employment, and/or expulsion.

**All NewSchool students and employees are responsible for helping to avoid harassment.**

## **COPYRIGHT POLICY**

### **COPYRIGHTED MATERIALS AND PEER-TO-PEER FILE SHARING**

NewSchool respects intellectual property rights, including rights in the copyrighted materials of the institution, its students, faculty, and third parties. NewSchool has implemented a comprehensive policy to help protect those rights and to comply with United States Copyright Law and the U.S. Higher Education Act's peer-to-peer file sharing provisions. Strict compliance with NewSchool's policies is required of all NewSchool students and employees. NewSchool's policies are reviewed annually to determine their effectiveness.

## **COPYRIGHT LAW**

Under U.S. Copyright Law ([www.copyright.gov/title17](http://www.copyright.gov/title17)), the author of a creative work automatically owns the copyright in that work upon its creation. No formal registration is required; ownership is immediate. The author can transfer ownership of a copyright to another so the copyright owner may not be the original author of the work. Creative works include songs, stories, poems, paintings, photographs, or other works that contain a creative element. Ownership of the copyright gives the owner exclusive rights in that work such as the right to display, reproduce, transmit, create derivative works from, publicly perform, distribute, and license the creative work. This means that, absent permission from the creator, you may not take the creative work owned by another and exercise these rights. Such a violation is called “infringement” of the owner’s copyright. For example, if you legally purchase a music CD, you may not create copies of the music on that CD and distribute those copies to others over the Internet. Helping others to violate the owner’s copyright by making it easy for them to distribute such materials may also be illegal.

## **ACTIONS AND PENALTIES FOR COPYRIGHT INFRINGEMENT**

Under U.S. Copyright Law, a copyright owner who has been the victim of copyright infringement is entitled to recover actual damages and profits from the infringer or statutory damages of up to \$30,000 per violation. The copyright owner has the right to permanently enjoin the infringer from further infringing activities.

NewSchool, recognizing and respecting intellectual property rights, requires its employees, instructors, students, and other community members to use copyrighted materials in a lawful manner. NewSchool’s Code of Conduct, as found in this catalog presents NewSchool’s copyright policy. Copyright infringement can result in applicants being rejected for admission and enrolled students and employees being dismissed.

Additionally, NewSchool maintains a vigorous program of accepting and responding to Digital Millennium Copyright ACT (DMCA) notices, which are immediately escalated to NewSchool’s legal team for investigation and action. If the materials in question are determined by the legal department to be infringing, the Information Technology department is notified and action is taken that can include either the removal of the infringing materials from NewSchool’s network or the blocking of the infringer’s network access. The infringer is notified and reminded of NewSchool’s Code of Conduct. Repeated violations can result in dismissal.

## **LIBRARY RESOURCES**

The mission of the Richard Welsh Library is to support the teaching and

research needs of the faculty, students, and alumni of NewSchool. The professionally staffed library complements classroom activity and is an integral part of all programs. The collection of over 15,000 print books and 9,000 e-books covers all subjects taught at NewSchool. Library holdings also include reference books, a reserve collection, and 52 current periodical subscriptions. Books are shelved by call number using the Dewey Decimal Classification system. The collection is enhanced by six full-text databases provided by JSTOR, EBSCO, and CUMINCAD, a software tutorial database, Lynda.com, and a suite of environmental resources, Building Green. Library staff serves as an integral resource and point of help for both students and faculty.

## **LEARNING OUTCOMES**

- Library users will be able to recognize when information is needed.
- Library users will be able to effectively locate library resources.
- Library users will be able to critically evaluate information sources.
- Library users will be able to use information ethically and legally.
- Library users will demonstrate the information skills necessary to be lifelong learners.

Members of the NewSchool community (students, faculty, staff, and alumni) are granted the following borrowing rights:

- Open Shelf books: 3 weeks
- New books: 2 weeks
- E-books: 1 week
- Reference/Reserve books: 2 hours
- Audio Visual resources: 3 days

The library may be closed over school breaks. Students and faculty will receive notification of library closures via email.

## **SPECIAL REQUIREMENTS AND ACCESS FOR PEOPLE WITH DISABILITIES**

The library is accessible for people with disabilities. Please phone or email ahead of time for additional assistance.

## **RESPONSIBLE USE OF INFORMATION TECHNOLOGY**

Access to information technology (IT) resources owned or operated by NewSchool is a privilege, which imposes certain responsibilities and obligations. Privileges are granted subject to NewSchool policies, local, state, and federal laws. Acceptable use is always ethical, reflecting academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and to freedom from intimidation and harassment.



IT resources are defined as all computer-related equipment, computer systems, software/network applications, interconnecting networks, printers, scanners, fax machines, copiers, voicemail, and other telecommunications facilities, as well as all information contained therein owned or managed by NewSchool.

Computers, networks, and communications equipment owned by NewSchool are provided to support the educational mission of the college. This policy applies to all members of the NewSchool community: faculty, staff, and students.

At minimum, users are expected to:

- Regard the use of the internet/computer network as a privilege.
- Respect the integrity of computing systems: for example, users may not install unauthorized software without specific permission from the IT Department. Only software directly related to NewSchool's curriculum will be installed on any institutional computers.
- Refrain from creating or displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted email (spam).
- Respect the privacy of other users: for example, users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so.
- Respect the legal protection provided by copyright and license to programs and data.
- Refrain from using the resources of the internet/computer network for personal financial gain.
- Follow all rules and regulations of the computer labs and the lab attendant on duty.
- Provide courtesy to other students by keeping noise level to a minimum.
- Use personal headphones when sound is required for the computers.
- Refrain from bringing food or drinks into a computer lab.
- Refrain from viewing and/or downloading any pornographic, discriminative, discriminatory, and or offensive materials including images, MPEGs, videos, etc.
- Refrain from using peer-to-peer (P2P) software to download illegal copies of MP3s, video, and software.

## REPORTING VIOLATIONS

Any violations of acceptable usage policies must be reported to an instructor, technology support staff, or an administrator. Every user has the responsibility to report any suspected violation of his or her own personal privacy to the administration.

## CONSEQUENCE OF VIOLATIONS

NewSchool reserves the right to discontinue account privileges to any user who violates the acceptable usage policies. Repeated or severe infractions of the policies may result in appropriate disciplinary action, in addition to suspension or termination of network privileges. Unauthorized use of the network, copyright violations, or intentional deletion or damage to files and data belonging to the college or other users and outside agencies may be considered criminal and could result in involvement of governmental authorities.

## REINSTATEMENT DECISION APPEAL

A student has the right to appeal reinstatement decisions. A student who feels there are extenuating circumstances for his or her failure to adhere to specific decisions or policies may file a written appeal with the president. Extenuating circumstances are defined as unavoidable and unexpected (e.g., illness, death in the immediate family, state of emergency caused by a disaster). Students petitioning the president through this appeal process should first exhaust all other appeals. If the student wishes one last review the written petition must describe the situation in detail and provide written outside documentation for verification purposes. The president will base his or her decision on these supporting materials. Granting of an appeal hearing or approval to reinstate a student is at the discretion of the president.

## VISITING SCHOLARS

On occasion, NewSchool hosts notable scholars who conduct studios, teach lecture courses, or pursue special projects. Visiting scholars have included internationally recognized architect Rob Wellington Quigley, FAIA, and Dr. Halil Guven of Istanbul Bilgi University, among others.

### Memberships

The faculty, staff, and/or the institution hold membership in the following organizations:

- ACE Mentor Program
- Architectural Research Center Consortium (ARCC)
- Art Libraries Society of North America (ARLIS)
- Associated Schools of Construction
- Association of Architecture School Librarians (AASL)
- Association of Building Science Educators (ABSE)
- Association of Collegiate Schools of Architecture (ACSA)
- American Association of University Professors (AAUP)
- American Council for Construction Education (ACCE)
- American Institute of Architects (AIA)
- American Institute of Graphic Arts (AIGA)

- American Library Association (ALA)
- American Society of Landscape Architects (ASLA)
- American Society of Professional Estimators
- California Arts Council, (CAC)
- California Association of Private Postsecondary Schools (CAPPS)
- Citizens Coordinate for Century 3 (C-3)
- Council for Higher Education Association (CHEA)
- Construction Managers Association of America
- Construction Specifications Institute (CSI)
- East Village Association
- International Code Council
- International Fire Code Institute
- Lambda Alpha International
- National Association of Foreign Student Affairs (NAFSA)
- National Association of Architectural Libraries
- National Association of Student Financial Aid Administrators (NASFA)
- National Trust for Historic Preservation
- San Diego Downtown Partnership
- San Diego Regional Chamber of Commerce
- San Diego Architectural Foundation (SDAF)
- San Diego Council of Design Professionals
- Society of American Military Engineers
- Society of Building Science Educators (SBSE)
- Society for Design Administration
- Society for Environmental Graphic Design (SEGD)
- U.S. Green Building Council (USGBC)
- U.S. Green Building Council, San Diego Chapter
- Western Association of Student Financial Aid Administrators (WASFAA)

## **JUDICIAL AFFAIRS**

The chief academic officer retains ultimate responsibility for the administration of the Code of Conduct while faculty members have jurisdiction for behavior that occurs within the classroom environment, though the Office of Academic and Student Affairs will retain a record of all academic dishonesty and classroom disruption/obstruction incidents.

The judicial affairs coordinator, who is appointed by the chief academic officer, shall develop policies for the administration of the judicial program and procedures for the conduct of hearings that are consistent with

provisions of the Code of Conduct. The judicial affairs coordinator shall also determine the composition of judicial bodies and determine which judicial body, including the temporary Campus Judicial Board, shall be authorized to hear each case.

Decisions made by a judicial body and/or judicial affairs coordinator shall be final, pending the normal appeals process as outlined in this code.

Generally, NewSchool jurisdiction and student discipline shall be limited to student conduct which occurs on property owned or controlled by NewSchool or on trips or activities sponsored by NewSchool, or which adversely affects the college community and/or the pursuit of its objectives. In matters where a student's guest violates NewSchool policies, NewSchool will hold the student host responsible for the guest's behavior and may impose sanctions as if the student had committed the behavior.

Any student who violates state, federal, or municipal law while on property owned or controlled by NewSchool or on trips sponsored by NewSchool entities shall be subject to judicial action for said offense(s) and to sanctions prescribed by this code in addition to possible prosecution by state, federal or municipal authorities. This applies to violation of any law while students are on NewSchool-sponsored outings or trips.

NewSchool gives full cooperation to local law enforcement agencies concerning their investigation and enforcement of city, state, and federal laws. Students must realize that NewSchool will not serve as a haven or refuge for violators of the law. If a student violates laws governing such areas as drugs, alcohol, theft, and/or other civil violations, the student must also accept the consequences of such actions. All students will be held responsible for their behavior.

## **JUDICIAL PROCEEDINGS**

Students should understand that NewSchool disciplinary procedures are not identical to procedures in criminal or civil cases but are, instead, designed to ensure fundamental fairness so that students will be protected from any arbitrary or capricious disciplinary action. NewSchool disciplinary procedures will be adhered to as faithfully as possible given all the circumstances of each individual case. Variations in the procedure, which are dictated by particular circumstances, will not invalidate NewSchool disciplinary procedures unless these variations prevent a fair hearing.

## **CHARGES AND NOTIFICATION**

- Any member of the college community (students, faculty members, college officials, or staff) may initiate charges against a student for alleged violations of this code or other NewSchool policies by filing said charges in writing with the judicial affairs coordinator, or other designee. All students have the ability to complete an Incident Report

at any time to document incidents of concern on campus. The Incident Report Form may be found on the NewSchool website.

- Any charge should be submitted within a reasonable time (preferably within 3 NewSchool administrative working days) of the alleged violation.
- A student shall be notified by the appropriate NewSchool official, in writing, of any judicial proceedings instituted to adjudicate said student's alleged misconduct.
- Notice to the student shall take place within a reasonable amount of time (if possible, within 3 NewSchool administrative working days) after the appropriate NewSchool official has concluded a preliminary investigation of the alleged violation. The student shall have reasonable prior notice, in writing, of scheduled judicial proceedings. Notice shall be considered received upon delivery to a student's current local address or email address, as recorded with NewSchool, unless the student can show just cause why such receipt substantially impaired adequate notice and preparation for said hearing.
- Written notification of judicial proceedings shall include:
  - Time and place of incident review meeting and/or hearing
  - A statement of the charges brought
  - The name of the person(s), group, or NewSchool office filing said charges

NewSchool reserves the right to suspend the above provisions of notification to expedite judicial proceedings during exams, holidays, and any other period when classes are not normally in session. Nothing in these provisions shall be read to preclude an informal investigation and resolution of a student conduct issue prior to or in lieu of an initiation of charges under these judicial proceedings.

### **INCIDENT REVIEW MEETINGS AND HEARINGS**

At the discretion of the judicial affairs coordinator (or designee) a hearing option will be chosen. An accused student may choose to forgo a hearing in consideration of a more immediate disposition of the alleged violation.

- Incident Review Meeting – A student who has had charges brought against him or her may be required to meet with the judicial affairs coordinator (or designee) for an incident review meeting to discuss the charges, the judicial proceedings, rights of the accused, and the possible sanctions associated with said charges.
- Informal Proceeding – The judicial affairs coordinator (or designee) who was responsible for the incident review meeting will also facilitate an informal proceeding if an accused student chooses to forgo a formal hearing in consideration of a more immediate disposition of the alleged violation.
- Academic Program chair or Chief Academic Officer's Review – This

procedure is implemented by the academic program chair and/or chief academic officer and is intended to review the status of a student in a faculty member's course. This review may include a mediation between the student and the faculty member, or it may be an administrative proceeding to determine whether a student should be allowed to remain in the given course. Because of the necessity for swiftness, this review should take place as soon as possible following the incident and is not subject to the requirement of advanced, written notice to the student. After consulting with the student and the faculty member (together and/or separately), and with any witnesses, the program chair and/or chief academic officer shall render a decision in writing. The program chair's decision may be appealed to the chief academic officer, and the chief academic officer's decision may be appealed to the campus Judicial Board.

- Formal Administrative Hearing – The judicial affairs coordinator (or designee) will act as or appoint a hearing officer to facilitate a formal administrative hearing when necessary. It is the responsibility of the judicial affairs coordinator that all hearing officers have received the appropriate training to conduct a just and fair hearing as provided by this code. Any and all appeals of decisions by the hearing officer of a formal administrative hearing shall be directed to the chief academic officer.
- Formal Committee Hearing – When necessary, the judicial affairs coordinator (or designee) will appoint members to a temporary Campus Judicial Board. The composition of the temporary Campus Judicial Board will be determined by the judicial affairs coordinator (or designee) in consultation with the chief academic officer. Every temporary Campus Judicial Board will have one nonvoting advisor appointed by the judicial affairs coordinator (or designee) to ensure a just and fair hearing as provided by this code and shall be the official representative of the college under whose authority the board may act in fulfillment of the provisions of this code. All recommendations for sanctions by the Campus Judicial Board through a majority vote will be sent to the judicial affairs coordinator for a final decision and imposition of sanctions and explanation to the student. Any and all appeals of recommendations for sanctions by the Campus Judicial Board and imposition of sanctions by the judicial affairs coordinator shall be directed to the chief academic officer. In the event that the Campus Judicial Board is inoperative, an administrator appointed by the judicial affairs coordinator will conduct an administrative hearing.
- Failure to Appear - The evidence in support of the charges shall be presented and considered even if the accused fails to appear and answer charges. Failure to appear at an incident review meeting or hearing, or failure to reschedule 24 hours before the date and time of the incident review meeting or hearing, may result in the

determination of responsibility for policy violations and, if found responsible, the imposition of sanctions in a person's absence. No recommendation for the imposition of sanctions shall be based solely upon the failure of the accused to answer charges or to appear at the hearing. The accused may reschedule a maximum of two times before the case will be reviewed in his or her absence.

## **RIGHTS OF THE ACCUSED**

To ensure that all judicial proceedings are conducted in a fair and reasonable manner, all accused students are entitled to the following:

- The right to an expeditious hearing
- The right to appear in person to answer charges and present witnesses and evidence in support of their defense
- The right to be accompanied by an advisor of their choice (advisors must be from the campus community except when approved by the judicial affairs coordinator [or designee]. Advisors are to give advice and direction to the student but, as a general rule, may not speak in defense or on behalf of the student. Advisors may not serve as a witness to facts in the case, but may speak as a character witness on behalf of the accused.)
- The right to refuse to answer questions of an incriminating nature
- The right to have a hearing audio-taped by the judicial body (this tape recording shall be considered the sole property of NewSchool and shall be considered to be an official record of the accused student[s])
- The right for students with documented disabilities to request reasonable accommodations to assist them through the judicial process

## **HEARINGS**

Hearings shall be conducted by a judicial body according to the following guidelines:

- Hearings will be confidential and closed to the general public (i.e., those who are not primary participants, authorized witnesses and advisors, the judicial affairs coordinator [or designee], and other members of the judicial body).
- Admission of any person to the hearing shall be at the discretion of the judicial body and/or the judicial affairs coordinator.
- Where a single incident or occurrence gives rise to charges against more than one student, a student shall be eligible to have a separate hearing if he or she can substantiate the likelihood of prejudice by association.
- The accused student and his or her advisor shall be present during the entire time of the hearing and shall be absent only during times in which the judicial body or administrator is deliberating.

- The charging party, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body. If either party is unable to locate or receive compliance from any person asked to testify, that party may seek assistance of the appropriate NewSchool administrator. NewSchool, however, may not compel a student to testify against his or her will. The adjudicatory agent may elect not to hear a witness.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the judicial body at the discretion of the judicial affairs coordinator (or designee).
- The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct. All matters on which a decision should be based must be introduced into evidence during the proceedings. The decision should be based on careful evaluation of such evidence.
- It is to be understood that all adjudicatory bodies will have access to all past judicial records of that student after they have reached a decision as to the disposition of the alleged violation. This prior record, and any mitigating or aggravating circumstances, may be used for the purpose of determining the type of sanction(s) to be recommended, if any.
- The NewSchool adjudicatory agent shall notify the accused student(s) of its findings within the shortest reasonable time after a decision has been rendered. This notice shall be in writing and shall specify the charges for which the accused student has been found responsible or not responsible, and the action, if any, being recommended.
- All proceedings, testimony, findings and recommendations of any and all judicial hearings are confidential. The charging party, on receipt of information regarding the findings and/or recommendation of any adjudicatory agent, shall be bound to keep in confidence such information. Information from disciplinary records is subject to all of the same provisions of confidentiality as other student records.

## **DISCIPLINARY SANCTIONS**

The purpose of the imposition of sanctions in a student disciplinary hearing is to redirect the student's behavior toward a pattern more acceptable within the college community, if such redirection is feasible; to protect the college community from possible harm or injury from said person; or to give financial redress to a complainant for loss, harm, or destruction of property resulting from the actions of the accused. Although not intended to be inclusive, the following are possible sanctions that may be imposed, either singularly or in combination, upon a student for infractions of the Code of Conduct.

- Disciplinary Expulsion - Expulsion is a permanent dismissal from NewSchool. Any recommendation for expulsion is automatically

subject to review by the president (or designee) whether or not the student appeals the recommendation of the judicial body. In the case of expulsion, financial refunds for tuition and fees will follow the refund schedule as outlined in this publication. The student's parents or guardians will be notified of a disciplinary expulsion.

- **Disciplinary Suspension** - If a student is suspended, he or she is deprived of student status and must carry out total separation from NewSchool for a specified period of time. A student placed on suspension will be withdrawn from classes. Conditions of readmission shall be stated in the letter of suspension. Any recommendation for suspension is automatically subject to review by the chief academic officer (or designee) whether or not the student appeals the recommendation of the judicial body. In the case of suspension, financial refunds for tuition and fees will follow the refund schedule as outlined in this publication. A student's parents or guardians will be notified of a disciplinary suspension.
- **Interim Suspension and Other Interim Sanctions** - The chief academic officer (or designee) may suspend a student and/or restrict a student's access to campus and/or impose other forms of interim action, such as exclusion from one or more classes or other locations for an interim period prior to the resolution of a disciplinary proceeding if the chief academic officer (or designee) becomes aware of reliable information that supports an allegation of misconduct and determines that the continued presence of the student on the campus or at NewSchool-sponsored events poses a threat of harm or substantial disruption.

The interim action will remain in effect until a final decision has been made on the pending charges or until the chief academic officer determines that the reasons for imposing the interim action no longer exist.

- **Disciplinary Probation**- A written statement to the student indicating that his or her behavior is of such a nature as to place him or her near removal from the college community. Any student placed on probation will be notified of the terms, which may include restrictions deemed appropriate by the judicial affairs coordinator (or designee), and the length of the probation. Parents or guardians may be notified if a student is placed on disciplinary probation. Any conduct in violation of the probation of a similar or more serious nature shall result in the imposition of additional restrictions, suspension, or expulsion.
- **Disciplinary Service** - A student is required to complete a specific number of hours of service to the campus or general community and fulfill any educational action associated with the disciplinary service as determined by the judicial affairs coordinator (or designee).

## **EDUCATIONAL ACTION AND ASSIGNED PROJECTS**

Educational action and assigned projects designed to assist the accused student in better understanding the overall impact of his or her alleged behavioral infraction may be assigned. Educational action could include mandatory attendance to classes, seminars, or workshops, etc., relating to the alleged policy infraction. Assigned projects could include a term paper, the creation of educational posters, or the planning of an educational program related to the alleged policy infraction. Assigned projects may not include work details except as may be directly related to the alleged offense nor may such assigned projects be of such a nature in scope as to cause undue humiliation or degradation of the accused student. Said assigned projects will be under the direct supervision of the judicial affairs coordinator (or designee).

## **ENROLLMENT HOLD, CANCELLATION OF ENROLLMENT, AND GRADUATION HOLD**

- **Enrollment Hold** – Should a student not respond to a request to meet with the judicial affairs coordinator (or designee), or if a student should fail to complete assigned sanctions, such college official may either place a hold on the student's account, which would prevent the student from enrolling in subsequent semesters and from receiving transcripts, or may declare a default by the student and impose disciplinary sanctions.
- **Cancellation of Enrollment** – In instances where the judicial affairs coordinator (or designee) has placed a hold on a student's enrollment for failure to comply with sanctions resulting from a prior informal or formal hearing, such hold may be cleared with the condition that the student's enrollment will be canceled for failure to meet the conditions of the clearance. To be reinstated or to obtain transcripts, the student must fulfill all judicial obligations.
- **Graduation Hold** – Should a student not respond to a request to meet with the judicial affairs coordinator (or designee) or if a student does not comply with already-imposed disciplinary sanctions, then the chief academic officer may place a hold on his or her participation in graduation exercises and his or her diploma. This hold will also prevent transcripts denoting graduation from being released. Diploma and transcripts will be released upon fulfillment of all judicial obligations.

## **FINES AND RESTITUTION**

Fines, when deemed appropriate, may be assigned by the judicial body. Restitution is expected when a student's actions damage, deface, or destroy any NewSchool or personal property in order to restore said property by replacement or monetary reimbursement unless good cause can be otherwise substantiated. Such restitution shall be in addition to any sanction the judicial body may recommend.

Fines and restitution are payable by personal check, cashier's check, or cash. In rare circumstances, and with parents' permission, fines and restitution may be added to a student's account. If a student separates from NewSchool prior to paying fines or restitution, the outstanding balance will be added to the student's account, which could result in an account being sent to collections.

### **INFORMAL ADMONITION OR WARNING**

Informal admonitions may be given for less serious offenses without the initiation of formal procedures. All charges referred to the judicial affairs coordinator may be disposed of by mutual consent of judicial affairs coordinator and the parties involved. The accused shall regard the case as closed and may not appeal. Failure to reach a consensus allows either party to request that the case be heard by the appropriate judicial body.

### **NOTIFICATION OF PARENTS OR GUARDIANS**

At the discretion of the judicial body and following the Code of Conduct, FERPA, and with the approval of the chief academic officer, notification by letter or telephone may be made by the appropriate administrative officer to the parents or legal guardian of the accused student. A decision involving disciplinary probation, suspension, or expulsion will result in notification to the student's parents or guardians at NewSchool's discretion.

### **RECOMMENDATION OF COUNSELING**

The judicial body may recommend counseling to the judicial affairs coordinator. The judicial body may request the judicial affairs coordinator to direct a student to receive an evaluation or assessment or to attend a prescribed number of counseling sessions with a NewSchool counselor. If such a request is made, the judicial body may inquire only into whether the student has attended the prescribed number of sessions and cooperated with efforts made by the counselor to help him or her adjust to NewSchool responsibilities and issues relevant to the infraction; all other content discussed in the sessions is confidential.

### **REPRIMAND**

A reprimand is a written warning to a student that his or her conduct is unacceptable by NewSchool standards and policies and that continuation or repetition of the specified conduct may be cause for further disciplinary action. During formal proceedings, the reprimand is the least sanction the judicial body may impose if the accused is found to be in violation of the Code of Conduct. (A reprimand becomes part of a student's disciplinary record, but is not a part of the student's academic record.)

### **RESTRICTION**

A restriction on a student's campus privileges may be imposed for a period of time. This restriction may include, but is not limited to, denial of the right to represent NewSchool in any way, the denial of the use of specific facilities, or denial of the opportunity to participate in extracurricular activities. Individuals on campus restriction may not be present on campus for any reason. This includes NewSchool activities both on and off campus.

### **BIAS-MOTIVATED OFFENSES**

Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim's race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, or inclusion in any group or class protected by state or federal law. The judicial affairs coordinator and other judicial bodies are not limited to the sanctions listed above, but may impose other sanctions which bear a reasonable relation to the violation for which the sanction is imposed.

### **COMPLETION OF SANCTIONS**

- Responsibility – The judicial affairs coordinator will be responsible for ensuring that sanctions have been carried out. As part of an assigned sanction, a student may be required to meet periodically with the judicial affairs coordinator (or designee) to discuss and assess the progress of the sanction.
- Time period – Where time periods for sanctions are appropriate, they should be designated by the adjudicating body. The time period will be determined at the discretion of the adjudicating body and should always be within reason for the type of sanction imposed. If no specific time period is stated in the sanction, then the term (whether for restrictions, probation, or suspension, etc.) is determined to be 1 academic year.
- Failure to complete assigned sanctions – Failure to complete assigned sanctions within the specified time frame constitutes abuse of the judicial system, which can result in additional sanctions and/or an enrollment hold.

### **APPEAL**

An appeal may be made by either party to a judicial action to the appropriate adjudicatory agent through the judicial affairs coordinator within 3 administrative working days. With the exception of suspension or expulsion, which are automatically subject to review by the chief academic officer or president (or designee) whether or not the student appeals the recommendation of the judicial body, all decisions or sanctions may be appealed to one level above the original jurisdiction adjudicatory agent.

After that point, the appeal route is exhausted. The parties will be informed as to the appropriate individual or body to receive an appeal.

An appropriate letter of appeal should be of sufficient detail to stand on its own merit and should include the following information:

- Student's full name, ID number, and contact information
- Stated grounds for the appeal (as noted below)
- Rationale for the stated grounds of the appeal
- The adjudicatory agent having jurisdiction shall consider only the following as grounds for said appeals:
- A substantial procedural error has unreasonably impaired either party.
- An unduly harsh sanction has been recommended for the accused student.
- New evidence of a substantive nature, which was not available at the time of the original hearing, has been uncovered.
- Substantiated bias on the part of any judicial board member or administrative hearing officer has been identified.
- A sanction considered to be too lenient has been recommended for the accused.

Any adjudicatory agent in receipt of the appeal may, after review of all available information through a paper review or an actual appeal review meeting, elect to:

- Deny the appeal for lack of adequate grounds or justification for said appeal,
- Accept the appeal and lessen the sanctions recommended,
- Accept the appeal and dismiss all charges and sanctions,
- Accept the appeal, but sustain the decision of the adjudicatory agent of previous jurisdiction, or
- Accept the appeal (and at the discretion of the adjudicatory agent considering the appeal, re-hear all or a portion of the case and/or take new evidence) and establish his or her own recommendation, which may call for greater or lesser sanctions than the previous agent

## **INTERPRETATION AND REVISION**

Any questions of interpretation regarding the Code of Conduct and the judicial proceedings shall be referred to the chief academic officer (or designee) for final determination.

## **REFUND, CANCELLATION, AND TERMINATION POLICY**

### **STUDENT'S RIGHT TO CANCEL**

- A student has the right to cancel an agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, a student also has the right to stop school at any time; and the right to receive a pro rata refund if he or she has completed 60% or less of the scheduled quarter through the last day of attendance.
- Cancellation may occur when a student provides a written notice of cancellation at the following address: 1249 F Street, San Diego, CA 92101. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.
- If the enrollment agreement is cancelled, the school will refund the student any money he or she paid, less an application fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **READMISSION**

A student may be readmitted after 1 academic year (4 consecutive quarters) when dismissed from NewSchool for failure to meet Satisfactory Academic Progress (SAP) requirements. The student must reapply and successfully sit for a portfolio review and interview. Students reentering a program after dismissal are on academic probation for 1 quarter. Students who have withdrawn from school and who reenter after an absence of 1 year or more must meet the academic requirements in place at the time of their readmission and are held to the current catalog academic policies.

### **CLASS HOURS AND SCHEDULING**

Although schedules vary, classes are scheduled between 8:00 a.m. and 10:00 p.m. Monday through Friday. Saturday classes are occasionally offered. NewSchool reserves the right to schedule classes in the order that best suits the overall master schedule and does not violate course prerequisites. NewSchool reserves the right to cancel class offerings at its discretion when necessary to meet the objectives of the institution. Furthermore, NewSchool also reserves the right to change program content providing the objectives of the program are not changed. Such changes are necessary to remain current with professional expectations. Quarterly schedules are posted electronically on the student portal.

## STUDENT APPEALS AND GRIEVANCE POLICY

A student has the general right to appeal decisions and/or policies that may affect his or her progress. A student who feels there are extenuating reasons for his or her failure to adhere to specific decisions or policies may file a written appeal with the chief academic officer provided said appeal is filed within 2 weeks of notification of the decision.

The chief academic officer will evaluate the extenuating circumstances presented by the student. Extenuating circumstances are defined as unavoidable and/or unexpected events (e.g., illness, death in the immediate family, or state of emergency caused by a disaster). Students petitioning the chief academic officer with an appeal should describe the situation completely and provide outside documentation for verification purposes. The chief academic officer will base his or her decision on these supporting materials. If it is determined that the student's circumstances were extenuating, the appeal may be approved at the discretion of the chief academic officer.

## STUDENT GRIEVANCE

A student who has a grievance must first see the appropriate faculty or staff member with whom the grievance lies. If a solution is not reached on the part of the student and faculty or staff member, the student may seek the aid of the program chair in writing. If a solution cannot be reached the student may seek a solution by completing a confidential Student Grievance Form. This form is located on the NewSchool website under "student resources" on the "Registrar" page, on the student portal and in student support offices, such as the Registrar's and Academic Advising offices. The student is responsible for completing the form with as much detail as possible and returning the form to the chief academic officer. The form will be reviewed within 30 days, and resolution and/or recommendations will be presented to the student within 45 days of the date of concern submission. The chief academic officer will call a meeting of the Student Grievance Committee or the Faculty Appeal Committee as necessary. Confidential records of this grievance process are kept in the Chief Academic Officer's office.

## STUDENT COMPLAINTS PROCEDURE

WASC Senior College and University Commission (WSCUC): A student may file a complaint with NewSchool's accreditation body by contacting WSCUC (<http://www.wascsenior.org>) and adhering to the Policy on Complaints and Third-Party Comments for the appropriate means of communicating comments and complaints.

California Bureau for Private Postsecondary Education Complaint

Procedure: A student or any member of the public may file a complaint about this institution with the California Bureau for Private Postsecondary Education by calling 916-431-6924 or by completing a complaint form, which can be obtained on the bureau's website: <http://www.bppe.ca.gov/enforcement/complaint.shtml>

## ACADEMIC INTEGRITY

NewSchool students are expected to exhibit the highest standards of academic propriety. Academic misconduct prejudicial to the academic integrity of the student, fellow classmates, and/or school will lead to disciplinary action that may include suspension or dismissal. Academic misconduct is defined as the following:

- Cheating: Cheating includes attempting to receive or receiving assistance from persons, papers, or other material without the permission of the instructor; or the acquisition of an examination and/or quiz prior to the examination date.
- Plagiarism: Plagiarism is defined as taking and using as one's own the ideas and writings of another without giving appropriate credit through proper documentation. Providing assistance to a student attempting to cheat or plagiarize is also considered academically dishonest.
- The consequences of any such conduct are dependent on the seriousness of the offense that occurred, previous violations of policies and regulations by the student, and the student's attitude and cooperation as determined by the instructor and/or program chair. Disciplinary action for verifiable academic dishonesty is at the immediate discretion of the instructor. The instructor, program chair, and/or chief academic officer may take one or a combination of the following actions depending on the circumstances of the case:
  - The student will receive a zero for the individual effort.
  - The student will receive an F in the course for the quarter. If an F results as the course grade, the student may be dismissed or may not meet graduation or financial aid requirements.
  - The student will be dismissed immediately from the school.

Students have the right to appeal decisions using the student grievance process.

To ensure academic integrity, NewSchool recognizes the American Psychological Association (APA) citation style for all scholarly work at NewSchool. Unless an alternate style is specified by an instructor and has been approved by the program chair, all students are expected to know and use APA conventions per the current Publication Manual of the American Psychological Association.



## STUDENT RECORD RETENTION POLICY

NewSchool complies with state regulations regarding the retention of student records. NewSchool maintains physical copies of student records at its principal place of business in the state of record for a minimum of 3 years after the students last day of attendance. After 3 years, NewSchool maintains student records for not less than 5 years, from the last day of attendance, at a secure off-site location; these files can be retrieved by the Registrar's Office within 2 business day.

In addition to physical files, NewSchool maintains digital copies of student records for not less than 5 years from the last day of attendance. The institution also maintains student transcripts indefinitely. Students can request a copy of their academic records or transcripts through the Registrar's Office.

## FERPA

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

- The right to inspect and review their education records within 45 days of when the college receives a request for access. Students wishing to inspect records should submit a written request to the Registrar's Office identifying which documents they wish to review. The Registrar's Office will make arrangements for access and notify the students of when and how the records will be made available for inspection. The college may charge a fee for copies of records.
- The right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students should write to the Registrar's Office, clearly identify the part of their records they want changed, and specify why they should be changed. If NewSchool decides not to amend a record as requested, the college notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of

notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

- NewSchool discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for NewSchool.
- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920.

## DISCLOSURE OF STUDENT AND ALUMNI INFORMATION

NewSchool may disclose public or directory information at its discretion. Under FERPA, currently enrolled students and alumni have the right to request the suppression of designated directory information and can submit a written request to the Registrar's Office at any time.

### Public (Directory) Information

The following items are available to the public:

- Name, address, and phone number
- Email address
- Major field of study
- Enrollment status
- Program start date
- Dates of attendance
- Degrees and awards
- Previous institutions attended
- Nonpublic (Private) Information

- Information other than directory information is not public and may not be released except under certain prescribed conditions. Nonreleasable information includes the following:
- Grades
- Courses taken
- Test scores
- Advising records
- Educational services received
- Disciplinary actions
- Social security number

## **BANKRUPTCY**

NewSchool has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against it within the preceding 5 years resulting in reorganization under Chapter 11 of the U.S. Bankruptcy Code.



# **Course Descriptions**



## Explanation of Course Numbering

A numbering system assists in the identification of courses. Each course code has an abbreviation of the general subject category followed by three numbers. For example, Design Studio (AR202) is identified as a design course offered in the second year. The numbering system is based on the following:

The first number is the year that the course is most often taken within the total program:

- Numbers 1–2 indicate lower-division undergraduate courses
- Numbers 3–4 indicate upper-division undergraduate courses
- Number 5 indicates upper-division undergraduate/graduate courses
- Numbers 6–9 indicate graduate-level courses

The third number designates the sequence in which the courses are to be taken. The letter designations following the course number can be understood two ways:

- First as the number of credits where A–F indicates 1 to 6 credits may be received, where A–C indicates the number of times a course may be repeated for credit,
- Where G indicates the course is taught through our global network

Note: Some course numbering conventions may vary.

## ACCOUNTING (ACC)

### ACC273 FINANCIAL AND MANAGERIAL ACCOUNTING

Credits: 4 Prerequisites: None

Schedule: 4 hours weekly: Lecture (4)

The course focuses on the principles of accounting for business decision making and financial reporting. Content addresses planning and control issues, including financial reporting standards, costs allocation, budget and spreadsheet preparation, and performance reporting for decision making.

### ACC595A-F FREE INQUIRY

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## ANIMATION (ANM)

### ANM102 PRINCIPLES OF ANIMATION

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces the students to the critical building blocks for becoming a character animator. Students learn about the principles of animation developed at Disney, which provide a complete guide that is used by animators to this day. Students start with the classic bouncing ball and develop their skills while learning the principles of animation to create realistic and personality-based walk cycles.

### ANM200 CHARACTER ANIMATION I

Credits: 3 Prerequisites: ANM102

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course focuses on creating strong body dynamics for characters. Students further their knowledge of acting for animation and sharpen their observational skills while studying human and animal anatomy to animate both biped and quadruped characters. Students continue to hone their skills in rigging while creating animation-ready character rigs.

### ANM201 CHARACTER ANIMATION II

Credits: 3 Prerequisites: ANM200

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course focuses on acting for character animation. Students focus on pantomime acting and animating to a dialogue. Students also continue to hone their skills in rigging while creating facial set-ups for their characters. Students learn how to plan and execute their shots and focus on staging while animating one- and two-person dialogue shots, giving life to their characters.

### ANM202 CHARACTER DEVELOPMENT I

Credits: 3 Prerequisites: MD122

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is an introduction to the character creation pipeline for games and film. Students will learn to use digital sculpting tools to create high-poly models as well as to create game-ready characters. The class will focus on human anatomy, organic modeling, and poly flow, as well as on how to model for animation. Emphasis will be on the latest character creation tools and techniques.

### ANM203 CHARACTER DEVELOPMENT II

Credits: 3 Prerequisites: ANM202

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course builds on the skills the students acquired in the Character Development I class. Further developing the character creation pipeline, this course will focus on creating fully detailed characters from concept art. The class will discuss character styles and trends in games and film and cover concepts for creating successful characters. The class also focuses on discussing and resolving pipeline issues.

### ANM204 TEXTURE, LIGHTING, AND RENDERING I

Credits: 3 Prerequisites: MD122

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course focuses on the importance of production workflows and techniques for lighting and texturing scenarios across games and film pipelines. The class is designed to enhance the aesthetic skills of the students through assignments and by learning about advanced lighting and texturing solutions in 3-D software. Students develop their skillsets by learning powerful rendering tools to create professional quality work in a production-style environment.

### ANM205 TEXTURE, LIGHTING, AND RENDERING II

Credits: 3 Prerequisites: ANM204

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course continues the exploration of advanced techniques used in lighting and texturing scenarios across digital mediums. Students learn about advanced topics in indirect lighting, HDRI, subsurface scattering, and ambient occlusion while working on production-style shots that focus on the aesthetics of good lighting. Students develop advanced skills by learning techniques of real-time and off-line rendering. Students learn node-based particle systems to enhance the work they are developing for real-time rendering.

### ANM206 TEXTURE, LIGHTING, AND RENDERING III

Credits: 3 Prerequisites: ANM204

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course continues the exploration of advanced techniques used in lighting and texturing scenarios across digital mediums. Students learn about advanced topics in indirect lighting, HDRI, sub-surface scattering, and ambient occlusion while working on production-style shots that focus on the aesthetics of good lighting. Students develop advanced skills by learning techniques of real-time and off-line rendering. Students will also work with physics-based particle systems to enhance the work they are developing for real-time rendering.

## ARCHITECTURE (AR)

### AR101 FOUNDATION STUDIO I

Credits: 5 Prerequisites: None

Corequisites: AR141 or department approval

Schedule: 8 hours weekly: Lecture (2), Lab (6)

This course centers on the human body in space. Physical geometries and structural implications are analyzed employing models along with manual and hybrid 2-D and 3-D graphic representations.

### **AR102 FOUNDATION STUDIO II**

Credits: 5 Prerequisites: AR101 and AR141 or equivalent

Corequisites: AR142 or department approval

Schedule: 8 hours weekly: Lecture (2), Lab (6)

This course introduces program inquiries, tectonic syntax, geometry, technology, and construction as generators of form. Studio focus includes language and techniques of diagramming: scoring, notating, and mapping.

### **AR103 FOUNDATION STUDIO III**

Credits: 5 Prerequisites: AR102 and AR142 or equivalent

Corequisites: AR143 or department approval

Schedule: 8 hours weekly: Lecture (2), Lab (6)

This course explores part-to-whole relationships within larger contexts, sites, and systems while introducing the necessary tools to support these inquiries within a collaborative studio methodology.

### **AR141 GRAPHIC REPRESENTATION I**

Credits: 3 Prerequisites: None

Corequisites: AR101 or department approval

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces principles of design, typography, craftsmanship, iconography, and drawing techniques as a communicative process to support the design of 2-D and 3-D objects and spaces.

### **AR142 GRAPHIC REPRESENTATION II**

Credits: 3 Prerequisites: AR101 and AR141 or equivalent

Corequisites: AR102 or department approval

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course advances the development of hybrid techniques of architectural representation introduced in Graphic Representation I (AR141), with a strong emphasis on digital form generation.

### **AR143 GRAPHIC REPRESENTATION III**

Credits: 3 Prerequisites: AR102 and AR142 or equivalent

Corequisites: AR103

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course continues development of hybrid techniques of architectural representation with a greater emphasis on digital form generation merged with 2-D and 3-D model building.

### **AR161 ARCHITECTURAL STUDIES I / HISTORY I**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course introduces and examines significant monumental and vernacular buildings, settlement patterns, and urban forms throughout the world from the prehistoric to the Carolingian period.

### **AR201 DESIGN STUDIO I**

Credits: 6 Prerequisites: Completion of all required first-year courses or transfer equivalents

Corequisites: AR231 and AR262

Schedule: 10 hours weekly: Lecture (2), Lab (8)

The course is centered on fundamental questions regarding representation and inhabitation, program definition, and processes of form making that combine digital/manual analysis, diagrams, and programmatic delineation.

### **AR202 DESIGN STUDIO II**

Credits: 6 Prerequisites: AR201, AR231, and AR262, or equivalent

Corequisites: AR271 or department approval

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course extends the investigation of inhabitation through programmatic shifts that introduce relationships between parts-to-whole employing a variety of manual techniques and media.

### **AR203 DESIGN STUDIO III**

Credits: 6 Prerequisites: AR202 and AR271, or equivalent

Corequisites: AR232 or department approval

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course applies themes from Design Studio I (AR201) and Design Studio II (AR202) to conditions addressing dense urban contexts to propose cross-programmed architectures seen under an infrastructural lens.

### **AR231 ENVIRONMENTAL SYSTEMS I – NATURAL SYSTEMS**

Credits: 3 Prerequisites: Completion of all required first-year courses, or equivalent

Corequisites: AR201 or department approval

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course examines principles and practices of sustainable design through the introduction and application of natural systems within the framework of context and program.

### **AR232 ENVIRONMENTAL SYSTEMS II – PASSIVE SYSTEMS**

Credits: 3 Prerequisites: AR231 and AR271

Corequisites: AR203 or department approval

Schedule: 4 hours weekly: Lecture (2), Lab (2)

The course introduces the building envelope seen as a direct mediator between human comfort and environmental factors by focusing on passive design principles for environmental systems.

### **AR262 ARCHITECTURAL STUDIES II / HISTORY II**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

The course examines significant monumental and vernacular buildings, settlement patterns, and urban forms from the Carolingian period to the Industrial Revolution.

### **AR263 ARCHITECTURAL STUDIES III / HISTORY III**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course examines significant monumental and vernacular buildings, settlement patterns, and urban forms from the Industrial Revolution to the present.

### **AR271 BUILDING SYSTEMS I**

Credits: 3 Prerequisites: AR201 and AR231

Corequisites: AR202 or department approval

Schedule: 4 hours weekly: Lecture (2), Lab (2)

The course provides a fundamental understanding of traditional construction materials and building systems, including their production and installation methods, while examining both environmental impact and performance characteristics.

### **AR301 ARCHITECTURAL DESIGN I**

Credits: 6 Prerequisites: Completion of all required second-year courses or transfer equivalents

Corequisites: AR321, AR372, or department approval  
Schedule: 10 hours weekly: Lecture (2), Lab (8)  
The course nurtures articulation and application of design thinking in formulating architectural strategies grounded in precedent analysis, environmental design principles, and structure systems as form generators.

### **AR302 ARCHITECTURAL DESIGN II**

Credits: 6 Prerequisites: AR301, AR321, and AR372 or equivalent  
Corequisite: AR322 and AR333 or department approval  
Schedule: 10 hours weekly: Lecture (2), Lab (8)  
This course utilizes and nurtures the understanding of relationships between the language of architectural strategies and specific techniques for integration of design principles investigated in Architectural Design I (AR301).

### **AR303 ARCHITECTURAL DESIGN III**

Credits: 6 Prerequisites: AR302, AR322, and AR333 or equivalent  
Corequisite: AR364 or department approval  
Schedule: 10 hours weekly: Lecture (2), Lab (8)  
The course continues investigations into development of an architectural design language integrating building components and structural systems as ways to exploit and communicate personal design strategies.

### **AR321 STRUCTURAL SYSTEMS I**

Credits: 3 Prerequisites: Completion of all required first and second-year courses or equivalent  
Corequisite: AR301 and AR372 or department approval  
Schedule: 4 hours weekly: Lecture (2), Lab (2)  
This course introduces the notion of static equilibrium within structural systems by establishing a basic understanding of the dynamic nature of various forces acting upon buildings.

### **AR322 STRUCTURAL SYSTEMS II**

Credits: 3 Prerequisites: AR301, AR321, and AR372  
Corequisite: AR302 and AR333 or department approval  
Schedule: 4 hours weekly: Lecture (2), Lab (2)  
This course examines structural loading, stress-strain relationships, bending moments, deflection, and force resolution through the design and analysis of wood, steel, concrete, and masonry structural systems.

### **AR333 ENVIRONMENTAL SYSTEMS III**

Credits: 3 Prerequisites: AR302 and AR322  
Corequisite: AR303 or department approval  
Schedule: 4 hours weekly: Lecture (2), Lab (2)  
This course introduces integration of mechanical, electrical, and plumbing systems in buildings with an emphasis on terminology, basic calculations, and sustainable design, including indoor environmental quality.

### **AR364 ARCHITECTURAL STUDIES IV / A+U THEORY I**

Credits: 3 Prerequisites: AR161, AR262, and AR263  
Schedule: 4 hours weekly: Lecture (2), Lab (2)  
The course examines architecture, urban, and city planning theories from antiquity to the modern period as a dynamic process reflecting social and spatial production throughout society.

### **AR372 BUILDING SYSTEMS II**

Credits: 3 Prerequisites: AR271  
Corequisites: AR301, AR321, or department approval  
Schedule: 4 hours weekly: Lecture (2), Lab (2)  
This course examines experiential qualities of mechanical, electrical, and plumbing (MEP) systems in buildings. Practice standards, building codes related to life safety, building services, and vertical transportation are addressed.

### **AR401 INTEGRATIVE DESIGN STUDIO I**

Credits: 6 Prerequisites: Completion of all required third-year courses or transfer equivalents  
Corequisite: AR451  
Schedule: 10 hours weekly: Lecture (2), Lab (8)  
Part one of the integrative design sequence is grounded in a research/development process that generates and evaluates alternative design options across multiple systems and varying scales of complexity.

### **AR402 INTEGRATIVE DESIGN STUDIO II**

Credits: 6 Prerequisites: AR401 and AR451  
Corequisite: AR452 and AR465  
Schedule: 10 hours weekly: Lecture (2), Lab (8)  
Part two of the integrative design sequence synthesizes complex systems, with multiple variables and scales, into an integrative architectural/urban design proposal addressing pressing environmental issues.

### **AR403 ARCHITECTURAL DESIGN – FOCUSED TOPICS**

Credits: 6 Prerequisites: AR402, AR452, and AR465  
Corequisite: AR453  
Schedule: 10 hours weekly: Lecture (2), Lab (8)  
Students select from a range of focused topics to begin investigations into thesis topics.

### **AR423 STRUCTURAL SYSTEMS III**

Credits: 3 Prerequisites: Completion of all required third-year courses or transfer equivalents  
Corequisites: AR401 and AR451 or department approval  
Schedule: 4 hours weekly: Lecture (2), Lab (2)  
This course examines the interrelationship between structural systems and architectural space within specialized conditions, such as lateral loading for wind or seismic forces and long-span construction.

### **AR451 ARCHITECTURAL PRACTICE I**

Credits: 3 Prerequisites: Completion of all required third-year courses or equivalent  
Corequisite: AR401 or department approval  
Schedule: 4 hours weekly: Lecture (2), Lab (2)  
Practice I (architect) examines professional growth and development opportunities from internship to registration and independent practice to career choices including direct or indirect roles within the profession.

### **AR452 ARCHITECTURAL PRACTICE II**

Credits: 3 Prerequisites: AR451  
Corequisites: AR402 or department approval  
Schedule: 4 hours weekly: Lecture (2), Lab (2)  
Practice II (office) provides keywords, definitions, concepts, and resources specifically related to integrative delivery methods of professional services licensed architects typically provide to their clients.



### **AR453 ARCHITECTURAL PRACTICE III**

Credits: 3 Prerequisites: AR452

Corequisites: AR403 or department approval

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Practice III (practice) provides keywords, definitions, concepts, and resources addressing project management and construction documents focused on value analysis, cost control, and evidence-based design.

### **AR465 ARCHITECTURAL STUDIES V / A+U THEORY II**

Credits: 3 Prerequisites: AR364 or departmental approval

Corequisites: AR402 or department approval

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course explores selected critical positions within philosophies and belief systems underpinning architectural and urban theories of the late 20th and early 21st centuries.

### **AR5001 A-D VERTICAL STUDIO**

Credits: 6 Prerequisites: Instructor recommendation / chair approval

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Vertical Studio is an intense, 10-week skill building workshop offered only in the summer quarter. Its objective is to improve the student's critical thinking and form-making skills through exercises in representation (2-D and 3-D graphics as well as physical models) and material assembly. Both skill sets engage design as a self-reflective process of inquiry into a specific architectural investigation. Place, site conditions, building program, and typology are considered in a generative mode that provides the physical locus for a project brief focused on a selected building type for a site located in San Diego. This investigation occurs through an examination of the human body and the experience of space across a range of scales. The project includes a critical examination of the growth process from part to whole via two- and three-dimensional investigations in architectural form making using a variety of media. The studio will provoke a cross-disciplinary approach to design, engage integrative thinking, and propose creative propositions for sustainable change within an urban environment.

### **AR501 RESEARCH THESIS STUDIO I**

Credits: 6 Prerequisites: Completion of all required fourth-year courses or equivalent

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course, the first quarter of three studios, develops a self-generated thesis statement, critical position, and architectural problem or typology to be investigated over 2 quarters.

### **AR502 RESEARCH THESIS STUDIO II**

Credits: 6 Prerequisites: AR501

Schedule: 10 hours weekly: Lecture (2), Lab (8)

The course, second in the thesis sequence, focuses on the application of an organized personal-design methodology to the thesis problem and building typology from Research Thesis Studio I (AR501).

### **AR503 RESEARCH THESIS STUDIO III**

Credits: 6 Prerequisites: AR502

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course documents all of the detailed design development, research, and production process over all 3 quarters of the thesis sequence.

### **AR5051 DESIGN BUILD STUDIO**

Credits: 6 Prerequisites: None

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course is a studio focusing on design/build projects addressing the methods, materials, and techniques of construction.

### **AR5301 ACOUSTICS**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course presents the fundamentals of architectural acoustics. Subjects such as sound theory and hearing, sound sources, noise criteria, reverberation, room acoustics, and also building noise control, reduction, absorption, sound transmission class, and outdoor acoustics are analyzed.

### **AR5401 MODEL MAKING**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces techniques of model making. Students become acquainted with available materials and practice techniques of model making through a tangible process of design and construction.

### **AR5411 VISUAL STUDIES I: VISUAL LITERACY**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students will practice fundamental approaches towards freehand design drawing, learning the historical and social uses thereof, as well as techniques for unique project ideation. The coursework establishes a rational basis in which to derive meaning from environments via seeing, representing, and imagining various possible built outcomes.

### **AR5421 VISUAL STUDIES II: SPATIAL LITERACY**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Through coursework, students develop advanced representational strategies for both mapping and articulating narratives related to existing objects, landscapes, and local architectural monuments. Students leverage drawing, fieldwork, and written analysis of pressing topics within the built environment to establish case studies for relating regional history to memory.

### **AR543 THESIS INTEGRATION**

Credits: 3 Prerequisites: RSH582 and AR502

Corequisites: AR503

Schedule: 3 hours weekly: Lecture (3)

The course integrates research and design work from Research & Communication (RSH582) and Research Thesis Studio III (AR503) into a high-quality, sequenced, and well-coordinated document that fulfills the thesis requirements necessary for graduation.

### **AR5431 MIXED MEDIA**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course explores the principles of art-making in two and three dimensions. Projects cover a variety of media for the application of surface design, object making, and organic/architectural forms.

### **AR5441 ADVANCED PRESENTATION**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

The course includes a variety of real and hypothetical projects. Methods and critique are the key course objectives.

### **AR5501 PROGRAMMING**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course involves the development of a rational process of preparing a program identifying appropriate opportunities and constraints, including private and public issues, prior to the initiation of the conceptual design procedure. At the instructor's discretion, the exercises may focus on the design thesis project for students in the thesis research course.

### **AR551 MANAGEMENT & FINANCE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course investigates the process of development from the design documentation stage of construction through tenant occupancy with an understanding of pro forma, funding, and project costing.

### **AR552 CRITICISM**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

In this course students analyze, discuss, and critique currently relevant theoretical positions in the context of advanced practices and new developments in art, architecture, and urbanism.

### **AR5531 SPECIFICATIONS WRITING**

Credits: 3 Prerequisites: AR271, AR372 or AR721, and AR722

Schedule: 3 hours weekly: Lecture (3)

The course concentrates on clarifying the purpose of the specifications system and the development of skills through analysis and writing of specifications for a proposed project.

### **AR5541 PRESERVATION**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is a study of the procedures and impact associated with the process of preservation, restoration, adaptive use, renovation, and redevelopment of the built environment.

### **AR5611 HISTORY OF ARCHITECTURE IN THE AMERICAS**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is organized and conducted as a seminar. It has the flexibility to cover the many manifestations of architecture in the Americas. The course introduces students to pre-contact architecture with particular emphasis on the architecturally developed cultures of Mesoamerica. Students are expected to conduct and present an individual or group research project based on guidelines for a particular theme.

### **AR5621 WORLD ARCHITECTURAL HISTORY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course presents a survey of architecture outside the traditional Eurocentric focus.

### **AR5631 ARCHITECTURAL HISTORY OF SAN DIEGO**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

San Diego's natural environment has been enhanced by architects, landscape architects, and planners. This course explores the work of Irving Gill, Richard Requa, Kate Sessions, John Nolen, and others who helped create a community that is one of America's greatest cities.

### **AR5711 ENVIRONMENTAL PSYCHOLOGY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course explores the relationship among the environment, people, and their behavior as identified through environment-behavior research and their own observations. Students will learn how to use environment behavior research to create better functioning and more satisfying environments.

### **AR5721 NEUROSCIENCE FOR ARCHITECTURE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course introduces the field of neuroscience and its potential application to architecture. An overview of human brain anatomy and function is explored, including sensory, motor, emotional, and cognitive responses. The principles of scientific methods are reviewed and related to the importance of building an evidence base that relates human responses to the built environment.

### **AR5731 SEMINARS IN NEUROSCIENCE FOR ARCHITECTURE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course continues the exploration of neuroscientific knowledge that informs how humans perceive and respond to the built environment and elements of architecture. Seminars convey how neural principles might inform built typologies such as health care, education, office, and spiritual environments. Students develop and improve research techniques and knowledge of specific neural systems. The potential application of this knowledge to architectural practice is considered.

### **AR5801 LANDSCAPE ARCHITECTURE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course examines the relationship between humans and their relationship to built and natural environments. It presents visual examples of landscape architecture and community design projects throughout history.

### **AR5811 URBAN ISSUES**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course covers the broad context of urban issues including regionalism, community, and public infrastructure. Addressing current issues involving the homeless, senior

citizens, and demographic trends allows this class to provide an informational base relative to social, political, and economic issues associated with urban settings.

### **AR582 URBAN DESIGN**

Credits: 3 Prerequisites: None  
Schedule: 3 hours weekly: Lecture (3)

This course introduces urban design principles, theories, and concepts through readings, lectures, and images. Students then apply urban design principles and concepts in various assigned projects.

### **AR5831 LIVABLE COMMUNITIES DESIGN**

Credits: 3 Prerequisites: None  
Schedule: 3 hours weekly: Lecture (3)

The design of communities and neighborhoods is a critical element in the creation of the buildings that serve humanity. This course investigates the principles of smart growth, new urbanism, livable communities, and the relevance of those principles to the design of the built environment.

### **AR5841 CITY PLANNING**

Credits: 3 Prerequisites: None  
Schedule: 3 hours weekly: Lecture (3)

This course examines comprehensive and interdisciplinary approaches to planning and how the planning process and implementation regulations affect architectural projects in the urban, suburban, and rural environments. It includes reviews of case studies in the field of city planning and an introduction into the practice of local and state government planning.

### **AR590A-C SPECIAL STUDIO**

Credits: 4–6 Prerequisites: Approval required by the instructor and the program chair  
Schedule: 4 Units – 6 hours weekly: Lecture (2), Lab (4)  
5 Units – 8 hours weekly: Lecture (2), Lab (6)  
6 Units – 10 hours weekly: Lecture (2), Lab (8)

The studio investigates specialized aspects of architectural typologies and the processes of architectural thought with focus on the creation of conceptual ideas.

### **AR595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Determined by program chair  
Schedule: 1–6 hours weekly: Lecture (1–6)

The course examines a topic of interest and importance to the understanding of contemporary architecture in regards to history, theory, tectonics, urban studies, and/or professional practice.

### **AR599A-F DIRECTED INDEPENDENT STUDY**

Credits: 1–6 Prerequisites: Approval by the instructor and the chief academic officer  
Schedule: 1–6 hours weekly: Lecture (1–6)

This course is a directed study on a particular subject of interest to the student and of importance to the understanding of architecture.

### **AR601 DESIGN STUDIO**

Credits: 6 Prerequisites: None  
Corequisites: AR691  
Schedule: 10 hours weekly: Lecture (2), Lab (8)

This studio focuses on independent study and design exercises related to specific thesis topics as developed by the student and instructor. The student and instructor

will select an appropriate topic for research and development. This quarter will focus primarily on research and conceptual development, on creation of design submittals, and/or written and verbal presentations. A portfolio of the assigned design exercises completes the course requirements. With program chair approval, a student may elect to enroll in AR901, a topic studio, for AR601 in lieu of beginning thesis work.

### **AR602 DESIGN STUDIO**

Credits: 6 Prerequisites: AR601  
Corequisites: AR692 (MS in Architecture only)  
Schedule: 10 hours weekly: Lecture (2), Lab (8)

This studio is a continuation of the thesis process began in AR601. It focuses on the conceptualization and further development of a student-selected design project. Students who have completed a topic studio for AR601 will begin their thesis sequence in AR602.

### **AR603 DESIGN STUDIO**

Credits: 6 Prerequisites: AR602, AR692  
Corequisites: AR693 (MS in Architecture only), AR694 (Master of Architecture II only)  
Schedule: 10 hours weekly: Lecture (2), Lab (8)

This studio is the final segment of the thesis project sequence. The thesis will be further developed and documented in this quarter.

### **AR691 RESEARCH**

Credits: 3 in MS and 5 in (5+1) Prerequisites: None  
Schedule: 3 hours weekly: Lecture (3)

Students conduct fundamental research in the specific field of study coordinated with the design studio. The inquiry will be individually formatted to meet individual student requirements for the thesis.

### **AR692 RESEARCH**

Credits: 3 Prerequisites: AR691  
Schedule: 3 hours weekly: Lecture (3)

Students conduct research that is specifically tailored to their proposed thesis projects and that is approved by the instructor.

### **AR693 THESIS RESEARCH**

Credits: 3 Prerequisites: AR692  
Schedule: 3 hours weekly: Lecture (3)

Students conduct research that is specifically tailored to their proposed thesis projects and that is approved by the instructor.

### **AR695A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval  
Schedule: 1–6 hours weekly: Lecture (1–6)

This course focuses on a special study topic on a subject of interest to the student and of importance to the understanding of contemporary architecture in the fields of history and theory, tectonics, urban studies, and/or professional practice. Special Topics courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere.

## **AR699A-D DIRECTED INDEPENDENT STUDIES**

Credits: 1–4 Prerequisites: Program chair approval

Schedule: 1–4 hours weekly: Lecture (1–4)

The course involved directed study on a subject of interest to the student and importance to the understanding of architecture. Students must submit detailed proposals to the instructor for approval. All requests for directed study courses must be submitted within the add/drop period. The directed study plan must contain carefully crafted objectives that are measurable with specific, well-detailed activities and a mutually agreed upon completion criterion. All directed studies must be approved by the instructor for the course and the chief academic officer. Directed studies cannot be a substitute for any required design studio.

## **AR701 DESIGN STUDIO**

Credits: 6 Prerequisites: None

Schedule: 10 hours weekly: Lecture (2), Lab (8)

The focus of this introductory studio is on the process of design and the visual, graphic, and verbal literacy required for communicating ideas. This course introduces the tools, skills, and principles of design through the application of a basic thinking-through-making methodology that intimately connects craft and form making to the processes of critical thinking and representation. Design exercises deal with the translation from conceptual and critical approaches to the processes of formation and their subsequent critical representation. The course is complemented by the development of fundamental orthographic representation and visualization techniques. Theoretical, practical, and philosophical issues pertinent to the design process and its consequences are discussed in class, and are essential to the development of the work.

## **AR702 DESIGN STUDIO**

Credits: 6 Prerequisites: AR701

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This studio continues the logic introduced in AR701 and expands the application of a thinking-through-making methodology. The programmatic focus of this second quarter is the study and design of an essential unit of inhabitation: the single-family dwelling. Exercises progress from a thorough architectural case study to an analysis of subjective and functional issues and their translation into a rich program. The program becomes the source of all conceptual, functional, and formal relationships. This program is subsequently diagrammed to incrementally become the design of a house. The course progresses through the development of fundamental and specific two- and three-dimensional representation and visualization techniques. In this course, graphic and modeling techniques become more specifically centered on standards of architectural representation.

## **AR703 DESIGN STUDIO**

Credits: 6 Prerequisites: AR702

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This studio, the third part in the first year sequence, continues and expands the process of inquiry into the issues of siting and tectonics. The term's focus is on the study of the relationship among land, landscape, and architecture, with a strong ritual- and experience-oriented program. A heightened level of programmatic complexity is introduced, combined with an analytical phase of phenomenological vocation to generate an architecture based on site-specific tectonics and ambiance. Architectural representation is advanced by the introduction of digital imaging tools that are combined with expanded manual techniques. This produces complex representational systems appropriate to the level of analysis. The resulting architectural design stresses the relationships of meaning between an architecture of conceptual and programmatic complexity and the specific conditions of its site.

## **AR704 DESIGN STUDIO**

Credits: 6 Prerequisites: AR703

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This studio, the fourth and final part of the first year sequence, directs its focus and inquiries toward the city, utilizing the design of urban housing as a programmatic vehicle and methodological backbone. Exercises focus on the study of the formant forces of architecture in relationship to architecture and to the larger context of the urban realm and its infrastructure, materialized through techniques that use emergent form generation, field conditions, and system analysis. A compressed level of programmatic complexity is followed, combined with a continuous dialogue between conceptual abstractions, representational techniques, and reality-based analysis. Representational techniques are advanced by the further introduction of hybrid manual/digital tools used as the basis of an analytical process for the generation of form and relationships. A collaborative design process is introduced, complementing previous processes of individual vision toward a design method based on participation, interaction, and negotiation.

## **AR721 MATERIALS & METHODS I**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course provides students with the fundamental knowledge of the properties and methods of construction for wood, steel, aluminum, and iron. A detailed analysis of the methods of application of these materials is the main subject of this course.

## **AR722 MATERIALS & METHODS II**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course provides students with the fundamental knowledge of the properties and methods of construction for concrete, masonry, gypsum products, glass, and finishes available for the interior and exterior of buildings, and thermal and moisture protection materials. A detailed analysis of the methods of application of these materials is the main subject of this course.

## **AR723 STATICS, STRUCTURAL SYSTEMS, AND PRINCIPLES**

Credits: 3 Prerequisites: Departmental approval

Schedule: 3 hours weekly: Lecture (3)

This course provides an introduction to the concept of static equilibrium and its role in structural design. The basic concepts of structural design, such as stresses, tension, compression, shear, and bending moment will be studied. In addition, students will be introduced to the overarching theory and practice of structural design as a system of building elements (foundation, column, beam, slab, bearing wall, etc.) as they are deployed across various building materials. Structure will be investigated as an architectural design determinant through a comparative study of those different materials and systems.

## **AR725 STRUCTURES I: WOOD/STEEL/CONCRETE/SEISMIC**

Credits: 3 Prerequisites: AR723 or equivalent

Schedule: 3 hours weekly: Lecture (3)

This course builds on the concepts and principles introduced in AR723 and introduces the student to the diagrams, formulas, and calculations used by both architects and engineers in the sizing of the members of a structural system. The course focuses on the analysis of forces, stresses, and deflection as they relate to post, column, beam, joist, truss, and other aspects of conventional wood, steel, and concrete construction. The course introduces the student to the topics and formulas used in building

codes, handbooks, and design tables. The course also emphasizes design for seismic conditions such as those encountered in San Diego and Southern California.

### **AR726 STRUCTURES II: LONG-SPAN AND FORM-RESISTIVE STRUCTURES**

Credits: 3 Prerequisites: AR725

Schedule: 3 hours weekly: Lecture (3)

The course builds upon Structures I by introducing students to the diagrams, formulas, and calculations associated with lateral-load structural systems. It emphasizes wind-load considerations and explores the principles and primary design criteria for long-span and form-resistive systems. The course includes material relating to the use of formulas in building codes, handbooks, and design tables as they relate to long-span design.

### **AR727 STRUCTURES III: EMERGENT TRENDS**

Credits: 3 Prerequisites: AR726

Schedule: 3 hours weekly: Lecture (3)

Structures III exposes students to emergent trends in nonconventional and sustainable structural design through the study and use of parametric design, diagrids, dynamic equilibrium, and other topics, methods, and factors.

### **AR741 REPRESENTATION I**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course focuses on both freehand drawing and mechanical drafting techniques as tools for exploring, evaluating, and understanding the built form and the larger urban environment, as well as cultivating and expressing the student's own architectural ideas. These methods will introduce students to drawing as both a language and an analytical tool fundamental to seeing, thinking, understanding, and communicating.

### **AR742 REPRESENTATION II**

Credits: 3 Prerequisites: AR741

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course focuses on the integration of freehand and digital representational techniques and introduces the student to ideas of critical representation. The course gives emphasis to the speculative nature of drawings and their capacity to provoke the imagination and to communicate the unseen ideas and concepts present in both our minds and the environment. The development of keen analytical sensibilities, precision, and rigor in thought and expression is valued over the use of any single technique or software program.

### **AR761 ARCHITECTURAL AND URBAN HISTORY I: PREHISTORY TO THE RENAISSANCE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is a survey of the monumental and vernacular architecture and urban history of prehistoric man, ancient Egypt, the ancient Near East, the Aegean civilizations of Crete and Mycenae, classical and Hellenistic Greece, Imperial Rome, and includes the pre-Columbian period of Mesoamerica.

### **AR762 ARCHITECTURAL AND URBAN HISTORY II: RENAISSANCE TO THE MODERN ERA**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is a survey of the monumental and vernacular architecture and urban history of early Christian styles, the Byzantine and Carolingian empires, Romanesque, Islamic, Gothic, Renaissance, and Baroque periods.

### **AR763 ARCHITECTURAL AND URBAN HISTORY III: THE INDUSTRIAL REVOLUTION TO TODAY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is a survey of major movements, styles, and trends that occurred from the 17th through the 20th centuries, including American architecture and various Western and non-Western styles.

### **AR801 DESIGN STUDIO**

Credits: 6 Prerequisites: Completion of all required first-year courses or equivalent

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Building tectonics departs from the notion of architecture as a purely metaphoric or aesthetic exploration and examines the means by which structure, material, and space can define architecture. Using lectures, case studies, and design projects, the studio will analyze and produce work that explores in detail the practical and artistic potential of structure, materiality, enclosure, circulation, building systems, and sustainability. Presentations emphasize the use of large-scale, detailed models, wall sections, and exploded axonometric drawing.

### **AR802 DESIGN STUDIO**

Credits: 6 Prerequisites: AR801

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This studio will explore site, landscape, and urbanism through the intersection of architecture and landscape in philosophical terms, in particular the intersection of architecture and the urban landscape. Students work in teams to explore how both long-term planning principles and individual projects can combine to influence the urban environment over time. The studio will examine the physical, geographic, social, demographic, and historical features that make a city livable and unique. Students become aware of the roles of government agencies, citizen groups, and developers in the planning and design process. Presentations emphasize the use of geographic information systems (GIS) mapping and diagramming, models, drawings, character sketches, eye-level perspectives, and axonometric and computer-aided design (CAD) techniques.

### **AR803 DESIGN STUDIO**

Credits: 6 Prerequisites: AR802

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Through the comprehensive design focus, this studio builds upon the lessons of AR801 and AR802. Students are expected to incorporate and demonstrate a clear understanding of structure, enclosure, circulation, building systems, sustainability, accessibility, and universal design and the role of the individual building in the larger contextual fabric. In preparation for their thesis year, students are expected to develop, articulate, and incorporate their own personal understanding of architecture and its role in the greater societal and global dialogue. Presentations emphasize detailed models and composite drawing techniques incorporating three-dimensional computer renderings, plans, and freehand sketches. The ability to write and speak directly and concisely and to engage in critical thinking and reasoned discussion should be firmly demonstrated.

### **AR831 ENVIRONMENTAL SCIENCE I**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course introduces the history, theory, and practice of sustainable design. The impact that buildings have on the environment is studied, and strategies to minimize these impacts are introduced. Emphasis is on the importance of an integrative approach that combines all aspects of sustainability as they relate to architectural practice.

### **AR832 ENVIRONMENTAL SCIENCE II**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course introduces the building envelope as a mediator between human comfort and environmental factors; the thermodynamic processes that impact thermal strategies for building designs; and basic concepts for natural day lighting, passive heating, and passive cooling systems.

### **AR833 ENVIRONMENTAL SCIENCE III**

Credits: 3 Prerequisites: AR832

Schedule: 3 hours weekly: Lecture (3)

This course introduces mechanical, electrical, and plumbing (MEP) systems in buildings, including electrical lighting and vertical transportation. Emphasis is on terminology, basic calculations, and sustainable design considerations, including indoor environmental quality. Students are introduced to principles of visual perception and the theory of lighting composition, MEP equipment, whole-building integration and energy efficiency, simulation techniques, applicable codes and standards, documentation, and standards of professional practice.

### **AR851 THEORY I: ARCHITECTURAL THEORY FROM THE PRE-CLASSICAL THROUGH THE 20TH CENTURY**

Credits: 3 Prerequisites: AR761, AR762, AR763, or equivalent

Schedule: 3 hours weekly: Lecture (3)

This course offers a critical exploration of selected theories of architecture in the Western and non-Western traditions from the pre-classical through modernism. Themes are examined within their socio-political and physical context and as they influence thinking and form. In addition, architectural criticism is discussed as it relates to the development and promulgation of theory in both the classical and romantic traditions.

### **AR852 THEORY II: URBAN AND LANDSCAPE THEORY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course offers a critical exploration of selected theories of urbanism and landscape in the Western tradition. Themes are examined within their socio-political and physical context and as they influence thinking and form and as they relate to the development and promulgation of theory from the classical to the present.

### **AR853 THEORY III: CONTEMPORARY THEORIES OF ARCHITECTURE AND URBANISM**

Credits: 3 Prerequisites: AR852

Schedule: 3 hours weekly: Lecture (3)

This course offers a critical exploration of selected modernist and contemporary theories of architecture and landscape urbanism in a global context, focusing on the analysis of larger systems. Themes are examined within their socio-political

and physical context and as they influence thinking and form. Further, urban and landscape criticism are discussed as they relate to the development and promulgation of theory in the current era.

### **AR901 DESIGN STUDIO**

Credits: 6 Prerequisites: Completion of all prior required courses or equivalent

Corequisite: AR991

Schedule: 10 hours weekly: Lecture (2), Lab (8)

There are two options for the AR901 studio. The first option focuses on a research-oriented first quarter of a 3-quarter thesis studio sequence. The course emphasizes the development of a research document that may include programmatic data, site analysis information, typological studies, master plan studies, and other relevant material. The design process may be initiated in AR901. In the second, topic-studio option, students select a design studio topic proposed by the studio teaching team. Topic studios vary from year to year and instructor to instructor, offering a diverse range of instructors and content areas. Students must petition to take the first option.

### **AR902 DESIGN STUDIO**

Credits: 6 Prerequisites: AR901 and AR991

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Based on the option selected for AR901, this studio is the second in the 3-quarter sequence involving student-generated thesis projects, or the first of a 2-quarter graduation project sequence. Graduation project course assignments may require students to integrate architectural, structural, environmental, life safety, and other considerations into their designs. Requirements for thesis projects may vary according to subject.

### **AR903 DESIGN STUDIO**

Credits: 6 Prerequisites: AR902

Corequisite: AR993

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This is the third studio in the thesis sequence or the second studio of the graduation project alternative. Course requirements include extensive documentation of the graduation project or completion of the thesis.

### **AR951 PROFESSIONAL PRACTICE I: CONSTRUCTION DOCUMENTS**

Credits: 3 Prerequisites: AR952

Schedule: 3 hours weekly: Lecture (3)

This course will explore and explain the nature and role of the construction documents as they relate to the means, methodology, and sequencing of the construction process. The site plan, floor plans, elevations, building sections, wall sections, schedules, and construction details are developed. Further, this course introduces the student to architectural specifications and to consultant drawings and specifications. Finally, this course expands on the CAD lessons taught in Representation I to include issues of construction document conventions, formatting, and techniques. The course is structured to emphasize the collaborative, team-oriented nature of the profession.

### **AR952 PROFESSIONAL PRACTICE II: LEGAL AND FINANCIAL ISSUES**

Credits: 3 Prerequisites: AR951

Schedule: 3 hours weekly: Lecture (3)

This course focuses on the legal, ethical, and financial issues related to an

architectural practice. Issues covered include the AIA documents, zoning, planning and construction codes, Title 24 and the ADA, the CSI format, and the legal ramifications of drawings and specifications. The course is structured to emphasize the collaborative, team-oriented nature of the profession.

### **AR953 PROFESSIONAL PRACTICE III: THE OFFICE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course introduces the history, types, and responsibilities of the architectural office. The course content includes a survey of variety of architectural practices; alternatives to the traditional practice; the five phases of design; the roles of staff, consultants, and government officials; the proper interaction with clients, consultants, and contractors; and the contractual options and obligations of the architect. The course is structured to emphasize the collaborative, team-oriented nature of the profession.

### **AR991 RESEARCH**

Credits: 3 Prerequisites: AR803

Schedule: 3 hours weekly: Lecture (3)

This course involves fundamental research conducted by the student in the specific field of study coordinated with the thesis design studio. The inquiry shall be individually formatted to meet individual student requirements.

### **AR992 RESEARCH II**

Credits: 1 Prerequisites: AR991

Corequisites: AR902

Schedule: 1 hour weekly

This course assists the student in integrating coursework for the preparation of the written thesis document.

### **AR993 THESIS INTEGRATION**

Credits: 1 Prerequisites: AR902, and AR991

Corequisites: AR903

Schedule: 1 hour weekly: Lecture (1)

This course assists the student in integrating coursework for the preparation of the written thesis document.

### **AR995A-D SPECIAL STUDIO**

Credits: 4–6 Prerequisites: Approval required by the instructor and the program chair.

Schedule: 4 Units – 6 hours weekly: Lecture (2), Lab (4)

5 Units – 8 hours weekly: Lecture (2), Lab (6)

6 Units – 10 hours weekly: Lecture (2), Lab (8)

Students in this studio investigate the process of architectural thought and focuses on the creation of conceptual ideas. Specialized aspects of architecture such as universal design, healthcare design, design for aging, and sustainable architecture may be offered as special circumstances, and annual events are available. This studio continues the development of a personal design process and furthers independent exploration of one's own design methodology, resulting in a series of works that instruct and enrich the student's architectural experience. A complete portfolio of the assigned design exercises will complete the course requirements. This studio may be a substitute for an upper-division design studio. Directed independent study may be taken for a maximum of eight credits.

## **ART (ART)**

### **ART363 DIGITAL PHOTOGRAPHY**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This class involves discussing the proper use of digital cameras and the basic techniques required to edit, modify, and achieve results. Students must provide their own equipment and supplies.

### **ART441 PAINTING**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is an introduction to the material and subject possibilities of painting. The emphasis is on the fundamental principles of color, composition, and surface manipulation. Individual and group criticism is emphasized, including slide presentations and field trips.

### **ART595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## **BUSINESS (BUS)**

### **BUS281 BUSINESS LAW**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is an examination of the American legal system and important legal principles for business operations, such as those involved with contracts, torts, agency, business organizations, and employment.

### **BUS282 PRINCIPLES OF MANAGEMENT**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

The course covers the management process involving organization, decision making, and managerial activities fundamental to all management levels and functional area.

### **BUS381 PRINCIPLES OF REAL ESTATE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

The course covers the fundamentals of acquisition, ownership, and transfer of real property. Contracts, agency, estates, mortgages and deeds, covenants, conditions and restrictions, easements, and zoning are discussed.

### **BUS595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## CERTIFICATES IN DESIGN COURSE OFFERINGS (CDES)

### **CDES100A EXPLORING DIGITAL DESIGN**

Credits: 0.5 Prerequisites: None

Corequisites: CDES101A

Schedule: Online

Organizations hire design professionals in part for their creative abilities but ultimately to solve problems. So what principles, processes, and tools should designers have in their creative toolkit? In this course, students will learn how designers think and how different design approaches and creative tools might vary for different mediums. Students will also learn how to visually communicate a story through design. Students are invited to explore the world of digital design, drawing examples from their immediate environment and notable designers. In addition, students explore potential design careers.

### **CDES101A VISUAL THINKING AND GRAPHIC DESIGN**

Credits: 4 Prerequisites: None

Corequisites: CDE100A

Schedule: Online

Students in this course learn design principles and design technology tools as they develop a visual toolkit useful to all design careers. Emphasis is on visual and analytical thinking, the language of design, craftsmanship, and the development of visual communication skills through assignments that will populate a student portfolio. Topics include visual thinking, ideation and creativity, design principles and process, color theory, typography, logos, and branding.

### **CDES102A DESIGNING ONLINE EXPERIENCES**

Credits: 4 Prerequisites: CDES101A

Schedule: Online

Shopping, surfing, and meeting up used to be terms only associated with physical activity, but now those terms also describe the virtual interactivity of the Internet. This course introduces students to planning and designing effective, interactive online experiences including web pages, blogs, and social media. Students critically evaluate existing experiences for quality, accessibility, and design, and they create their own experiences for a course project along with accompanying images for the web. Topics include information architecture, navigation and interactivity, HTML, CSS, accessibility, image manipulation for the web, and search engine optimization.

### **CDES103A 3-D TRENDS, TOOLS, AND TECHNIQUES**

Credits: 4 Prerequisites: CDES101A

Schedule: Online

Students in this course explore emerging trends in 3-D, from stereoscopic 3-D to 3-D printing, with an overview of the processes and pipeline for 3-D modeling in graphic design, film and games, architecture, and 3-D printing. Students will explore the tools and technology available to visual designers and how designers are using these applications to enhance their presentations and much more. Topics will include an overview of 3-D terminology, trends, and tools; the basics of 3-D modeling; and how 3-D modeling can be applied to graphic design. Students will create a portfolio using 3-D and understand how to use these techniques in their work moving forward.

### **CDES104A VIDEO AND MOTION DESIGN**

Credits: 4 Prerequisites: CDES101A

Schedule: Online

Whether on screen or on the Internet, the power of video permeates society. Students in this course leverage video and motion graphics to tell a story or communicate an organizational message. Emphasis is on the fundamental aspects of the preproduction, production, and postproduction phases of digital video development and the use of nonlinear, video editing software to create video and motion graphics/animations for multimedia and the web. Topics include storyboarding, narrative structure, camera techniques, sound, editing techniques, animation, and the finalizing of video for distribution.

### **CDES110 DESIGN THINKING**

Credits: 3 Prerequisites: None

Schedule: Online

Designers seek to transform problems into opportunities. Through collaboration, teamwork, and creativity, they investigate user needs and desires on the way to developing human-centered products and/or services. This approach is at the very heart of design thinking. In this course, students will examine design-thinking methodologies, processes, and tools that can be used to create meaningful products and services. They will explore design-thinking theories and how they can be applied to practical situations relevant to various academic disciplines and organizational roles. Among the topics covered are ideation, prototyping, iteration, and innovation. Through personal reflection, students will also examine how they can harness the power of design thinking to lead the value-creation process for businesses, organizations, and society.

### **CDES200A EXPLORING DESIGN MANAGEMENT**

Credits: 0.5 Prerequisites: None

Corequisites: CDES201A

Schedule: Online

How is the design and creative process managed? What is the role of design in innovation? What skills and dispositions does an individual need to become an art director, design strategist, design director, or to manage creative and design teams in organizational settings? In this course, students explore the world of design management and begin to apply their learning in a real-world context.

### **CDES201A UNDERSTANDING DESIGN AND DESIGN METHODOLOGIES**

Credits: 4 Prerequisites: None

Corequisites: CDE200A

Schedule: Online

Design is everywhere—on the advertisements adorning a bus, in the curvature of contemporary furniture, and in the immersive play of the latest video games. But how were these products conceived? How were they created? The challenges are far greater than merely putting a pen to paper. Design requires a unique way of thinking and an ability to find inspiration and creativity in the most unexpected places. The design process also requires researching markets, scanning the competitive environment, submitting ideas to criticisms, elaborating, gradual fine tuning, and, ultimately, transforming an original vision into a product that can be clearly and conveniently positioned in the market. In this course, students explore the tools and methods needed to accomplish all of this, and they work through the steps of the design process in practice. Through real-life examples, students examine the scope and characteristics of design applied to different objects and fields.



## **CDES202A MANAGING THE DESIGN PROCESS**

Credits: 4 Prerequisites: CDES201A

Schedule: Online

Real-world design processes involve project deadlines, different stakeholders, and interdisciplinary teams consisting of individuals with different capabilities and work methods. In this course, students will learn project-management methods and tools to assess and manage risks, timing, and costs. Through case studies, they will learn the theory of managing a diverse project team, and they will be provided with opportunities to experience dealing with group dynamics, leadership, and conflict resolution. This course will provide a taste of what it takes to be a design manager.

## **CDES203A INNOVATION AND DESIGN FOR INNOVATION**

Credits: 4 Prerequisites: CDES201A

Schedule: Online

What is innovation? What is design in the context of innovation? How does innovation impact business and society? What is the potential for improving quality of life through innovation? In this course, students explore these questions using authentic case studies and real-world applications to examine the value of innovation, define strategic design and its role in innovation, and explore perspectives on innovation by design. Students analyze different types of innovation and the importance of each for commercial and noncommercial enterprises. They learn theories about where innovation originates, how to stimulate innovation, and challenges to innovation. By evaluating real-world examples of and applying strategic design to innovation, students discover the role of design within innovation and, specifically, strategic design.

## **CDES300A EXPLORING ENTREPRENEURSHIP FOR THE CREATIVE PROFESSIONS**

Credits: 0.5 Prerequisites: None

Corequisites: CDES301A

Schedule: Online

What skills and dispositions do creative professionals need to successfully start new businesses, consultancies, or freelance operations? In this course, students will explore the exciting world of entrepreneurship and begin to apply their learning in a real-world context.

## **CSSES301A FINDING YOUR ENTREPRENEURIAL VOICE**

Credits: 4 Prerequisites: None

Corequisites: CDES300A

Schedule: Online

Finding Your Entrepreneurial Voice is a course designed to empower students to be original in shaping their own business ideas. Students will hear first-hand from successful entrepreneurs and learn directly from their experience. This will allow the students to avoid widely circulating misconceptions and myths surrounding the entrepreneurial mindset, giving them the opportunity to compare their skills, strengths, and goals to those of the best entrepreneurs in their field. This highly engaging and media-rich course will involve students in thinking concretely about their entrepreneurial ideas so that they may identify their audience, gauge their competitors, and develop their business and presentation skills with competence and ease.

## **CDES302A DESIGNING A BUSINESS MODEL**

Credits: 4 Prerequisites: CDES201A or CDES301A

Schedule: Online

Business modeling is a tool for assessing how a product or service will perform in the market. In this course, students will gain basic skills in designing effective business models that can be used to estimate viability, visibility, and sustainability. Topics include important elements of a business model such as customer segments, value propositions, channels, customer relationships, revenue streams, key activities, key resources, key partnerships, and cost structure. Students will explore and use current tools to develop focused, transparent, and effective business models.

## **CDES303A CREATING YOUR OWN BUSINESS**

Credits: 4 Prerequisites: CDES301A

Schedule: Online

What are the steps to take when starting a new business? This course examines practical ways to implement a business venture and explores how to assess needs and develop plans for incorporating human, financial, physical, and intellectual capital into an entrepreneurial venture. Course topics include considering intellectual property rights, considering business law, determining how much funding is needed, and employing strategies for funding the business, as well as developing fundamental accounting knowledge.

## **CDES304A BUILDING YOUR BRAND IDENTITY**

Credits: 4 Prerequisites: CDES 301A

Schedule: Online

How will the designer build his or her brand? How should designers present themselves to clients and investors? How do designers create a digital presence and connect their design business with social media? What will it take to make a design business soar? In this course, students delve into managing challenging aspects of successful businesses, including considering the fundamentals of self-presentation skills and creating dynamic brands that are critical to entrepreneurial success.

## **CDES595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.

## **CONSTRUCTION MANAGEMENT (CM)**

### **CM153 INTRODUCTION TO CONSTRUCTION MANAGEMENT AND TEAM BUILDING**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is an introduction to the construction industry, the various types of construction, and the roles of the different professions involved. A brief description of the construction process is also provided. Students analyze the characteristics of an effective team model, review the role of a construction manager in the building team, and study the various career paths available to the Construction Management graduate.

## **CM201 CONSTRUCTION GRAPHICS & DOCUMENTS**

Credits: 5 Prerequisites: CM153

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course covers basic skills and techniques required to produce construction contract documents that conform to current building codes and standards, including working drawings, specifications, bid documents, addenda, and change orders.

## **CM202 CONSTRUCTION - ESTIMATING**

Credits: 5 Prerequisites: CM201

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course is an introduction to the basic concepts of construction management. Areas of focus include quantity analysis, productivity, work-activity sequencing, elementary bar chart and network scheduling, and simple computer applications specific to construction management.

## **CM222 STRUCTURES**

Credits: 4 Prerequisites: None

Schedule: 4 hours weekly: Lecture (4)

This course prepares students to deal effectively with considerations of life safety regarding the strength and stability of structures during their intermediate phases of construction. At the conclusion, students will have an understanding of the basic principles of structural design. Students will be able to collaborate with architects and engineers in matters relating to the structural integrity of temporary structures and formwork required to erect buildings.

## **CM301 RESIDENTIAL AND LIGHT COMMERCIAL CONSTRUCTION**

Credits: 5 Prerequisites: CM202 or department approval

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course teaches materials, methods, and building systems related to residential and light commercial construction projects. The course includes the economic role of the residential construction industry, current housing trends, and residential development fundamentals.

## **CM302 COMMERCIAL CONSTRUCTION PRACTICES**

Credits: 5 Prerequisites: CM301

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course introduces the student to traditional and green materials, methods, and commercial building systems related to commercial construction projects.

## **CM303 ADVANCED SCHEDULING AND ESTIMATING CONTROLS**

Credits: 5 Prerequisites: CM302 and CM401

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course covers advanced methods of estimating project costs, establishing budgets, determining complex schedules, and controlling costs. Students will gain exposure to both theory and practice using various project management software systems.

## **CM306 FUNDAMENTALS OF CONSTRUCTION SCHEDULING**

Credits: 5 Prerequisites: CM201 and CM202

Schedule: 6 hours weekly: Lecture (4), Lab (2)

Various methods of calculating the construction schedule will be addressed and implications of scheduling changes will be considered. Students will have some exposure to the critical path method using manual and computer-aided models.

## **CM352 CONSTRUCTION FINANCE AND ACCOUNTING**

Credits: 4 Prerequisites: None

Schedule: 4 hours weekly: Lecture (4)

In this course, the student will study general business, accounting, and financial principles, as well as engineering economics and how to adapt them to the unique characteristics of the construction industry. The course covers all of the key financial management principles needed by construction managers, addressing how they are applied in the construction industry and how they interact. Students learn how to account for the company's financial resources, how to manage the costs and profits of a construction company, how to manage the company's cash flows, how to evaluate different sources of funding a company's cash needs, and how to quantitatively analyze financial decisions.

## **CM353 CONSTRUCTION SAFETY**

Credits: 3 Prerequisites: CM302

Schedule: 3 hours weekly: Lecture (3)

Students in this course study the fundamentals of developing, implementing, and administering a company safety program with emphasis on hazard recognition, evaluation, and control.

## **CM354 CONSTRUCTION LAW**

Credits: 3 Prerequisites: BUS281

Schedule: 3 hours weekly: Lecture (3)

Students in this course study the legal aspects of construction and different types of contracts for construction services, including design/build and agency construction management. Topics include subcontractor agreements and construction lien law.

## **CM401 PROJECT DELIVERY SYSTEMS**

Credits: 5 Prerequisites: CM302

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course covers basic principles of the design/build and other project delivery methods using the interdisciplinary team approach to problem solving.

## **CM403 SENIOR CAPSTONE INTEGRATION PROJECT**

Credits: 5 Prerequisites: Fourth-year standing in major discipline

Corequisites: CM5311 and CM5431

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course is designed to integrate previous coursework into a comprehensive, team-based course to better prepare students for initial industry employment. As implied by the name "capstone," this course is designed to be rigorous, all-encompassing, and focused on real, contemporary construction issues. Students are challenged to exhibit mastery of the following construction topics: design management and bid documents, construction contracts, scheduling, economics, cost estimating, project management, ethics, subcontracting, construction safety, sustainable practices, and capital asset management.

## **CM451 PROJECT MANAGEMENT**

Credits: 5 Prerequisites: CM306

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course covers the principles of strategic decision making for the construction company, bonding and insurance, organizational structure and behavior, business ownership models, labor relations, and standard industry procedures and practices.

### **CM452 HEAVY/CIVIL CONSTRUCTION**

Credits: 3 Prerequisites: CM202

Schedule: 3 hours weekly: Lecture (3)

Students in this course study the fundamentals of the heavy/civil construction industry, including an overview of equipment types, applications, selection, and economics.

### **CM454 CONSTRUCTION INSPECTION AND QUALITY CONTROL**

Credits: 5 Prerequisites: Fourth-year standing in major discipline

Schedule: 6 hours weekly: Lecture (4), Lab (2)

This course covers quality assurance, code compliance, and inspection for commercial construction. Students gain understanding of common quality issues from initial design document evaluation to project organization, site preparation, and project turnover. Students learn to establish inspection guidelines for quality checks and calculate quality oriented schedules and specifications, while gaining understanding of the leading theory in the area.

### **CM455 MANAGING MODELS OF THE BUILT ENVIRONMENT**

Credits: 5 Prerequisites: Fourth-year standing in major discipline

Schedule: 6 hours weekly: Lecture (4), Lab (2), or online

This course explores crucial construction tasks such as estimating, staging, sustainability testing, multiple-model trade coordination, and digital detail resolution using building information modeling and other advanced computing methods. Legal controversies and regulatory issues are also included.

### **CM5311 GREEN BUILDING LABORATORY**

Credits: 5 Prerequisites: None

Schedule: 8 hours weekly: Lecture (2), Lab (6)

This course covers sustainable, green building design, construction, and operations. It identifies an organized approach to project delivery that results in proven solutions to significantly reduce building total energy consumption. The course is an introduction to the Leadership in Energy and Environmental Design (LEED) program and its certification process.

### **CM5431 JOBSITE LEADERSHIP AND MANAGEMENT**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course explores the process of leadership, delineating the leader's responsibility within that process. Leadership principles and theoretical concepts are addressed from historical to current theories. Focus is on real-world and present-day applications and the implications to organizations and to leaders. Students examine the development of leadership theories and approaches and their role in organizations today. Students also examine the differences between management and leadership and why those differences are important to the health of organizations.

### **CM5521 LIFE CYCLE COST ACCOUNTING**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course explores the financial and engineering accounting methods to evaluate the life cycle cost of building projects. Capital required for initial cost, case studies, and analysis of maintenance and operation costs are principle components of the course.

### **CM595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics Construction Management courses provide students with in-depth study of contemporary topics and skills in the construction industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate Construction Management students.

### **CM601 CURRENT PRACTICES IN CONSTRUCTION MANAGEMENT**

Credits: 6 Prerequisites: None

Schedule: 6 hours weekly: Lecture (6)

This foundational course is an up-to-date review of current construction management methods, legal theory, and regulatory influences on a project. This course is a creatively presented overview of construction management, focusing on cost estimating and project scheduling as practiced by current professionals in the commercial sector. It is designed as a leveling course for students without a construction management undergraduate degree and a course to update construction management professionals on current practices, filling gaps in knowledge required for more advanced courses.

### **CM602 IMPLEMENTING BUILDING INFORMATION MODELING**

Credits: 6 Prerequisites: None

Schedule: Online

This course explores crucial construction tasks, such as estimating, staging, sustainability testing, multiple-model trade coordination, and digital detail resolution using building information modeling and other advanced computing methods. Legal controversies and regulatory issues are also included. This course is offered early in the program so that students will be able to use skills learned and appropriate software for the remainder of the program.

### **CM603 EMERGING TRENDS IN PROJECT MANAGEMENT**

Credits: 6 Prerequisites: CM652

Schedule: Online

This course exposes the student to innovative approaches in developing a construction project plan: defining and confirming the goals and objectives, identifying construction activities, and explaining how quality tasks can be planned and achieved. Students will also practice quantifying the resources needed and determining cash flow and a sound schedule for completion. Productivity measurements including work sampling, crew balance charts, process charts, flow diagram, and others are discussed. The course also includes external factors affecting labor productivity, such as change orders, overstaffing, stacking of trades, and weather. An integral part of this course is the impact of safety on productivity.

### **CM604 PROJECT FEASIBILITY AND COST CONTROLS**

Credits: 6 Prerequisites: CM603 and CM653

Corequisite: CM654

Schedule: Online

This course gives the student an understanding of how the use of capital is perceived by individual stakeholders in the built environment, why and how a financial feasibility assessment is performed, who should be involved, where and when it

should be performed, what data should be used, and how financial assessments should be presented. Additionally, this course involves creative cost control discussions and legal and regulatory topics.

### **CM651 COMMERCIAL DESIGN & CONSTRUCTION METHODS**

Credits: 6 Prerequisites: None

Schedule: Online

This is an advanced course designed so that the Construction Management student will have an understanding of various architecture design practices and management, including the materials and methods used in commercial construction. Discussions focus on the management point of view, allowing students to understand the overall commercial construction process, players, materials, and quality standards. Legal and regulatory issues associated with the implementation of the architects design are also discussed.

### **CM652 ADVANCED PROJECT DELIVERY SYSTEMS**

Credits: 6 Prerequisites: None

Schedule: Online

This course gives an in-depth view of the various project delivery systems used in U.S. and international construction procurement. The course will help students develop an advanced and strategic understanding of the traditional processes, such as design/build, integrative project delivery, design/build/operate/turnover, and hybrid systems. In addition to providing the basic definition of the systems and an understanding of the organizational structures, the course will highlight strategic decision making for choosing the best delivery system for the project. Legal ramifications of the various systems are also included.

### **CM653 LEADERSHIP CHALLENGES IN CONSTRUCTION MANAGEMENT**

Credits: 6 Prerequisites: CM652

Schedule: Online

In this course, a comprehensive approach to construction leadership is presented and how leadership is different from management in the construction process. Job-site labor regulatory issues are included in this course. Leadership skill building includes recognizing potential changes in project direction, formulating a new vision for the project, aligning resources for completion, and motivating labor in times of crisis.

### **CM654 CAPSTONE: PROJECT INTEGRATION**

Credits: 6 Prerequisites: CM603 and CM653

Corequisite: CM604

Schedule: Online

This course requires the graduating student to creatively use and integrate the construction management topics learned in the program. Students work on teams to develop a comprehensive strategy for the construction of a commercial building. The purpose of the capstone project is for students to review learned processes, demonstrate competency in construction management practice, and propose solid solutions designed to improve the construction industry.

## **COMMUNICATIONS (COM)**

### **COM113 SPEECH COMMUNICATION**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is designed to develop the student's speaking and analytical skills through the construction and delivery of formal oral expression. Some of the methods used include obtaining, organizing, and outlining information in ways that allow for effective, informative, impromptu, and persuasive speaking.

### **COM310 THE FILM LENS**

Credits: 3 Prerequisites: ENG111

Schedule: 3 hours weekly: Lecture (3)

This course examines the history of film from cinema to animation and includes snapshots of contemporary advancements in visual effects (VFX) and scientific visualization. In order to analyze the impact that film has on our cultural history, the lens will be turned toward the concept of "world building," as perceptions of place and space are challenged and new ways of seeing eclipsed.

### **COM512 COMMUNITY CONSENSUS BUILDING**

Credits: 2 Prerequisites: None

Schedule: 2 hours weekly: Lecture (2)

This course provides the skills needed to successfully interact with the community using collaborative problem-solving techniques and teaches students specific skills that can be used to improve their collaborative team projects.

### **COM595A-F FREE INQUIRY**

Credits: 1-6 Prerequisites: Program chair approval

Schedule: 1-6 hours weekly: Lecture (1-6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfills the same requirements as all Integrative Studies courses.

## **COMPUTER SCIENCE (CSC)**

### **CSC5011 BEGINNING CAD**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is an introduction to the fundamentals of 2-D computer drafting based on CAD software with a specific focus on architectural drafting tasks. Students learn how computers and CAD software are employed to automate the design and drafting process. Students will independently complete basic plan, section, and elevation drawings.

### **CSC5021 ADVANCED CAD**

Credits: 3 Prerequisites: CSC5011

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course completes the program begun in Beginning CAD (CSC5011) by introducing more complex techniques to reduce time-consuming or tedious drafting tasks. The course introduces 3-D modeling techniques and aims at providing an understanding of how CAD programs are used to visualize spatial concepts that help to inform and control the design process.

### **CSC5101 BEGINNING REVIT**

Credits: 3 Prerequisites:

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces basic commands and operations of Revit software as applied to the production of architectural drawings.

### **CSC5111 ADVANCED REVIT**

Credits: 3 Prerequisites: CSC5101

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces advanced commands and operations of Revit software as applied to the production of architectural drawings.

### **CSC5201 BEGINNING RHINO**

Credits: 3 Prerequisites:

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces basic commands and operations of Rhino software as applied to the production of architectural design drawings.

### **CSC5211 ADVANCED RHINO**

Credits: 3 Prerequisites: CSC5201

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces advanced commands and operations of Rhino software as applied to the production of architectural design drawings.

### **CSC5301 BEGINNING GRASSHOPPER**

Credits: 3 Prerequisites:

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces basic commands and operations of Grasshopper software as applied to the production of architectural design drawings.

### **CSC5311 ADVANCED GRASSHOPPER**

Credits: 3 Prerequisites: CSC5301

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces advanced commands and operations of Grasshopper software as applied to the production of architectural design drawings.

### **CSC5401 BEGINNING 3-D STUDIO MAX**

Credits: 3 Prerequisites:

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces basic commands and operations of 3D Max Studio software as applied to the production of architectural design drawings.

### **CSC5411 ADVANCED 3-D STUDIO MAX**

Credits: 3 Prerequisites: CSC5401

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces advanced commands and operations of 3D Studio MAX software as applied to the production of architectural design drawings.

### **CSC595A-F SPECIAL TOPICS**

Credits: 1-6 Prerequisites: Program chair approval

Schedule: 1-6 hours weekly: Lecture (1-6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.

## DESIGN (DES)

### **DES191 DESIGN FOUNDATION**

Credits: 8 Prerequisites: None

Schedule: 12 hours weekly: Lecture (2), Lab (10)

In this interdisciplinary foundations design course, students are introduced to major design principles and theories. Students will learn a variety of ways to visually communicate their ideas using hand-drawing skills and digital tools. Craftsmanship is strongly emphasized in all composition, color, and drawing exercises. Throughout this course, students will gain an understanding of the elements and principles of design and color theory, and they will be challenged to communicate their ideas through drawing and digital techniques. Upon completion of this course, students will have a design toolkit that can be used throughout their career.

### **DES102 FOUNDATIONS STUDIO II**

Credits: 4 Prerequisites: DES191

Corequisites: DES112

Schedule: 6 hours weekly: Lecture (2), Lab (4)

This course advances the development of hybrid (manual-digital, technical-heuristic) techniques of representation introduced in DES191, with a higher emphasis on digital form generation. The development of the critical dimension of representation happens in pair with projective questions simultaneously developed in DES112. Human perception via human-centered design is explored. Students will develop 2-D and 3-D representations of concepts for different compositions.

### **DES103 FOUNDATIONS STUDIO III**

Credits: 4 Prerequisites: DES102 and DES191

Corequisites: DES113

Schedule: 6 hours weekly: Lecture (2), Lab (4)

Students will continue to explore volume, mass, color, and light at all scales. Graphic representation in many media continues to be developed. Students synthesize aspects of 2-D, 3-D, drawing, sketching, color theory, and their interface with people in environments at all scales.

### **DES112 DESIGN STUDIO II**

Credits: 4 Prerequisites: DES191

Corequisites: DES102

Schedule: 8 hours weekly: Lecture (2), Lab (6)

This is the second in a series of design thinking and design process courses. Students will work together in teams to explore architecture and design issues related to built environments (i.e., graphic, product, interior, architecture, landscape architecture, construction process). They will continue to follow a human-centered approach to problem solving in the built environment, at all scales.

### **DES113 DESIGN STUDIO III**

Credits: 4 Prerequisites: DES102 and DES112

Corequisites: DES103

Schedule: 8 hours weekly: Lecture (2), Lab (6)

In this final of three courses in design thinking and design process, students will explore initial research methods that identify basic programs for problem solving, from small to large scale. They will apply, in individual projects, the prior learning from all design foundations and design studios.

### **DES540 MULTIMEDIA**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This is an advanced course in computer studies for students proficient in a variety of communication applications: bitmap, vector-based, 2-D and 3-D drawing, Word-based, and compositing. Students format and composite complex and disparate forms of communications, such as text, still photography, voice-over narration, sound

effects, music, and 2-D and 3-D drawing. Students tell kinetic stories through film-like compositions on content themes, such as design-related biography, architectural history, personal portfolio (CD-ROM), thesis, and professional marketing and promotional materials ready for CD-ROM and the Internet.

### **DES541 MATERIAL DESIGN I**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course introduces students to a variety of materials and their appropriate uses. Students develop sensitivity to the unique qualities of materials, allowing for the personal investigation of form and content. Emphasis is on understanding a process from concept to reality.

### **DES542 MATERIAL DESIGN II**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course provides an introduction to furniture design and construction, including a historical review of style. A variety of materials, techniques, and construction methods are explained. Students design and build a piece of furniture.

### **DES545 PAGE LAYOUT DESIGN**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Layout design refers to the arrangement of text, images, and other elements on a page. The course explores grids versus templates, typography, type design, and logo design. Students will be introduced to large print publications, e-pub, and electronic page principles of design using Adobe Creative Suite (InDesign and Illustrator).

### **DES555A-E OFFICE PRACTICE**

Credits: 2–6 Prerequisites: Departmental approval

Schedule: 1 hour weekly per unit of credit, plus community/client contact; one unit = 30 hrs community/client contact

This course is a lab that involves work within the NewSchool Design Clinic under the supervision of the NewSchool faculty. Design Clinic is a "teaching office" that functions as a community outreach link, providing students opportunities to interact with private clients, community groups, and other entities that need architectural and urban design assistance.

### **DES5561 B-E INTERNSHIP**

Credits: 2–6 Prerequisites: Instructor approval

Schedule: 1 hour weekly per unit of credit, plus community/client contact; one unit = 30 hrs community/client contact

Student employment in community design offices is monitored according to the general intent of the Architectural Experience Program\* (AXP). Class discussions focus on practice-related topics such as professional liability, quality control, and client relations. Students prepare an internship document containing an internship evaluation narrative and work samples. Enrollment in AXP is not required. Note: Students enrolled in Internship are assigned grades of CR/NC. One unit of credit requires a minimum of 30 hours of work per quarter. Internships must have prior approval of the faculty advisor and the instructor and are supervised throughout the quarter. Although not required, NewSchool encourages architecture student interns to join the AXP, the structured internship process administered by the National Council of Architectural Registration Boards (NCARB). An AXP record is mandatory for professional licensure in most states.

\*Formerly known as Intern Development Program (IDP).

### **DES595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.

## **DRAWING (DRW)**

### **DRW100 DRAWING FUNDAMENTALS**

Credits: 3 Prerequisites: None

Schedule: 5 hours weekly: Lecture (1), Lab (4)

This course focuses on building fundamental drawing skills that will be the foundation for visual communication. Students will learn to break down objects into their most basic three-dimensional forms and apply that understanding to creating new concepts based on specific themes. With a focus on form, shape, and value, students will develop a visual language that will allow them to illustrate concepts clearly and correctly.

### **DRW101 ANALYTICAL FIGURE DRAWING**

Credits: 3 Prerequisites: DRW100

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course focuses on human form and design by breaking down the complex shapes of human anatomy into simple forms. Through the study of live models, students study human proportion, construction, gesture, and foreshortening, and they receive an introduction to human anatomy. Students will continue to develop drawing skills as they learn varying techniques to visually represent human form and shadow patterns.

### **DRW102 PERSPECTIVE**

Credits: 3 Prerequisites: DRW100

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, students will learn to visually represent objects as three-dimensional forms in space. They will learn the principles of linear perspective systems through one-, two-, and three-point perspective. Course study will focus on the application of perspective theory to drawing and designing both interior and exterior environments.

### **DRW103 STORYBOARDING**

Credits: 3 Prerequisites: DRW102

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is an introduction to the principles of storyboarding and previsualization, focusing on shot selection and construction. Students will learn how to compose shots to communicate story and tone, as well as how to create a strong, cohesive, and compelling narrative. Class study will focus on storyboarding for film, animation, and games, as well as the techniques used in each of those areas of study.

## **FREE INQUIRY (DRW)**

### **DRW595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## ECONOMICS (ECN)

### **ECN281 MICROECONOMICS**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Microeconomics principles, including marginal and equilibrium analysis of commodity and factor markets in determination of price and output, are discussed, as well as normative issues of efficiency and equity.

### **ECN282 MACROECONOMICS**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is an introduction to economic problems, including macroeconomic analysis and principles, aggregate output, employment, prices, and economic policies for changing these variables. International trade and finance, issues of economic growth and development, comparative economic systems, and economies in transition are also discussed.

ECN595A-F FREE INQUIRY

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## ENGLISH (ENG)

### **ENG111 ENGLISH COMPOSITION**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3) or online

This course emphasizes the critical thinking skills that serve as the basis of good writing. It provides practice in the construction and delivery of expression. Specific topics to be addressed include the principles of sound English composition for effective messaging through development of ideas, material organization, and appropriate written presentation. Students learn the elements of expository writing and practical applications in order to develop fluency in reading and writing.

### **ENG111-EL ENGLISH COMPOSITION FOR ENGLISH LANGUAGE LEARNERS**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3) or online

This section of ENG111 is specially designed to meet the needs of students whose first language is not English. This course emphasizes the critical-thinking skills that serve as the basis of good writing. This course provides practice in the construction and delivery of expression. Specific topics to be addressed include the principles of sound English composition for effective messaging through development of ideas, material organization, and appropriate written presentation. Students learn the elements of expository writing and practical applications in order to develop fluency in reading and writing.

### **ENG112 ADVANCED ENGLISH COMPOSITION**

Credits: 3 Prerequisites: ENG111

Schedule: 3 hours weekly: Lecture (3) or online

This course emphasizes critical-thinking skills necessary for production of well-researched and structured academic writing. Specific topics to be addressed include long-essay/research-paper organization, argument, and support. The writing process is examined and practiced from idea formation through professional-grade, large-scale production, complete with citation of sources. Students learn where and how to obtain relevant data, how to analyze the meaning of text, and how to synthesize information for integrative communication.

### **ENG213 BUSINESS COMMUNICATION**

Credits: 3 Prerequisites: ENG112

Schedule: 3 hours weekly: Lecture (3)

This course focuses on the fundamentals of writing effective business letters, memos, informal reports, and emails.

### **ENG261 WORLD LITERATURE**

Credits: 3 Prerequisites: ENG111

Schedule: 3 hours weekly: Lecture (3)

Critical issues of identity are examined through selected readings of literature from around the world. Session topics are as diverse as are personal histories, addressing issues from disenfranchisement, pre- and post-world ideologies from mythology and social construction of ideas.

### **ENG310 THE CRAFT OF WRITING**

Credits: 3 Prerequisites: ENG112

Schedule: 3 hours weekly: Lecture (3)

In this course students will engage both critically and aesthetically with multiple genres of classic and contemporary writing. Students will examine works of fiction and nonfiction that exhibit an effective use of language as well as a focus on writing as a craft. Technique, style, and author intention will be investigated through student-focused workshops. Students will create their own original writing pieces, explore multiple strategies of process, and participate in peer review.

## FREE INQUIRY (ENG)

### **ENG595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Gaming (GAM)

### **GAM100 INTRODUCTION TO GAME DEVELOPMENT**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

In this class, students will be introduced to mechanics, scripting, user interface, game, and audio design within a 2-D engine. This will facilitate students' abilities to critique and iterate game design, mechanics, and functionality, and they will be able to examine the effects of audio-visual elements on gameplay and user experience. Through both practical and theoretical approaches, this class will enhance student

awareness and understanding of fundamental art and design principles within user experience design and help them examine approaches to independent creation, distribution, release, and promotion of video games.

### **GAM101 PRINCIPLES OF GAME DESIGN**

Credits: 3 Prerequisites: GAM100

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In Principles of Game Design, students are exposed to fundamental, design-centered ideas underpinning game creation and development. Using analog games as a working platform, the primary attributes of games will be discerned and defined. During the course, students will explore the nature of play and the challenge of creating and ensuring an intended experience. Matching high-concept understanding of the nature of game development with concrete examples, the class will challenge students to understand the complexities of game design. In-class experience will bring hands-on familiarity with the core concepts and require the class to create and evaluate games and game ideas with a professional eye. At every step, the issues under discussion will be related to video game design and development through lectures and examples.

### **GAM200 GAME DESIGN I**

Credits: 3 Prerequisites: GAM101

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course focuses on the iterative prototyping process for games. Students will be required to show understanding of game mechanics and how they affect a player's experience. They will learn to work as a team, develop documentation to analyze their prototypes, evaluate play tests, and present their projects in a professional manner.

### **GAM201 GAME DESIGN II**

Credits: 3 Prerequisites: GAM200

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this class, students will continue their group projects from Game Design I (GAM200). Students will learn the requirements of game production as they develop one of their prototypes into a finished game. Students will focus on the ability to anticipate, adapt to, and overcome obstacles that occur naturally as part of the game development process, as well as build on their ability to work as a team to reach a single goal.

### **GAM202 GAME DESIGN II**

Credits: 4 Prerequisites: GAM 201

Schedule: 6 hours weekly: Lecture (2), Lab (4)

Artists and programmers work together to create a simple 3-D game. They are introduced to problem and reporting tools and techniques to facilitate effective projects and productions. Design, art, visual design, and critiquing skills are improved with repetitive testing of art and design assets. This process gives students more knowledge of their colleagues' requirements. The class environment is treated like a game studio during this time, but lecturers will assist students with interpersonal problems and in solving technical problems where needed.

### **GAM210 MODELING FOR GAMES**

Credits: 3 Prerequisites: MD122

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, students will learn the technical requirements for creating art assets for real-time game engines. The class will focus on techniques for creating high- and

low-poly models, unwrapping, texturing, and texture baking. Through lectures and assignments, students will learn why the technical limitations for games exist and how to successfully create high-level art within these limitations.

### **GAM211 MODELING FOR GAMES II**

Credits: 3 Prerequisites: GAM210

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In Modeling for Games II, students will focus on the game prop pipeline. They will learn to create props for existing games that follow the style guides used in the industry. The course will introduce digital sculpting tools into the asset pipeline, and students will discuss when and how to best use these tools. Classwork will test students against industry-standard, asset-creation scheduling and quality as an introduction to game industry expectations.

### **GAM213 GAME ENVIRONMENTS I**

Credits: 3 Prerequisites: GAM 211

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, students will learn how to create environments for games. Classwork will focus on the game environment pipeline using game engines, modular building sets, and prop and environment models to create a fully functional gameplay space. Students will learn to lay out space and light the environment based on storytelling and game design. Iterative design processes will provide the foundation for how gameplay is developed by level design professionals.

### **GAM214 GAME ENVIRONMENTS II**

Credits: 3 Prerequisites: GAM213

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this class, students will utilize their work from Game Environments I (GAM213) to understand the processes of optimization, aesthetics, soundscapes, and any game genre or gameplay-specific considerations that may be required to finalize their levels. Classwork will focus on creating high-performing and aesthetically pleasing spaces that enhance gameplay within the larger project context.

### **GAM 215 GAME AESTHETICS**

Credits: 3 Prerequisites: ANM205

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This class focuses on creating an aesthetically homogenous production. Students work together to create a cohesive style of user interface, gameplay spaces, and collateral materials that would create excitement around the production of their game. The production is used to contextualize the requirement of game developers creating a similar visual style from multiple practitioners.

### **GAM301 MOTION DESIGN ANIMATION**

Credits: 4 Prerequisites: GAM200

Schedule: 6 hours weekly: Lecture (2), Lab (4)

This course focuses on creating 2-D animation assets for games. Students generate ideas and design, user interface, effects, and sprite animation assets using their existing skills and knowledge. Basic animation theories and motion design animation principles are introduced to help undertake this project. Students' awareness and understanding of fundamental art and design principles increase while learning new skills in motion design and animation. Lecturers provide technical limitations for games user interface, effects, and sprites, including animation and other in-game realities. Students experiment with various animation and visual effects techniques,



testing the capabilities and limitations of hardware and producing increasingly complex assets.

### **GAM310 GAME DEVELOPMENT**

Credits: 3 Prerequisites: Third-year status  
Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course covers the specific requirements students will need to obtain a career in the game industry. Lectures will cover current industry trends and what game companies are currently seeking in employees. Students will be asked to research types of companies and specific career paths on which to focus their work as they develop and implement a project that demonstrates their affinity for the chosen area of study.

### **GAM311 GAME DEVELOPMENT TRACK I**

Credits: 6 Prerequisites: GAM310  
Schedule: 10 hours weekly: Lecture (2), Lab (8)

In this course, students will choose a specific area of game development and begin developing professional-quality work for their portfolio. Students will work with a mentor and faculty advisor in their chosen area and produce a 2-quarter plan to research and develop portfolio content.

### **GAM312 GAME DEVELOPMENT TRACK II**

Credits: 6 Prerequisites: Third-year status  
Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course is a continuation of Game Development Track I (GAM311). Students continue to explore their specific area of game development to develop professional-quality work for their portfolio. Students continue to work with a mentor and faculty advisor in their chosen area to research and develop portfolio content.

### **GAM320 GAME HEURISTICS I**

Credits: 3 Prerequisites: GAM210  
Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, students learn rudimentary programming and scripting skills using industry-standard solutions to production problems. Students also explore a variety of tools and techniques to discover the limitations of hardware and software for game development.

### **GAM321 GAME INDUSTRY PRACTICES I**

Credits: 3 Prerequisites: Third-year status  
Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course teaches students the tools to create supporting documents needed in terms of business and production methodologies. On successful completion of this component, students will be able to plan and manage a project to completion, understand the basics of starting a company, effectively communicate using a variety of media, and utilize their knowledge in creating a plan or strategy for a business and/or production.

### **GAM322 GAME INDUSTRY PRACTICES II**

Credits: 3 Prerequisites: GAM321  
Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, which is a continuation of Game Industry Practices I (GAM321), students will continue to explore business and production methodologies. On completion of this course, students will be able to plan and manage a more sophisticated project to completion, understanding how to strategize for business and/or production.

### **GAM323 GAME HEURISTICS II**

Credits: 3 Prerequisites: GAM320  
Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students will continue to develop their programming and scripting skills utilizing visual scripting languages to create small gameplay events, such as puzzles, triggered events, and other triggered interactions, to exhibit interactivity within the game space.

### **GAM400 GAME ENVIRONMENTS**

Credits: 3 Prerequisites: GAM 211  
Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, students will learn how to create environments for games. Classwork will focus on the game environment pipeline and will show students how to use stub maps, modular building sets, and tillable and trim textures to create fully immersive spaces. Students will learn to lay out space and light the environment based on storytelling and game design.

### **GAM402 ADVANCED CINEMATIC TECHNIQUES**

Credits: 4 Prerequisites: GAM301  
Schedule: 6 hours weekly: Lecture (2), Lab (4)

In-game and pre-rendered cinematic techniques are discussed, not only in terms of the role they play in games but also the impact they have on the gaming industry. Students examine the usefulness of cinematics and cinematographic influences on games and evaluate how various elements of cinematography and postproduction techniques enhance gamers' experiences. Lecturers will demonstrate the core postproduction techniques required to complete a cinematic portfolio. Students then will create a shot using skills developed in the course.

### **GAM403 TECHNOLOGIES GAME DEVELOPMENT CAPSTONE PROJECT**

Credits: 4 Prerequisites: Third-year status  
Schedule: 6 hours weekly: Lecture (2), Lab (4)

Students have the opportunity to experiment with a creative technologies concept, theory, or idea of their choice. In preparation for the major production component, students will individually investigate a topic of interest within the broad range of creative technologies. For example, students may choose to investigate a transdisciplinary art requirement such as human anatomy. The major production will benefit from the many fields of specialized knowledge that students learn in this component.

### **GAM410 TECHNOLOGIES GAME DEVELOPMENT CAPSTONE PROJECT**

Credits: 6 Prerequisites: Fourth-year status  
Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will propose a 1-quarter, individual, mentored project that will need to be approved by their mentor, chair, and primary faculty advisors. Students have the opportunity to experiment with concepts, theories, or ideas of their choice, investigating a topic of interest within the broad range of creative technologies.

### **GAM500 PORTFOLIO AND CAREER PREPARATION**

Credits: 3 Prerequisites: Fourth-year status  
Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, students will focus on the design and completion of a graduating portfolio, with emphasis on the development of professional pieces in their specific area of interest. Students will also complete a business card, résumé, and website/reel to leave behind.

## **GAM595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.

## **GAM599 DIRECTED INDEPENDENT STUDIES**

Credits: 1–4 Prerequisites: Approval by the instructor and the chair

Schedule: 1–4 hours weekly: Lecture (1–4)

This course is a directed study on a subject of interest to the student and of importance to the understanding of game development. Students must submit detailed proposals to the instructor for approval. All requests for directed study courses must be submitted within the add/drop period. The directed study plan must contain carefully crafted objectives that are measurable through specific, well-detailed activities and a mutually agreed upon completion criterion. The instructor and the chair must approve all directed studies. Directed studies cannot be a substitute for any required design studio. Directed independent study may be taken for a maximum of four credits; additional credit requires chief academic officer approval.

## Geography (GEO)

### **GEO180 WORLD REGIONAL GEOGRAPHY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Satellite imaging and worldwide Internet access, along with climate change, population growth, and energy consumption, are changing worldviews the world over. In this course, exploration and discovery focus considerably on non-Western traditions as students utilize open-source technology for map questing and map building, to take “aerial visits” to other lands and to converse (real-time) with persons in distant locations.

### **GEO595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## History (HIS)

### **HIS260 HISTORY OF PRE-MODERN ART & DESIGN**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course provides an introduction to the history of pre-modern art and design from the ancients to the Industrial Revolution. Some of the topics explored may include the relationship between the art and design disciplines (graphic design, product design, architecture, textile design, interior design, and fashion), as well as the dialogue between art and design history and art and design theory.

### **HIS261 HISTORY OF MODERN & POSTMODERN ART & DESIGN**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course provides an introduction to the history of modern and postmodern art and design. Some of the topics explored may include the relationship between the art and design disciplines (graphic design, product design, architecture, textile design, interior design, and fashion), as well as the dialogue between art and design history and art and design theory.

### **HIS595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Humanities (HUM)

### **HUM360 MYTHS AND SYMBOLS**

Credits: 3 Prerequisites: ENG111

Schedule: 3 hours weekly: Lecture (3)

In this course students examine both ancient and pre-industrial stories and learn to recognize the unifying motifs that they share with the myths of contemporary societies. Within a comparative framework the course uses diverse artifacts from anthropology, psychology, literature, and religion to discover questions of origin as the story of the hero unfolds. Through this process, students examine ways to organize and evaluate human experience as they cultivate diverse perspectives about themselves, others, and the world.

### **HUM361 THE EVOLUTION OF SURFING**

Credits: 3 Prerequisites: ENG 111

Schedule: 3 hours weekly: Lecture (3)

This course takes an interdisciplinary approach to analyzing the impact and influence that surfing has had on history, culture, literature, art, design, and ecology. By examining the sport from its early days of crafting crude wooden boards to it becoming a billion-dollar industry, students learn to identify how human innovation interacts with and alters the physical and historical realms of time and place.

### **HUM362 THE EVOLUTION OF THE BICYCLE**

Credits: 3 Prerequisites: ENG 111

Schedule: 3 hours weekly: Lecture (3)

This course will chronicle the invention of the bicycle and the evolution of its design, and students will analyze its multitude of uses for recreation, competition, and transportation. By examining the evolution of both the bicycle's materiality and utility, students are challenged to make interdisciplinary connections between art, design, physics, human anatomy, ecology, and urban planning.

### **HUM595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Interior Design (ID)

### **ID201 INTERIOR DESIGN STUDIO I**

Credits: 6 Prerequisites: DES103 and DES113

Corequisites: ID221

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will focus on small scale residential and commercial environments. Students explore and develop problem-solving methods that emphasize pre-design/programming and the schematic design phases of the design process. They develop sketching skills that assist in problem solving and understanding of volume. They communicate their solutions in various media, e.g., markers, pencils, ink, and computers.

### **ID202 INTERIOR DESIGN STUDIO II**

Credits: 6 Prerequisites: ID201

Corequisites: ID211

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Building on schematic designs completed in Interior Design Studio I (ID201), students explore and complete design development and preliminary construction drawings for small-scale residential and commercial interiors. They integrate building systems and structures with their preliminary design solutions. They investigate design decision-making to fully complete design development into solutions and present those solutions in construction drawings.

### **ID203 INTERIOR DESIGN STUDIO III**

Credits: 6 Prerequisites: ID202

Corequisites: ID213

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students focus on medium-scale hospitality interiors. Based on a given program, students will complete schematic and design development phases of design and integrate lighting as a form giver to interiors. They will finalize their design solutions in a set of construction drawings.

### **ID210 CAD FOR INTERIORS**

Credits: 3 Prerequisites: Completion of all required first-year courses or equivalent

Corequisites: ID202

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students are introduced to fundamental 2-D computer drafting methods using industry-standard CAD software, with a focus on architectural interiors. Students will learn to use the computer as a design and communication tool. Plans, sections, elevations, layering, and referencing will be addressed. The course also explores visualization and rendering techniques for interiors (realistic renderings, texturing, and lighting simulations) using 3-D software applications.

### **ID211 BUILDING SYSTEMS AND STRUCTURES**

Credits: 3 Prerequisites: ID201

Corequisites: ID202

Schedule: 3 hours weekly: Lecture (3)

Students are introduced to the interior construction and building systems of commercial buildings. Structural and nonstructural systems, distribution systems, vertical circulation systems, and how these interface with the interior environment are examined. Thermal and acoustic principles and their impact on interior design solutions are introduced. All systems are related to sustainable design strategies. Discussion of how the interiors profession interfaces with building systems in various countries and cultures occurs.

### **ID212 HISTORY OF INTERIORS**

Credits: 3 Prerequisites: None

Corequisites: None

Schedule: 3 hours weekly: Lecture (3)

Students will focus on interrelationships of interior design, art, and architecture and the influence of social, political, and physical issues on historical change in interiors. The interior environment and its influences on contemporary design are explored. Students have virtual visits to historical interiors from other countries and cultures.

### **ID213 LIGHTING DESIGN**

Credits: 3 Prerequisites: First-year courses or equivalent

Corequisites: ID203

Schedule: 3 hours weekly: Lecture (3)

Students are introduced to lighting-design vocabulary, sources, systems, and luminaires. They will complete basic illumination calculations for interior lighting based on understanding human behaviors and social needs. Designs will be investigated for light as a form giver to interiors as students integrate lighting with design of interior environments. Day lighting will be discussed as it relates to electric lighting. Virtual visits from lighting designers/educators from other cultures and countries will connect students to a global understanding of lighting design.

### **ID214 DESIGN OF MATERIALS: RESOURCES AND MATERIALS FOR ID**

Credits: 3 Prerequisites: None

Corequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course is designed to develop an understanding related to product materials by leading students to use materials more creatively. In this context, this course has the following objectives: introducing new ways of thinking relevant to product material exploration; creating substantive and practical understanding of opportunities in using and specifying product materials; and developing a competence with the knowledge, methodologies, and tools that advance successful design development.

### **ID301 INTERIOR DESIGN STUDIO IV**

Credits: 6 Prerequisites: ID203

Corequisites: ID311

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students explore design of a medium-scale public space (e.g., museum, exhibit hall, library) and complete the schematic and design development phases of the process. They explore several solutions, all of them based on historical precedent and incorporating code analysis. They develop a project management schedule for these phases of the design process.

### **ID302 INTERIOR DESIGN STUDIO V**

Credits: 6 Prerequisites: ID301

Corequisites: AR5711

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will work in teams to explore large-scale office design and focus on systems furnishing as it integrates with the architecture and human needs. Students complete an extensive program to identify the social, physical, and psychological needs of the occupants. Prior learning about thermal systems, acoustics, indoor environmental quality, lighting, color, and building systems will be applied. Further code requirements will be analyzed and implemented.

### **ID303 INTERIOR DESIGN STUDIO VI**

Credits: 6 Prerequisites: ID302

Corequisites: ID314, ID315, and ID316

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students focus on small- to medium-scale urban retail and/or residential design problems. Students use their creative and cultural knowledge, technical skills, and marketing/communication tools to develop accurate space proposals. A design problem will be completed that focuses on concept and creativity. Opportunity exists for mixed-use spatial exploration and design.

### **ID313 ENVIRONMENTAL PSYCHOLOGY**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2); Lab (2)

In this course, students will explore the relationship between the environment, people, and their behavior as identified through environmental behavior research and their own observations. Students will learn how to use environmental behavior research to create better functioning and more satisfying environments.

### **ID314 RESEARCH: ID METHODS, MATERIALS, AND TECHNOLOGY**

Credits: 3 Prerequisites: ID214

Schedule: 3 hours weekly: Lecture (3)

Students develop a working knowledge of the materials, techniques, and technologies necessary to carry out a project. This course explores building functions, distributions, dimensions, and technological features. Students develop knowledge that will enhance their creativity and help them acquire a vision of space that focuses on living models in line with contemporary lifestyles. Lectures will be complemented by visits to fairs and exhibitions in Milan or other cities.

### **ID315 HISTORY OF ITALIAN DESIGN**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Students study the historical development of Italian design, which uses forms and languages that are subject to the evolution of styles and trends in art, fashion, and industrial design. They will explore design's inspiration from social trends and political movements, its links with artistic movements, and its capacity to adapt to technological developments. Students will then be able to link design to contemporary aesthetic scenarios influencing languages, solutions, and proposals in interior design.

### **ID316 FURNITURE DESIGN**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students will learn about the Italian system of design and production of world class furniture. They will visit factories, design studios, and showrooms to acquire first-hand knowledge of, and experience with, the Italian furniture industry. Students will be required to design a piece of furniture and present it to a panel of faculty members and industry representatives.

### **ID401 INTERIOR DESIGN STUDIO VII**

Credits: 6 Prerequisites: ID303

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This studio class is preparatory to the final projects and it's aimed at consolidating the design skills and design acumen achieved by students over the previous interior design studio series. Specific attention will be paid to strategic assets of the project, to project management strategies, to interdisciplinary and collaborative aspects, as well as to market positioning of projects.

### **ID402 INTERIOR DESIGN STUDIO VIII**

Credits: 6 Prerequisites: ID401

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course is the first quarter of an individual student's final project that spans 2 quarters. The student builds on the design program completed in research courses. Analysis of program data allows the student to complete all pre-design, concept development, and schematic design phases for the thesis project.

### **ID403 INTERIOR DESIGN STUDIO IX**

Credits: 6 Prerequisites: ID402

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This is the second and final quarter of individual final projects that spans 2 quarters. Students will complete the design development and construction drawings phases for their thesis project. Final presentation will be made to design practitioners, faculty, peers, and guests.

### **ID411 CODES FOR ID**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Students are introduced to building codes that apply to interior environments. Building access and room egress; fire codes for materials, finishes, and furnishings; smoke and toxin detection devices; and suppression systems are studied. Application of the Americans with Disabilities Act (ADA) is related to building codes. Further, they evaluate plans to demonstrate understanding of egress and accessibility.

### **ID412 ID PROFESSIONAL PRACTICE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Students will explore business formations, procedures, and structures. They will develop project management strategies and engage in business ethics discussions and experiences. Students will be exposed to the implications of practicing design in different sectors and global markets. They will also be exposed to the development of the interior design profession, professional organizations, and regulatory acts throughout the world. Job-seeking communication tools (e.g., résumé, cover letter, website) are also included.

### **ID413 INTERNSHIP**

Credits: 1 (may enroll more than once) Prerequisites: Completion of third-year ID studios

Schedule: TBD by student work schedule

Students explore design practice in the interior architecture and design field through studying and researching on specific practices. Students complete a specified number of hours on site for each credit enrolled (approximately 30 hours = 1 credit). They complete an analysis of the firm, keep a log of hours and tasks completed, conduct interviews with reference people and supervisors, and report to their faculty advisor on the outcome of the experience.

### **ID595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.

## Media Design (MD)

### **MD115 ART DIRECTION I**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is an introduction to art direction. Students learn how to solve strategic problems with creative visual communication solutions in a series of real-world projects. Students learn how to apply their designer's skill set more conceptually to craft creatively engaging and strategically effective brand communication solutions.

### **MD120 MEDIA I**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

The course introduces new, beginning, or basic users of computer graphics (CG) to the world of 3-D. Each lesson is conducted to acquaint the student with the interface, controls, drawing tools, modeling, and animation and graphic toolsets of the software.

### **MD121 IMAGING I**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, students will be introduced to the fundamental principles of creating digital images using both raster and vector programs. Students will learn the importance of both types of tools and when to use one over the other. Course study will focus on image manipulation, digital color, layout, type, and an introduction to digital illustration techniques. This class builds on the foundation design classes and works on transitioning students to the digital workspace.

### **MD122 MEDIA II**

Credits: 3 Prerequisites: MD120

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This class focuses on 3-D modeling workflows for generating hard surface and environment models. Students learn organic and nonorganic modeling techniques to create models for games and film. The class discusses specific challenges environment and prop modelers face and how to solve these problems while following a proper workflow for game and film pipelines. Students also learn about procedural textures, UV unwrapping, and lighting techniques for game and film models.

### **MD123 IMAGING II**

Credits: 3 Prerequisites: MD121

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course focuses on digital painting and its applications in the game industry. Students will start by focusing on and applying their foundation skills in composition, color theory, value scales, and perspective in creating visual development images for games and animation. The class will then build on those skills, introducing the students to hand-painted textures for three-dimensional objects.

### **MD125 INTRODUCTION TO GRAPHIC DESIGN**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course exposes students to great design from the history of visual communications. Through projects and research, students will explore a variety of media and will look at major movements and developments to the practice of design, as well as various career paths.

### **MD142 TYPOGRAPHY I**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course will give students an introduction to the fundamentals of typography. Students will begin to understand the formal aspects of designing with typography and focus on the study of letterforms, historical background, and individual letter-style characteristics.

### **MD144 TYPOGRAPHY II**

Credits: 3 Prerequisites: MD142

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students continue to build on the foundation of typography, understanding how to use typography through a series of individual projects.

### **MD150 VISUAL COMMUNICATION I**

Credits: 3 Prerequisites: MD121 and MD125

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students will learn how to use a visual communication vocabulary and begin to understand how images work in a variety of contexts to tell a story. Through a series of basic projects, students explore how images affect the audience to convey meaning.

### **MD151 VISUAL COMMUNICATION II**

Credits: 3 Prerequisites: MD150

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Expanding on the content from Visual Communication I (MD150), students will continue to explore visual communication and storytelling in a variety of contexts. Students will use photography and video to understand how composition, editing, and directing play a role in crafting a story.

### **MD201 GRAPHIC DESIGN-PRINT**

Credits: 3 Prerequisites: MD121 and MD125

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is an introduction to designing for print and covers layout and design using the grid system. It also builds on the foundation year of study.

### **MD202 INTERACTIVE I**

Credits: 3 Prerequisites: MD151

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is the introductory class in a sequence on interaction design and explores the concepts and technologies used in creating interactive experiences.

### **MD203 DIGITAL PRE-PRESS AND PRODUCTION**

Credits: 3 Prerequisites: MD121 and MD201

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course will cover production and the pre-press process for 2-D artwork designed for print. The use of leading industry software and professional practices will provide students real-world experience in multiple substrate print design.

### **MD210 PACKAGE DESIGN I**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course provides a broad overview of essential packaging design basics, including materials, production methods, and experimental investigation. Project work will consist of exploring new options for existing brands.

### **MD211 PACKAGE DESIGN II**

Credits: 3 Prerequisites: MD210

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is a continuation of Package Design I (MD210) and focuses on packaging systems. Students will research, analyze, and develop contemporary packaging design systems.

### **MD216 COPYWRITING I**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is an introduction to advertising writing. Through a series of real-world projects, students learn how to craft taglines, headlines, and body copy that are both creatively engaging and strategically effective.

### **MD217 ART DIRECTION II**

Credits: 3 Prerequisites: MD115 and MD216

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course builds upon the foundation established in Art Direction I (MD115). Students will be challenged to further hone their conceptual visual communication skills with real-world projects incorporating both traditional and nontraditional media.

### **MD250 WAYFINDING & INFORMATION DESIGN I**

Credits: 3 Prerequisites: MD252

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This class is part one of a two-course sequence where students study the art and history of major destinations and events, taking into account the wayfinding systems, environmental design, graphics, and marketing materials necessary to facilitate finding and navigating such. Students work independently and in teams to produce real-world projects based on solving wayfinding, information and environmental graphic design challenges.

### **MD251 WAYFINDING & INFORMATION DESIGN II**

Credits: 3 Prerequisites: MD250

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This class is the second class in a two-course sequence in which students work as a team to research and produce an exhibit/event. Students continue to develop the event, focusing on not only the content but the wayfinding system, environmental design, graphics, and all marketing materials in relation to the event.

### **MD252 VISUAL COMMUNICATION III**

Credits: 3 Prerequisites: MD151

Schedule: 4 hours weekly: Lecture (2), Lab (2)

In this course, students take a deeper look at visual storytelling and work with sequential images and media to explore messaging. Students will work in print, motion, and interactive on individual and team projects that align to their specific interests.

### **MD255 INTERACTION DESIGN I**

Credits: 3 Prerequisites: MD121 and MD125

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This is the second course in the sequence on interaction design and explores the concepts and technologies used in creating interactive experiences

### **MD256 INTERACTION DESIGN II**

Credits: 3 Prerequisites: MD255

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This is the second course in the sequence on interaction design and explores the concepts and technologies used in creating interactive experiences.

### **MD257 INTERACTION DESIGN III**

Credits: 3 Prerequisites: MD256

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This is the third course in the sequence on interaction design and explores the concepts and technologies used in creating interactive experiences.

### **MD300 BRAND IDENTIFICATION I**

Credits: 3 Prerequisites: MD252 and MD201

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is part of a sequence in which students explore the history and cultural understanding of what makes a brand. Students will research and study branding strategies, brand value, and responsible design as they learn what it takes to create a consistent style.

### **MD301 BRAND IDENTIFICATION II**

Credits: 3 Prerequisites: MD300

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course is part of a sequence in which students explore the history and cultural understanding of what makes a brand. Students will research and study branding strategies, brand value, and responsible design as they learn what it takes to create a consistent style. In this course, students continue to develop a brand strategy and produce all the supporting materials for their portfolio.

### **MD303 TYPOGRAPHY IN MOTION I**

Credits: 3 Prerequisites: MD123

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course explores the powerful combination of text and motion to convey unique and thoughtful ideas that are combined with music, animation, and narration. Much of the information we receive today is in the form of computer-generated images that are combined with eye-catching typography and other design elements in a time-based medium. The course prepares the students for the ever-growing world of motion graphics while building upon design theories and principles.

### **MD304 TYPOGRAPHY IN MOTION II**

Credits: 3 Prerequisites: MD303

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course continues to build upon Typography in Motion I (MD303) and aims to help students create animated typography, motion graphics, and other visual-effects projects at an advanced level. Students explore current industry trends while building vector and raster motion graphics videos, and they focus on the history and application of motion graphics in broadcast media and beyond. Students also learn about best practices in animation and visual effects for film promos, broadcast design, and music videos.

### **MD305 CONTEXTUAL STUDIO: CONTEMPORARY ISSUES (MOTION STUDIO)**

Credits: 6 Prerequisites: MD304

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course focuses on a multitude of techniques while introducing the art of compositing in a production-based scenario. Without compositing, visual effects or motion picture sequences would lack any kind of final look or composition. Students will be introduced to an industry-standard, node-based workflow while discussing key topics such as green screen shooting, color correction, keying, rotoscoping, and tracking.

### **MD315 INTERACTION DESIGN STUDIO**

Credits: 6 Prerequisites: MD257

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This class is equivalent to Product Design Studio V (PD302). Students will work in teams to explore the design of interactive objects and media. Students complete an extensive program to identify the social, physical, and cognitive needs of the potential users. Prior learning about user research methods and interaction-design methodology will be applied. Elements of visual and graphic interfaces are addressed for the design.

### **MD318 COPYWRITING II**

Credits: 3 Prerequisites: MD115, MD216, and MD217

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course builds upon the foundation established in Copywriting I (MD216). Providing a more advanced exploration of copywriting, students will be challenged to further hone their conceptual written-communication skills with real-world projects incorporating both traditional and nontraditional media.

### **MD319 ADVANCED CREATIVE ADVERTISING CAMPAIGN**

Credits: 3 Prerequisites: MD115, MD216, MD217, and MD318

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Prior learning of art direction and copywriting for multiple mediums culminate in this capstone course, where students put their conceptual skills to work in an advanced exploration of advertising campaign creation.

### **MD400 DESIGN RESEARCH**

Credits: 3 Prerequisites: Fourth-year status

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students will propose a 1-quarter, individual, mentored project that will need to be approved by their mentor, chair, and primary faculty advisors. Students have the opportunity to experiment with concepts, theories, or ideas of their choice, investigating a topic of interest within the broad range of creative technologies.

### **MD420 COMPREHENSIVE STUDIO I**

Credits: 6 Prerequisites: Fourth-year status

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will propose a 2-quarter, individual, mentored project that will need to be approved by their mentor, chair, and primary faculty advisors. Students have the opportunity to experiment with concepts, theories, or ideas of their choice, investigating a topic of interest within the broad range of visual communication.

### **MD421 COMPREHENSIVE STUDIO II**

Credits: 6 Prerequisites: Fourth-year status

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will continue to work on their 2-quarter, individual, mentored project.

### **MD450 DESIGN & CRITICAL THEORY**

Credits: 3 Prerequisites: Third- or fourth-year status

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course supports an individual research project based on the specific area of interest the student has been pursuing. The class focuses on the process of design development and supports the fourth-year work being done in the studio classes.

### **MD451 BUSINESS OF DESIGN**

Credits: 3 Prerequisites: Third- or fourth-year status

Schedule: 3 hours weekly: Lecture (3)

This course is an introduction to the business side of creative practice. The course will focus on the design business, marketing, self-promotion, and client relationships. Students will research career paths in visual communication, internships, technologies, and conferences that apply to their field of interest, and they will submit a written proposal describing their research.

### **MD500 PORTFOLIO AND CAREER PREPARATION**

Credits: 3 Prerequisites: Fourth-year status

Schedule: 4 hours weekly: Lecture (2), Lab (4)

In this course, students will focus on the design and completion of a graduating portfolio, with emphasis on the development of professional pieces in their specific area of interest. Students will also complete a business card, résumé, and website/reel to leave behind.

### **MD595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.

## **Math (MTH)**

### **MTH171 INTERMEDIATE ALGEBRA**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3) or online

This course includes solving quadratic equations by graphing, factoring, completing the square, and using the quadratic formula; graphing polynomials; solving problems involving variation, rational functions, inverse functions, exponential functions, and logarithmic functions; solving inequalities; and complex numbers.

### **MTH172 TRIGONOMETRY**

Credits: 3 Prerequisites: MTH171

Schedule: 3 hours weekly: Lecture (3)

This course includes solving right triangles using degree and radian measure, solving trigonometric equations, applications of trigonometric functions, vectors, and trigonometric form for complex numbers.

### **MTH174 GEOMETRY**

Credits: 3 Prerequisites: MTH171 completed with a grade of C or higher

Schedule: 3 hours weekly: Lecture (3)

This course provides students with the opportunity to broaden and deepen their understanding of Euclidean geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-Euclidean topics and serves to unify the study of geometry as the result of a system of axioms.

### **MTH273 STATISTICS**

Credits: 4 Prerequisites: None

Schedule: 4 hours weekly: Lecture (4)

This course is a survey of statistical ideas and philosophy. The emphasis is on concepts rather than in-depth coverage of statistical methods. Topics include sampling, experimentation, data exploration, chance phenomena, and methods of statistical inference.

### **MTH595A-F FREE INQUIRY**

Credits: 1-6 Prerequisites: Program chair approval

Schedule: 1-6 hours weekly: Lecture (1-6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## **Product Design (PD)**

### **PD111 HUMAN FACTORS**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

With this course, students explore human factors principles at different levels and from different perspectives—from physical and ergonomic factors to cognitive psychology influencing the way people comprehend and interact with objects, environments, and signs. Students are introduced to concepts (such as mental models, affordances, and spatial mapping) that are useful for any design (product, systems, environments).

### **PD201 DESIGN FOUNDATIONS**

Credits: 6 Prerequisites: None

Schedule: 10 hours weekly: Lecture (2), Lab (8)

The first product design studio focuses on analysis and design of simple objects of material culture. Students will be required to analyze a category of objects of everyday use within the domestic environment for research and redesign. Interpretation keys for analysis and redesign will be the understanding of the functional use (usage as well as the behavior), gestural elements of people interacting with objects, the reference market and product-category competitors, the design language, and the production system.

### **PD202 PRODUCT DESIGN STUDIO II**

Credits: 6 Prerequisites: PD201

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Based on the experience of Design Foundations (PD201), students will focus on the design of a product of everyday use with a simple function and a limited complexity in production. Students explore and develop problem solving by considering materials and manufacturing systems, as well ergonomics and design language (form). They develop sketching skills that assist in problem solving and understanding of volume. They communicate their solutions in various media, e.g., markers, pencils, ink, and computers.

### **PD203 PRODUCT DESIGN STUDIO III**

Credits: 6 Prerequisites: PD202

Corequisites: PD215

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Given a certain technology, material, or source for design, students will be asked to develop a product to exploit new materials' or technology's potential in a certain application field (i.e., lighting systems, isolating panels).

### **PD210 VISUALIZATION & STORYTELLING**

Credits: 3 Prerequisites: DES191 and DES102 or equivalent

Schedule: 3 hours weekly: Lecture (3)

Knowing how to visualize concepts is essential to effectively communicate designers' ideas. In this course, students will learn how to use sketching techniques, photos, collages, and storyboarding to explain ideas and visions. They will learn the difference between various abstract and diagrammatic representations versus more realistic and narrative ones. They will also be introduced to digital tools that are used to visualize product/service concepts and user experiences.

### **PD211 THEORY AND HISTORY OF DESIGN**

Credits: 3 Prerequisites: Completion of all required first-year courses or equivalent

Schedule: 3 hours weekly: Lecture (3)

Students are introduced to the history and development of design culture with a global perspective, specifically addressing this culture's emergence in Europe and the United States since the beginning of the 20th century. The course will focus on material culture, design languages, and design's relationship with industry and society, as well as the interrelationships with art, architecture, and interior. Specific attention will be paid to the role of Italian design and its peculiar success in the emergence of design-driven industries.

### **PD212 MANUFACTURING AND PRODUCTION SYSTEMS**

Credits: 3 Prerequisites: Completion of all required first-year courses or equivalent

Schedule: 3 hours weekly: Lecture (3)

This course is an introduction to manufacturing and production technologies for industrial products. Students will be introduced to the main transformation and assembling processes and technologies used for industrial products in a number of cases and industries through examples and case histories. Students will learn the relevance of technological implications for any design choice and product engineering. Main technologies and manufacturing techniques include transformation and assembly of wood and plastic and metal materials, and the course includes some insights on other semi-worked materials and processes in common use.

### **PD213 CAD FOR PRODUCTS**

Credits: 3 Prerequisites: Completion of all required first-year courses or equivalent

Schedule: 5 hours weekly: Lecture (1), Lab (4)

Students are introduced to fundamental 2-D and 3-D computer drafting methods using industry-standard CAD software (such as SolidWorks) to support the different stages of a design process. Students will learn to use the CAD techniques as a design and communication tool.

### **PD214 DESIGN FOR SUSTAINABILITY I**

Credits: 3 Prerequisites: PD212

Schedule: 3 hours weekly: Lecture (3)

The course introduces the history, theory, and practice of sustainable design. Starting from an overview on the main environmental sustainability issues and impact factors and the concepts of sustainable development, the course introduces life-cycle analysis and life-cycle design concepts and methods, as well as the main principles and strategies for design of products with low environmental impact. Students also receive an overview of the main regulations and labeling system. The principles of design for sustainable products are presented and tested in small assignments.



## **PD215 DESIGN OF MATERIALS**

Credits: 3 Prerequisites: PD212

Schedule: 3 hours weekly: Lecture (3)

Students are introduced to the culture of materials, finishes, and components for product design. The main classes of materials are presented with their chemical properties, physical properties, and mechanical behavior. Aspects related to the soft qualities of materials and finishing are also introduced to guide aesthetic choices. Sustainability issues for materials are also identified and evaluated in relation to possible application fields.

## **PD301 PRODUCT DESIGN STUDIO IV: EXPERIENCE DESIGN**

Credits: 6 Prerequisites: PD203

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will work in teams to explore the design of products for a specific industry, including all aspects related to the identity of a new product: positioning, image, distribution, and communication. The focus will be on the overall user experience and on the product. A system-design brief encompasses a real-life assignment, considering a real company case and challenge.

## **PD302 PRODUCT DESIGN STUDIO V: INTERACTION DESIGN**

Credits: 6 Prerequisites: PD301

Corequisites: PD313

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will work in teams to explore the design of interactive objects and media. Students complete an extensive program to identify the social, physical, and cognitive needs of the potential users. Prior learning about user research methods and interaction-design methodology will be applied. Elements of visual and graphic interfaces are addressed for the design.

## **PD303 PRODUCT DESIGN STUDIO VI**

Credits: 6 Prerequisites: PD302

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will work in teams to explore innovative designs for traditional products such as furniture and lighting, considering the latest trends in design language and in technology and materials innovation. A brief based on a real-life assignment with the partnership of a company will guide the design process. Students will have the opportunity to visit design week in Milan and a series of companies as well as a library of innovative materials and processes. They will be exposed to innovation issues related to current market and future visions of design.

## **PD311 DESIGN FOR SUSTAINABILITY II**

Credits: 3 Prerequisites: PD214

Schedule: 4 hours weekly: Lecture (2) Lab (2)

The course introduces the theory and practice of sustainable design at a systemic level. The concepts, guidelines, and examples of design for eco-efficiency are introduced. An effective impact on environmental sustainability can be achieved just with the introduction of new product-service systems. Social and ethical issues are also introduced for a more complete idea of sustainability. Starting from the definition of final results (end products) for human needs, solutions that require a different mix of product-service will be investigated to actually reduce the overall environmental impact of current production and consumption paradigms.

## **PD312 EXPERIENCE DESIGN**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

The course introduces students to the concept of user experience and to the main principles, methods, and tools used to design an effective user experience. Through a set of hands-on exercises and design assignments, students will practice and learn user research and observation methods, experience mapping, diagramming and sketching techniques, problem solving, and scenario making.

## **PD313 DESIGN OF INTERACTIVE PRODUCTS**

Credits: 3 Prerequisites: PD215

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students will learn about the fundamentals of design for interactive products. The electronic components of products and the diffusion of digital products (ITC, computers, mobile communication, tablets) have deeply changed the nature of objects, requiring specific design knowledge and methods. Students are introduced to elements of technology evolution and standards, principles of human-computer interaction, the interaction-design process, specific methods and tools, and information and interface design. A human-centered approach to the design of interactive products is promoted through the analysis of cognitive, cultural, and behavioral elements of designs.

## **PD314 DESIGN RESEARCH**

Credits: 3 Prerequisites: PD215

Schedule: 3 hours weekly: Lecture (3)

The course introduces the theory and practice of research for the design discipline, from traditional methods to the most innovative based on user research and codesign practices. Research methods can be secondary data exploration for best practices and benchmarking, technology roadmaps, field studies, and experiments, from surveys and interviews to observations and ethnographies of users. Students will investigate the use of research methods and techniques during all stages of the project, from informing and inspiring design until testing and verifying purposes.

## **PD315 RESEARCH: PD METHODS, MATERIALS, AND TECHNOLOGY (MILAN)**

Credits: 3 Prerequisites: PD212 and PD214

Schedule: 3 hours weekly: Lecture (3)

Students develop advanced knowledge about materials, finishes, and components for product design. Innovative materials of different classes and their applications in recent products and interior solutions are analyzed and decoded. In particular, students will examine the application of new materials, new technologies, and production techniques for furniture products in order to enhance design potential and solutions. Lectures will be complemented by visits to fairs and exhibitions in Milan or other cities.

## **PD316 HISTORY OF ITALIAN DESIGN**

Credits: 3 Prerequisites: PD211

Schedule: 3 hours weekly: Lecture (3)

The course provides students with further insights into, and perspectives on, the history and movements that characterize the evolution of design from the beginning of the 20th century to the present. Students will be exposed to the historical development of Italian design and its connections to art, fashion, and architecture. They will explore design's inspiration from social trends and political movements, its links with artistic movements, and its capacity to adapt to technological developments. Students will then be able to link design to contemporary aesthetic scenarios influencing languages, solutions, and proposals in products and interior design.

### **PD317 FURNITURE DESIGN (MILAN)**

Credits: 2 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Students will learn about the Italian system of design and production of world-class furniture. They will visit factories, design studios, and showrooms to acquire first-hand knowledge of and experience with the Italian furniture industry. Students will be required to develop design-research assignments analyzing a specific piece of furniture and developing a review of the designer's and company's identity and historical and cultural insights, with a projection on perception and actual market positioning of the furniture design piece.

### **PD401 PRODUCT DESIGN STUDIO VII**

Credits: 6 Prerequisites: PD303

Schedule: 10 hours weekly: Lecture (2), Lab (8)

Students will work on the design of product-service systems. This course explores a design research theme and project of interest for future development of the final project. A collaborative team will complete a team project using integrative practice strategies. Students will interact with practitioners from various disciplines who will serve as critics.

### **PD402 PRODUCT DESIGN STUDIO VIII**

Credits: 6 Prerequisites: PD401

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This course is the first quarter of an individual student's final project that spans 2 quarters. The student builds on the design program completed in research courses. Analysis of program data allows students to complete all pre-design, concept development, and schematic design phases for the thesis project.

### **PD403 PRODUCT DESIGN STUDIO IX**

Credits: 6 Prerequisites: PD402

Schedule: 10 hours weekly: Lecture (2), Lab (8)

This is the second and final quarter of individual final projects that spans 2 quarters. Students will complete the design development and drawings phases for their thesis project. Final presentation will be made to design practitioners, faculty, peers, and guests

### **PD411 PROFESSIONAL PRACTICE**

Credits: 2 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Students will explore business formations, procedures, and structures. They will develop project management strategies and engage in business ethics discussions and experiences. Students will be exposed to the implications of practicing design in different global markets as discussed during virtual visits by faculty/practitioners from various countries. They will also be exposed to the development of the interior design profession, professional organizations, and regulatory acts throughout the world. Job-seeking communication tools (e.g., résumé, cover letter, website) are also covered.

### **PD595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.

## Philosophy (PHL)

### **PHL161 INTRODUCTION TO PHILOSOPHY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Students are introduced to some of philosophy's crucial, elusive, and elucidating questions. Course exploration encompasses works in the early-Western tradition, Platonic and Aristotelian, then moves forward to Reform, modern, postmodern, and other contemporary expressions.

### **PHL261 ETHICS**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3) or online

This course is a survey of moral thought and philosophy from the traditional to the contemporary. It addresses such diverse topics as environmental and global ethics, non-Western ethics, toleration, and forgiveness.

### **PHL595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Political Science (POL)

### **POL181 INTRODUCTION TO POLITICAL SCIENCE**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course explores basic theories and praxes of politics. Students are introduced to fundamental political definitions, ideologies, and perspectives. Discussion is fostered by media portrayals of power objectives, roles, and actions.

### **POL595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Psychology (PSY)

### **PSY181 GENERAL PSYCHOLOGY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3) or Online

This course introduces students to fundamental psychological concepts. Students study the predominating theories that govern psychology, influential-thought leaders within the field, and the different areas studied within the field.

### **PSY595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Research (RSH)

### **RSH481 INTRODUCTION TO RESEARCH**

Credits: 3 Prerequisites: ENG112

Schedule: 3 hours weekly: Lecture (3)

This course emphasizes the basic structural patterns of organization and substance fundamental to effective writing and logical thinking. The course focuses on the development of language exposition skills based on the rhetorical methods of description, narration, exemplification, comparison and contrast, classification, analysis, cause and effect, and argument and persuasion.

### **RSH582 RESEARCH & COMMUNICATION**

Credits: 3 Prerequisites: RSH481

Schedule: 3 hours weekly: Lecture (3)

This course concentrates on a major research thesis. Strategies for effectively communicating research ideas and data are explored through varying modalities of visual representation.

### **RSH595A-F FREE INQUIRY**

Credits: 1-6 Prerequisites: Program chair approval

Schedule: 1-6 hours weekly: Lecture (1-6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Science (SCI)

### **SCI170 PHYSICS I**

Credits: 3 Prerequisites: MTH174

Schedule: 4 hours weekly: Lecture (2), Lab (2)

This course covers fundamental principles of mechanics, vectors, particle kinematics, equilibrium of a rigid body, work and energy, linear momentum, rotational kinematics, and dynamics.

### **SCI173 ENVIRONMENTAL BIOLOGY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course covers fundamental principles related to ecology and physical environment, which expands from terrestrial to aquatic environments and includes their constituent organisms and their roles in creating elements of nature and their effects on human's social behavior and cognition. This course also examines the immediate and long-term impacts of human development activities on the total environment.

### **SCI270 GEOLOGY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course examines natural forces including the physical nature of the earth, geotectonics, the importance of sustainability, and the exploitation of the environment.

### **SCI272 PHYSICS II**

Credits: 4 Prerequisites: SCI170

Schedule: 6 hours weekly: Lecture (2), Lab (4)

Topics covered in this course include temperature, heat, the laws of thermodynamics,

charge and matter, electric field, electric potential, dielectrics, capacitance, current and resistance, electromotive force and circuits, magnetic fields, and the magnetic field of a moving charge.

### **SCI370 THE PACIFIC OCEAN**

Credits: 3 Prerequisites: SCI 173 or SCI 270 (SCI 272 and MTH 273 recommended)

Schedule: 3 hours weekly: Lecture (3)

This course outlines several of the relationships that evolve from the study of oceanography. Topics to be investigated include the origin and history of the ocean basin, atmospheric and weather circulation, the dynamics of waves and tides, and an introduction to marine life. Through this lens, students identify the direct impact that humans have on the local and regional coastline of the Pacific Ocean.

### **SCI595A-F FREE INQUIRY**

Credits: 1-6 Prerequisites: Program chair approval

Schedule: 1-6 hours weekly: Lecture (1-6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Sociology (SOC)

### **SOC281 INTRODUCTION TO SOCIOLOGY**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This course examines human social behavior and the nature of social interaction. Students develop personal multimedia learning journals, and small groups use social media to produce and present projects at course end.

### **SOC380 ISSUES OF GENDER, RACE, & CLASS**

Credits: 3 Prerequisites: ENG 111

Schedule: 3 hours weekly: Lecture (3)

This course analyzes the role that gender, race, and class have on the social and political landscape. Through the examination of psychological and cultural expectation, orientation, and classification, students examine how social interaction, political ideology, and personal interest influence and change society.

### **SOC482 ADVANCED SOCIOLOGY: URBAN STUDIES**

Credits: 2 Prerequisites: None

Schedule: 2 hours weekly: Lecture (2)

This course focuses on the principal theoretical, empirical, analytical, and evaluative aspects in social change.

### **SOC595A-F FREE INQUIRY**

Credits: 1-6 Prerequisites: Program chair approval

Schedule: 1-6 hours weekly: Lecture (1-6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## Spanish (SPN)

### **SPN111 SPANISH I**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

This class is an introduction to the Spanish language with practice in pronunciation, sentence structure, reading, writing, and basic conversation using the communicative approach. Language is taught in its cultural context with an emphasis on communicating with the construction workforce. Students with a demonstrated proficiency in Spanish may select approved humanities electives in lieu of this course

### **SPN112 SPANISH II**

Credits: 3 Prerequisites: SPN111

Schedule: 3 hours weekly: Lecture (3)

This intermediate class further develops the use of the Spanish language with practice in pronunciation, sentence structure, reading, writing, and conversation using the communicative approach. Language is taught in its cultural context with an emphasis on communicating with the construction workforce. Students with a demonstrated proficiency in Spanish may select approved humanities electives in lieu of this course.

### **SPN113 SPANISH III**

Credits: 3 Prerequisites: SPN112

Schedule: 3 hours weekly: Lecture (3)

This advanced class further develops the use of the Spanish language with practice in pronunciation, sentence structure, reading, writing, and conversation using the communicative approach. Language is taught in its cultural context with an emphasis on communicating with the construction workforce. Students with a demonstrated proficiency in Spanish may select approved humanities electives in lieu of this course.

### **SPN595A-F FREE INQUIRY**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

Free Inquiry Integrative Studies courses provide students with an in-depth study of current faculty and student interests and fulfill the same requirements as all Integrative Studies courses.

## DESIGN STUDIES (str)

### **STR111 UNDERSTANDING DESIGN & DESIGN METHODOLOGIES**

Credits: 4 Prerequisites: None

Schedule: Online

Students will be introduced to different design methodologies, based on varying types of briefs and end-product requirements. They will learn different methods to generate and select ideas, build on concepts, improve, and iterate. They will learn how design challenges can be subdivided and how to keep in mind design as a whole.

### **STR112 INNOVATION & DESIGN FOR INNOVATION**

Credits: 4 Prerequisites: None

Schedule: Online

In this course, students will learn about the concepts of business and social innovation and about the role of design for fostering innovation. They will learn

theories around where innovation originates, how to stimulate innovation and hurdles to innovation. Through case studies and guest lectures, real-world innovations will be discussed: how they came to be, how they developed and their impact on market and society.

### **STR113 VISUALIZATION & STORYTELLING**

Credits: 3 Prerequisites: DES191 and DES102 or equivalent

Schedule: 4 hours weekly: Lectures (2), Lab (2)

Knowing how to visualize concepts is essential to effectively communicate designers' ideas. The students will learn how to use sketching techniques, photos, collages, and storyboarding to explain ideas and visions. They will learn the difference between various abstract and diagrammatic representations versus more realistic and narrative ones. They will also be introduced to digital tools that are used to visualize product/service concepts and user experiences.

### **STR211 PRESENTATION SKILLS & TOOLS**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lectures (3)

Students will learn how to create an effective and compelling presentation. They will learn different proven and newer digital tools that can be used to communicate information (e.g., PowerPoint, Prezi, PowToon). Through theory and practice, they will discover what makes a presentation successful and convincing and will be able to practice and improve on their techniques as they proceed through their further courses within the program.

### **STR212 RESEARCH I: MARKET & USER RESEARCH**

Credits: 3 Prerequisites: None

Schedule: 4 hours weekly: Lecture (2), Lab (2)

Understanding users and the market is quintessential to good design. This course introduces the theory and practice of market and user research for the different phases of the design process. The students will learn qualitative methods of collecting and analyzing data through interviews, ethnography, and other observation techniques. They will also be introduced to quantitative tools, informal methods of gathering information about the market, and how to translate obtained data into practical input for design.

### **STR213 VISUALIZATION & STORYTELLING II**

Credits: 3 Prerequisites: PD210

Schedule: 4 hours weekly: Lectures (2), Lab (2)

In this second course in visualization and storytelling, the students will be introduced to more advanced methods of communicating concepts and ideas. They will improve their skills in the field of digital visualization tools and will be introduced to new tools, also moving from static images to moving images.

### **STR301 DESIGN STRATEGY STUDIO I: INNOVATIVE PRODUCT ECOSYSTEMS**

Credits: 4

Schedule: 6 hours weekly: Lecture (2), Lab (4)

In this first Design Strategy Studio, the starting point is the product ecosystem. Through case studies, students will learn about the elements that make up the ecosystem of a product: positioning in the company portfolio and in the market, image, distribution, and communication. The students will carry out a project in which they will be asked to identify innovation opportunities to generate innovative concepts.

### **STR302 DESIGN STRATEGY STUDIO II: SUSTAINABLE PRODUCT-SERVICE SYSTEMS**

Credits: 4 Prerequisites: STR301

Corequisites: PD311

Schedule: 6 hours weekly: Lecture (2), Lab (4)

In Design Strategy Studio II the students will meet a new level of complexity in strategic-design thinking. Next to considering technological and material possibilities, market needs, and the product ecosystem, they will be asked to include sustainability thinking into the design process. In the process, they will use all skills attained earlier to frame the problem, formulate a design brief, and generate concept ideas.

### **STR303 DESIGN STRATEGY STUDIO III: SERVICE & EXPERIENCE DESIGN**

Credits: 4 Prerequisites: STR302

Schedule: 6 hours weekly: Lecture (2), Lab (4)

In this studio, the students are introduced to the growing field of service design: designing the whole process that surrounds a service. Service design requires designers to think about a total user experience, from the first moment a user comes in contact with a product or service until the last and even after. As the service industry grows, demand for better designing services is growing too. In this studio, students will learn how to disassemble the steps of a service experience and how they can find solutions to improve the total service experience.

### **STR311 BRANDING & COMMUNICATION**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lectures (3)

Through case studies, students will learn best practices in branding. They will learn how to shape a brand personality or identity based, for example, on a company story, vision, product features, or service differentiators. The students will practice aligning the elements of a company under one authentic brand identity and learn ways that a brand can stand out through social media and updated marketing techniques.

### **STR312 BUSINESS AND PRODUCT PORTFOLIO RESEARCH**

Credits: 3 Prerequisites: STR212

Schedule: 3 hours weekly: Lectures (3)

In this course, students learn to study the company and its ecosystem to identify product, service, or market opportunities. From a top level, the students learn to understand a company strategy: vision, mission statement, goals, and objectives. They learn about the soft side of strategy: product/company stories and brand positioning. By studying product portfolios, and carrying out competitor analyses, they learn how to uncover gaps or opportunities. The classes will involve case studies and assignments.

### **STR313 MANAGING THE DESIGN PROCESS & TEAM**

Credits: 4 Prerequisites: None

Schedule: Online

Real-world design processes involve project deadlines, different stakeholders, and interdisciplinary teams consisting of individuals with different capabilities and work methods. In this course, the students will learn project management methods and tools to assess and manage risks, timing, and costs. Through lectures they will learn the theory of managing a diverse project team, and they will be provided with

opportunities to experience dealing with group dynamics, leadership, and conflict resolution.

### **STR314 DESIGNING A BUSINESS MODEL**

Credits: 4 Prerequisites: None

Schedule: Online

Business modeling allows strategists, marketers, and managers to assess how a new product or service can perform in the market. Business modeling can be done to unlimited levels of complexity and detail. In this course, the students will be introduced to the practice and will gain basic skills in making simple business models that can be used to estimate market viability. The core elements will be explored, such as product and production costs, pricing strategies, market size estimates to develop revenue, and profitability scenarios.

### **STR315 DESIGN METHODOLOGIES II: COCREATION & CODESIGN TECHNIQUES**

Credits: 3 Prerequisites: (STR111 or CDES201)

Schedule: 3 hours weekly: Lectures (3)

Codesign and cocreation refer to the growing practice of involving customers or other stakeholders in the creation of new concepts. In this course, the students will learn about why and how organizations are increasingly involving users and experts in their creation processes, what the advantages are, and the caveats. They will learn how to bring cocreation into practice and how to set up cocreation processes: from preparation through workshop moderation to analysis of results.

### **STR316 FINANCE & ACCOUNTING**

Credits: 3 Prerequisites: None

Schedule: 3 hours weekly: Lectures (3)

This course teaches students the main elements of finance and accounting relevant to designers, strategists and managers. The lessons will cover the basics, such as income statements, balance sheets, and cash-flow statements. Additionally, the students will learn to identify and analyze data useful for understanding a company's financial health. Particularly important for those who seek to become entrepreneurs, the students will also learn how to keep track of project and company finances.

### **STR401 DESIGN STRATEGY STUDIO V: DESIGN FOR SOCIAL INNOVATION/CHANGE**

Credits: 4 Prerequisites: None

Schedule: 6 hours weekly: Lecture (2), Lab (4)

Design thinking can also be applied to bring change and innovation to social issues, such as poverty, health, or nutrition. In this studio, the students learn how to use the research, design, and strategy development skills learned previously, for challenges in the social sector. Through case studies and lectures, they will learn best practices of design for social innovation, and through the project assignment, they will practice developing strategies and ideas for real or fictional issues.

### **STR402 CAPSTONE PROJECT I**

Credits: 5 Prerequisites: STR401

Schedule: 8 hours weekly: Lecture (2), Lab (6)

This course is the first of two parts of an individual student's capstone project. The students use the knowledge and capabilities gained throughout the program to take on an innovation challenge for a product/service company and carry it through. Hence, this first studio involves setting up a research strategy to analyze, verify, and evaluate innovation paths (across technological, user, material, organization

strategy, and sustainability), the development of a vision, and crafting a design/innovation brief.

### **STR403 CAPSTONE PROJECT II**

Credits: 5 Prerequisites: STR402

Schedule: 8 hours weekly: Lecture (2), Lab (6)

In this second part of the capstone project, the students pursue the innovation project they started. Based on the design/innovation brief they crafted, and using research and design methods, they develop one or more concepts and strategies. Projects subjects can vary but all must include elements of research, design, visualization/presentation, and strategy/business.

### **STR411 ENTREPRENEURSHIP**

Credits: 4 Prerequisites: None

Schedule: Online

In this course the students will learn about becoming and being an entrepreneur. The students will be taught how to think through a whole concept surrounding an idea, how to draft a business plan, and how to identify opportunities and risks. They will be taught about the practical steps to be undertaken: registering a company, legal business types, patents, funding, personnel, contracts, etc. Through case studies and guest lectures, the students will hear about hurdles and how they were overcome, adapting to market reactions, and success and failure stories.

### **STR412 PROFESSIONAL PRACTICE**

Credits: 2 Prerequisites: None

Schedule: 3 hours weekly: Lecture (3)

Students will explore practical elements to prepare themselves for future professional practice. They will be exposed to the design profession and the diverse ways in which strategic designers and design managers can play a role. They will also learn about how strategic designers can play a role in commercial organizations, whether as strategists, product managers, or other. They will learn how to draft a résumé and a cover letter, prepare a portfolio, and search for employment.

### **STR413 TRENDS IN INNOVATIVE BUSINESS MODELS**

Credits: 3 Prerequisites: STR31 or CDES302

Schedule: 3 hours weekly: Lectures (3)

The students will learn about the latest successful business models and strategies for the development of products, services, and concepts, such as crowdsourcing and crowdfunding. This course will take the students through these developments. They will practice rethinking business models of existing companies through case studies and assignments.

### **STR595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.

## **Mobile Devices (WMD)**

### **WMD401 MOBILE GAME DESIGN I**

Credits: 3 Prerequisites: None

Schedule: 6 hours weekly: Lecture (2), Lab (4)

This course focuses on designing games for mobile space. Students gain the skills required to develop applications that are optimized for mobile devices and multiple platforms.

### **WMD402 MOBILE GAME DESIGN II**

Credits: 3 Prerequisites: WMD401

Schedule: 6 hours weekly: Lecture (2), Lab (4)

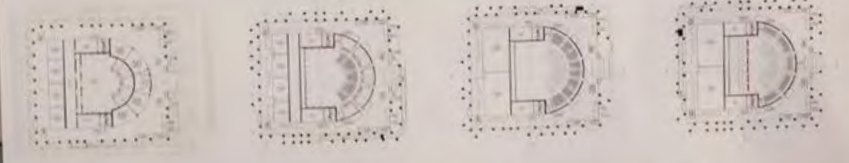
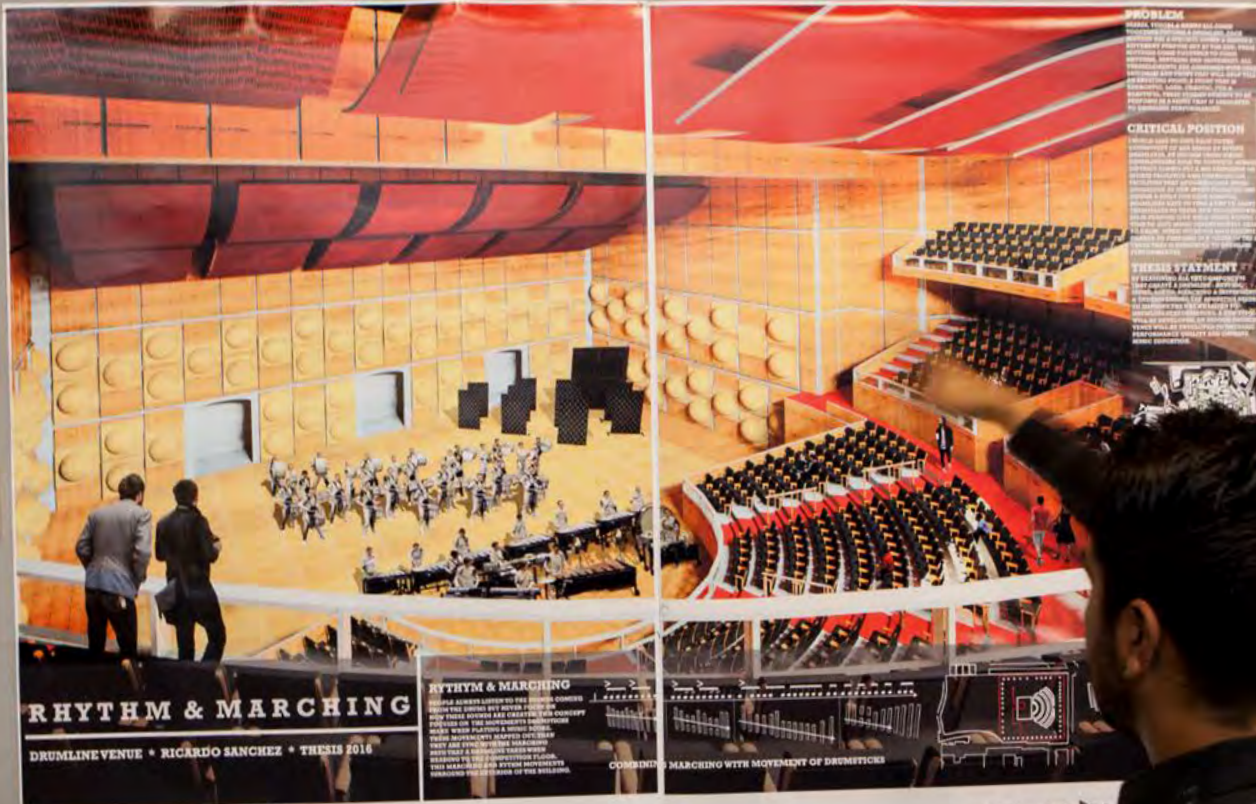
Using the knowledge and skills developed in this course, student teams will develop a multiplatform game using industry standard practices. The game will be exhibited in a public forum, so it must be carefully planned, managed, designed, produced, tested, and enhanced. Self-management and collaboration skills will improve with this practice. In the project postmortem, students reflect on their performance as an individual and in a team. This includes their work with visual art and design, project management, art pipelines, processes, and bug tracking.

### **WMD595A-F SPECIAL TOPICS**

Credits: 1–6 Prerequisites: Program chair approval

Schedule: 1–6 hours weekly: Lecture (1–6)

The Special Topics courses provide students with in-depth study of contemporary topics and skills in the industry. These courses offer enrichment in current curricular areas or new knowledge areas not covered elsewhere and are intended to prepare students for professional practice. Special topics can be accepted as technical electives for undergraduate students.



# Administration





## STAFF

Marvin J. Malecha, FAIA, DPACSA

Julie Codina, Finance Director

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Heli Frazier, Director of Marketing & Communications

Francesca Guidali, Interim Director of Enrollment

Bryan M. Charbonneau, Director of Financial Aid

Lisa Ganem, Director of Career Services and Alumni Relations

Allen Mutchler, Registrar

Lucy Campbell, Librarian

Gloria Torres, Senior Manager, Operations

Tiffany Rodriguez, Ph.D, Manager of Institutional Research

Sheila Sullivan, Executive Director, Student Affairs

Terre Cortez-Farah, Business Office Manager

John Jones, Facilities Manager

Prisca Bermudez, Manager, Academic Advising and Disability Services

Ashley Wagner, Student Life Manager

Virginia Phillips, Student Success Center Manager

Joseph Sosa, IT Manager

## ACADEMICS

Kurt Hunker, Director of Graduate Programs and Chair of Graduate Architecture Program

Len Zegarski, Chair, Undergraduate Architecture

George Welch, Chair, Construction Management

Bruce Matthes, Director, Integrative Studies

Elena Pacenti, Director of Domus Academy School of Design at NewSchool

Charles Crawford, Faculty Coordinator

## ARCHITECTURAL ADVISORY BOARD

The NewSchool Advisory Board is composed of leading professionals from the design community who provide advice and counsel to the administration and faculty on employment trends, market conditions, professional practice, curriculum opportunities, and other information to advance NewSchool's mission. The current members are as follows:

Doug Austin, FAIA, CEO AVR Studio, Past President AIASD

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Ben Dalton, Associate, The Miller Hull Partnership, LLP

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James T. Frost, AIA Emeritus, Consultant  
Jeffrey Gill, AIA, Principal, Lionakis  
J. Kevin Heinly, AIA, Managing Director, Gensler  
Lesley Henegar, Senior Planner, City of San Diego Planning Department, Alumna  
Kurt Hunker, FAIA, NCARB, Director of Graduate Programs and Chair of Graduate Architecture Program, NewSchool  
Kathy Lord, AIA, Partner, Lord Architecture  
Ralph Roesling, FAIA, Principal, Roesling Nakamura Terada Architects  
Alison Whitelaw, FAIA, Principal, Platt Whitelaw Architects  
Len Zegarski, Chair of Undergraduate Architecture Program, NewSchool

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Melina Aluwi, Past President

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Lauren Pasion  
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Katinka Read  
Melissa Vaughn

## FULL-TIME FACULTY

**Maria Teresa Aiello**, Assistant Professor, Architecture  
Master of Architecture. II, Syracuse University; B.A. Art, North Dakota State University; B.Arch., North Dakota State University; B.S. Environmental Design, North Dakota State University.  
Principal Designer, Archist Design Studio; Architectural Intern III, Architects Delawie Wilkes Rodriguez Barker; In-House Designer/3-D Artist, Visionarium; Architectural Intern, Martinez+Cutri Corporation.

**Tatiana Berger**, Associate Professor, Architecture  
M.Arch., Princeton University; B.A. Arch., University of California at Berkeley.  
Executive Manager, ILF Consulting Engineers, Russia; Project Manager, Baumschlager-Eberle Architects, Austria; Senior Architect, Alvaro Siza Architect, Portugal; Architect, Richard Meier and Partners, USA; Professor of Architecture, Boston Architectural College; Adjunct Professor of Architecture, Wentworth Institute of Technology; Adjunct Professor of Architecture, Roger Williams University; Codirector and Professor of Architecture, Compostela Institute, Spain.

**Philipp Bosshart**, Lecturer, Architecture  
Master of Architecture I, Southern California Institute of Architecture; Master of Architecture Real Estate Development, Woodbury University; B.A. Interior Design, San Diego State University.  
Consultant, Estudio Teddy Cruz; Consultant, MRED Woodbury University, Collaborator, De-Arc; Instructor, Woodbury University; Instructor, San Diego State University; Instructor, Design Institute.

**Robin Brisebois**, Assistant Professor, Architecture  
Master of Architecture., NewSchool of Architecture & Design; B.S. Arch., California Polytechnic State University, San Luis Obispo.  
Principal, Brisebois Architecture; Go Home Partner, Smith and Others Arch., 1986–1990; Partner, Little Italy Neighborhood Developers, 1996–1998; Partner, Barrio Logan Development Group, 2005–present; Teaching experience at Southwestern Community College and Woodbury University; Competition and exhibit experience; Orchid Award 1999 (LIND); Kitchen of the Year, SD Home and Garden 2003.

**Christopher Clark**, Associate Professor, Media Design  
Master of Fine Arts (Advertising), Academy of Art University; Bachelor of Arts in Political Science, Point Loma Nazarene University

**Charles Crawford**, Associate Professor, Architecture  
Master of Architecture, Harvard University; B.Arch., California Polytechnic University, San Luis Obispo; Certificate, Ecole des Beaux Arts Americanes, Fontainebleau, France.  
Peter Eisenman, Zaha Hadid, de Bretteville & Polyzoides; Skidmore, Owings & Merrill LLP (SOM), Los Angeles; Safdie Rabines Architects; formed Chuck Crawford Architects; Adjunct Professor of Architecture, Woodbury University, Burbank, 1994–2001; Adjunct Professor of Architecture, NewSchool of Architecture & Design, 2002–2006; Award winning projects include the Wexner Center, Kurfurstendum Office Building, Washington State Department of Ecology, Pasadena Corporate Park, Scripps Institute of Oceanography Conference Center, and the Antin Bridge Studio; Founding Member of The Church of Architecture.

**Vuslat Demircay**, Ph.D, Professor, Architecture  
Ph.D., Middle East Technical University; M.S. Arch., Middle East Technical University; B.S. Arch., Middle East Technical University.  
Associate Professor of Architecture, Middle East Technical University, 1989–2006; Professor of Architecture, NewSchool of Architecture & Design, 2006–present; Worked as registered architect and consultant for Tolar Architecture and German Embassy in Turkey; NewSchool President’s Award, 2010; Has a number of international publications; Has participated in several research and working groups in Europe on architectural education; Has been an active juror in international student competitions.

**Daniela Deutsch**, Lecturer, Architecture  
Master of Architecture, Darmstadt University of Technology; Bachelor of Architecture, Darmstadt University of Technology

**James Enos**, Assistant Professor, Architecture  
Master of Fine Arts, UC San Diego; Master of Architecture, NewSchool of Architecture & Design; Bachelor of Science in Organizational Leadership, Purdue University.

**Kurt Hunker**, FAIA, NCARB, Director of Graduate Programs and Chair of Graduate Architecture Program  
Master of Architecture, Harvard University; B.S. Architecture, The Ohio State University.  
Principal, Kurt Christian Hunker, Architect; Academic Regent, California Architectural Foundation; Recipient of various local and regional design awards; Designs published in regional and national periodicals; Guest Lecturer on architectural theory and criticism, San Diego, London, Vienna, Helsinki; NewSchool Teacher of the Year, 1995 and 2000; Education Award, AIASD;

**Mitra Kanaani**, AIA, Professor, Architecture  
D. Arch., University of Hawaii, Manoa; Master of Architecture, University of New Mexico, Albuquerque; M.Urbanism, University of Tehran, Iran; B.S. Economics, University of Tehran, Iran; B.A. Musicology, Conservatory of Classical Music, Tehran, Iran.  
Accessibility Specialist with International Code Council; Registered Architect, California; Professional Member ICC; Principal, Universal Design; Recipient of Excellence in Education Award 2005, AIA CA Council; Education Award 2001 and Service Award 2003, AIASD; American Collegiate of Schools in Architecture ACSA Technology Fellow 2000; NewSchool Teacher of the Year Award 1996, 1997, 1999.

**Joseph Kennedy**, Lecturer, Architecture  
Master of Art (International Peace Studies), University of Notre Dame; Master of Architecture, Southern California Institute of Architecture; Bachelor of Arts in Architecture, UC Berkeley.

**Bruce Matthes**, Associate Professor and Director, Integrative Studies  
M.A. English, California State University, Chico; B.S. Dietetics, California State University, Chico. Lecturer and Guest Lecturer, California State University, Chico 2003–2005, Instructor, NewSchool of Architecture & Design, 2009–present; Co-author Evidence Based Design: A Process for Research and Writing, 2011.

**Don Mirkovich**, AIA, Professor, Architecture  
Master of Architecture, Arizona State University; B.Arch., University of Washington.  
Registered Architect Arizona, Washington; Member, NCARB; Member, American Section of the International Solar Energy Society; Project Manager, Mirkovich & Associates, INC; Past involvement with committees supported by the AIA; Extensive teaching experience at Washington State University, Mira Costa College, Design Institute of San Diego; Visiting Staff Scientist, Lawrence Berkeley Lab; AIA Citation Award for recognition of outstanding student design achievement, Spokane, WA, AIA Chapter; Co-author of Energy Design for Architects, published by the AIA Foundation.

**Dario Miticocchio**, Assistant Professor, Interior Architecture & Design and Product Design  
Master’s Degree in Architecture, Polytechnic University of Milan.

**Jorge Ozorno**, Lecturer, Architecture  
Master of Architecture, Universidad Nacional Autonoma de Mexico; Participated in the Ph.D. Alpha Program at TUDelft, The Netherlands.

**Elena Pacenti**, Ph.D., Director of Domus Academy School of Design at NewSchool  
M.A. Arch and Ph.D. in Industrial Design, Polytechnic University of Milan. Head of Design Department at Domus Academy, Milan, 2013; Founder and Director of the Master in Service and Experience Design at Domus Academy, 2010–2013; Director of the Domus Academy Research Center, 2002 – 2009; Contract Professor at the Polytechnic University of Milan, Faculty of Design, 1998–2005.

**Alan Rosenblum**, Associate Professor, Architecture  
Master of Architecture II, University of California, San Diego; B.Arch., Universidad de Ricardo Palma.

Partner/Designer Estudio Teddy Cruz; Adjunct Faculty, Design and History, Woodbury University, San Diego; Adjunct Faculty, Design and History, Universidad Ricardo Palma; Guest Lecturer, SCI-Arc, Los Angeles; Published projects in various periodicals; Visual Artist.

**Michael Stepner**, FAIA, Professor, Architecture

B.Arch., University of Illinois.

Former Urban Design Coordinator and City Architect, City of San Diego; Faculty Associate, Lincoln Institute of Land Policy; Adjunct Professor, UCSD; Fellow, AIA; Fellow Institute for Urban Design; Fellow American Institute of Certified Planners; San Diego Chapter AIA; Centre City Project Area Committee; State Historic Building Code Board; Member and Director (Project Architect) Community Planning and Design Center, San Diego; Member, R/UDATS, ULI Advisory Panels; Recipient: Michael Stepner Community Planning Design Award, San Diego Chapter AIA; Ellen and Roger Revelle Award, Citizens Coordinate for Century III; Thurgood Marshall Award for Community Leadership, San Diego Urban Corps; Distinguished Leadership Award for Excellence in Government, California, Chapter American Planning Association.

**George Welch**, Assoc. AIA, Chair, Construction Management

Master of Public Administration, Walden University, Minneapolis; Bachelor of Architecture, University of Illinois, Urbana-Champaign.

Registered Architect, Illinois; Member, Chair, International Code Council, Construction Management Program, NewSchool; Guest Lecturer, Fort Hays State University, Leadership Studies; Guest Lecturer, Roosevelt University MBA Program, Banking and Chaos Management; Vice Chair, Board of Trustees, Kendall College, Member, Board of Managers, NewSchool of Architecture & Design; Significant experience in the management of projects in the built environment, banking, government, and manufacturing.

**Len Zegarski**, Undergraduate Program Chair, Architecture

Master of Architecture, University of Texas, Austin, Certificate of Achievement 4.0 GPA, O'Neil Ford Scholarship Recipient; B.Arch., University of Cincinnati. Licensed architect California and Ohio; Awards: Orchid Award for Commercial Design, SDAIA; NewSchool Teacher of the Year, 2002; NewSchool President's Award, 2008; NewSchool Faculty Award, 2010; LHEG Award, 2010., ACSA Faculty Councilor.