

NewSchool of Architecture & Design **2017-2018 Academic Catalog & Student Handbook** **Fall Addendum**

Effective October 2, 2017

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Effective Dates

The information contained in this addendum supplements or replaces information found in the 2017/2018 catalog.

The following changes reflect current information about NewSchool of Architecture and Design.

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Dates of Effect

The NewSchool of Architecture & Design Academic Catalog and Student Handbook 2017–2018 is in effect from 10/1/17 to 10/1/18. Any changes to catalog content during this time will be noted on addenda posted on the NewSchool of Architecture & Design website catalog page.

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Undergraduate Admission Requirements

FRESHMEN

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 passing score for each individual subject area test score must be 145 or greater.

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Readmission Policy

Students who have been dismissed or withdrawn from the university or who reenter after an absence of 1 year (4

consecutive quarters) or more must submit a new Application for Admission and meet the current admission requirements. If readmitted, students will reenter under the current catalog program requirements.

To apply for admission to NewSchool of Architecture & Design as a readmit student, applicants must:

- Visit www.newschoolarch.edu to complete an online application
- Complete a new one-to-two-page personal statement addressing the reason(s) why the applicant desires to return to the institution. Use of the previously submitted personal statement is not permitted.
- Submit a copy of transcripts from all institutions attended since leaving the university
- Submit a portfolio of their work completed at institutions attended since leaving the university
- Submit additional information upon request

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.

Readmit candidates, whose NewSchool's GPA was below the minimum required for admission to their program of choice, must submit an appeal letter. In addition, readmits with any holds related to financial, academic or other institutional policies such as code of conduct violations will be required to clear their holds prior to being admitted and/or being allowed to register for courses.

All applications for readmission will be referred to the Admission Committee for review.

**Students dismissed from NewSchool for failure to meet Satisfactory Academic Progress should refer to*

the APPEAL FOR READMISSION AFTER SAP DISMISSAL policy in the Academic Catalog and Student Handbook.

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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 may** 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.

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Minor in Architecture

To complement their degree, students enrolled in non-architecture undergraduate programs at NewSchool may choose a minor in architecture to complement their degree. Courses are offered during the fall, winter, and spring terms. The minor in architecture provides students with an understanding of architecture and the other disciplines involved in the design and construction of the built environment. Students interested in pursuing a minor in architecture must seek approval from their academic advisor or program chair and the Architecture program chair.

The minor in architecture is only available to undergraduate students.

A minor degree will be awarded to NewSchool students who complete their major course of study successfully and who choose to focus a minimum of 18 credits of their electives or additional work in a predefined series of courses. A minor degree will be reflected in both the student's transcript and diploma.

COURSES

The minor is a total of 18 credits taken from the following menu: Students must take at least one Architecture Studio and six credits from one of the categories listed below. The remaining six required credits may be taken from the other categories.

Studio (6 credits, one of the following)

- AR303
- AR401

- AR601

Visual Studies (3 credits)

AR5411 or AR5421

Practice and Technology

- AR451 Architectural Practice 1 (3 credits)

AR271 Building Systems (3 credits)

AR231 Environmental Systems I – Natural Systems (3 credits)

AR5051 Design Build Studio

URBANISM, HISTORY AND THEORY

AR5811 Urban Issues – Healthy Urbanism (3 credits)

AR582 Urban Design – Healthy Urbanism (3 credits)

AR5831 Livable Communities Design – Healthy Urbanism (3 credits)

AR5841 City Planning (3 credits)

AR161/AR262/AR263/AR364/AR465 Architectural Studies Urban and Theory (3 credits each)

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Satisfactory Academic Progress (Graduate)

To ensure the rigor and academic integrity of all of NewSchool's degree programs, 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, military benefits).

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 cumulative SAP standards will be notified by the Registrar's Office 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

NewSchool has determined Grade Point Average (GPA) and time-limit requirements in compliance with federal, state, and accreditation standards. The minimum quarter GPA for graduate 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. This time frame is calculated off of credits completed versus credits attempted in a student's program. All program requirements must be completed by the maximum time frame.

SAP Evaluation

The Registrar's Office evaluates SAP at the end of each quarter. Student progress is reviewed for both minimum quarter grade point average (QGPA) and CGPA and progress toward completion. The minimum QGPA 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 quarter successful completion rate (QSCR) and cumulative successful completion rate (CSCR) equals 67% of credits attempted. In determining the total number of credit hours attempted, all credits attempted at NewSchool under the student's current degree level and all transfer credits that count towards the student's current program. 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 QSCR and QGPA or the CSCR and CGPA. Original credits for repeated courses count as unsuccessfully attempted credits when calculating the CSCR, but do not count in the GPA.

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 graduate Satisfactory Academic Progress policy will not be allowed to change programs. For students who seek additional degrees at a lower degree level, the determination of SAP will begin a new measurement process in accordance with NewSchool's current policy.

SAP Notification

Students who do not meet the quarterly minimum requirements for making SAP but do meet the cumulative requirements at the end of a quarter will be placed on SAP Notification for the next quarter. The Office of Academic Advising will alert students who are on SAP Notification status. 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 who do not meet the cumulative minimum requirements for making SAP at the end of the quarter are placed on SAP Warning for the next quarter. Students will be given one quarter of attempted coursework to meet the requirements for SAP. Students who are otherwise eligible to receive financial aid are eligible to receive financial aid while on SAP Warning. At the conclusion of the SAP Warning period, students who do not meet the requirements for SAP will be dismissed from NewSchool. Dismissed students are not eligible to receive financial aid. Dismissed students should refer to the Appeal for Readmission after SAP Dismissal policy in this section of the Catalog.

SAP Probation

Students who have been granted an appeal for readmission after dismissal following a quarter of SAP Warning may complete one additional term of study on SAP Probation. Students who are otherwise eligible to receive financial aid are eligible to receive financial aid while on SAP Warning. At the conclusion of the SAP Probation period, students who do not meet the requirements for SAP will be dismissed from NewSchool. Dismissed students are not eligible to receive financial aid. Dismissed students should refer to the Appeal for Readmission after SAP Dismissal policy in this section of the Catalog.

Note: A student may be placed on an Extended Enrollment Plan if it is determined that the student cannot meet SAP requirements within one quarter. If a student is placed on a plan they must meet the requirements of the plan at the end of each quarter or they will be dismissed from NewSchool. Please see Extended Enrollment Plan.

Extended Enrollment Plan (Probationary Status)

Students who are approved for readmission after dismissal following a quarter of SAP Probation or after a period on Extended Enrollment Plan and are required to meet specific academic requirements outlined in writing the Extended Enrollment Plan from the Program Chair. Students are provided with an Extended Enrollment Plan to assist the student in meeting regular SAP requirements within a specific period of time. Students may be limited in the number of courses for which they are scheduled while on an Extended Enrollment Plan. It is the student's responsibility to adhere to the Extended Enrollment Plan. Students who are otherwise eligible to receive financial aid are eligible to receive financial aid while on an Extended Enrollment Plan. Students on an Extended Enrollment Plan are reviewed against the progression requirements outlined in the academic plan at the conclusion of each quarter. Students who are not meeting plan requirements at the conclusion of each quarter will be dismissed from NewSchool. Dismissed students are not eligible to receive

financial aid. Dismissed students should refer to the Appeal for Readmission after SAP Dismissal policy in this section of the Catalog.

Appeal for Readmission after SAP Dismissal

Students who have been dismissed from the NewSchool for failure to meet SAP requirements may appeal to be readmitted. Appeals must be submitted the Registrar's Office (registrar@newschoolarch.edu) and will be evaluated by an Appeal Committee made up of the Registrar or designee, Academic Advising Manager or designee and the Program Chair or designee who has oversight in the student's program of study. The final decision of the Committee will be made by the Program Chair or designee. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

The student's appeal letter must include:

- A reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in undue hardship to the student
- Reasonable evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate credits during the period of absence
- A plan for completion of the coursework required to meet satisfactory academic progress during the following quarter or by the end of the Extended Enrollment Plan.

If the Appeal is not granted the student may appeal the decision to the Dean of the program.

In this case, the Dean or designee's decision is final and cannot be appealed. The decision of the Dean or designee will be communicated in writing to the student by the Registrar's Office.

Students must complete the appeal process by the end of the add/drop period in which they wish to continue their education. Otherwise they will need to wait until the start of the next quarter to begin classes.

Students who are dismissed from NewSchool can re-apply to NewSchool after one year. Changing programs or degree levels does not negate this time frame.

Note: NewSchool may require third party verification of mitigating circumstance that lead the student to fall below SAP requirements.

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Course Descriptions

AR7161 IPAL PRACTICE VI

Credits: 1 Prerequisites: AR7151

Schedule: 1 hour weekly: Lecture (1)

This course covers architectural experience in off-campus architecture offices. The experience requires that the student keep a journal of work experience, discuss the details with his/her faculty Licensing Advisor/Supervisor.

CM5211 Plan Reading/Analog and Digital

Credits 3

Schedule 3 hours weekly: Lecture (3)

Students will learn a fundamental approach to plan reading of working drawing sets, focusing on both residential and commercial construction. Additionally, students will develop the

skills needed to learn to read the construction drawings that are typically used within the construction industry to communicate information about buildings, and how the various sheets and building plan elements are coordinated. Coursework will cover both analog (manual) and digital tools.

Students will utilize these skills in subsequent coursework and will be required to use these skills in multiple tasks as construction industry professionals.

Staff

Marvin Malecha, President and Chief Academic Officer

Sheila Sullivan, Dean, Division of Student Affairs

Julie Codina, Finance Director

Marcy Madix, Director of Human Resources

Jessica Nielson, Director of Marketing

Dan Stone, Director of Enrollment

Bryan Charbonneau, Director of Financial Aid

Lisa Ganem, Dir of Career Services & Alumni Relations

Allison Riley, Director of The Center

Allen Mutchler, Registrar

Lucy Campbell, Librarian

Gloria Torres, Senior Manager, Operations

Tiffany Rodriguez, Manager of Institutional Research

Francesca Guidali, Admissions Manager

Terre Cortez-Farah, Business Office Manager

John Jones, Facilities Manager

Prisca Bermudez, Academic Advising, Manager

Ashley Wagner, Student Life Manager

Joseph Sosa, Information Technology Manager