

NEWSCHOOL OF ARCHITECTURE & DESIGN 2019 ACADEMIC CATALOG & STUDENT HANDBOOK SPRING ADDENDUM

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EFFECTIVE DATES

The information contained in this addendum supplements or replaces information found in the 2018/2019 catalog.

The following changes reflect current information about NewSchool of Architecture and Design. The date these changes go into effect is April 8, 2019.

UNDERGRADUATE DEGREE PROGRAM INFORMATION

INTEGRATIVE PATH TO A MASTER OF CONSTRUCTION MANAGEMENT (UNDERGRADUATE)

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Undergraduate students at NewSchool who are interested in continuing their education in the Master of Construction Management program after graduation can earn up to 12 graduate level credits in this program and have it count towards the requirements of both degrees. Students who are in their final year of study (completed at least 75% of their program) can take CM601 Current Practices in Construction Management and CM652 Advance Project Delivery Systems. These two classes will count as Professional Electives towards their undergraduate program. Upon being accepted into the Master of Construction Management program, these courses will also count towards that degree.

SATISFACTORY ACADEMIC PROGRESS (UNDERGRADUATE)

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To ensure the rigor and academic integrity of all NewSchool's degree programs, students are required to meet Satisfactory Academic Progress (SAP) standards to continue enrollment in a degree program. In addition, students are required to meet SAP standards to be eligible for financial aid (federal, state, institutional, and military education 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 military education benefits who do not achieve SAP, and benefits may be cancelled.

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 timeframe 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 timeframe.

MINIMUM GPA AND TIME LIMIT REQUIREMENTS

Level	Minimum GPA
Undergraduate	2.0
Maximum Timeframe to Complete Degree: 1.5x normal program length	

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), CGPA and progress toward completion. The minimum QGPA and CGPA for undergraduate programs is 2.0. To ensure that students remain within the allowable 1.5 maximum timeframe to completion, NewSchool will determine that student's quarter successful completion rate (QSCR) and cumulative successful completion rate (CSCR) equals 67% of credits attempted. NewSchool calculates the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. In determining the total number of credit hours attempted, NewSchool must include all credits attempted at NewSchool under the student's current degree level along with all transfer credits that count towards the student's current program. Grades from transfer courses will not be included in the NewSchool CGPA.

GRADE CHANGES, DROPS, REPEATS, INCOMPLETES AND WITHDRAWALS

If a student receives a grade change the Registrar's Office reevaluates the student's SAP standing at that time. 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. A grade of I (incomplete) or W (withdrawal) is not used in calculating CGPA. It is, however, calculated negatively toward the student's successful completion rate (SCR). 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 the undergraduate-degree level (please see NewSchool's Grading Policy). Students who are unable to meet the Maximum Timeframe to Complete Degree time limit as outlined in the undergraduate Satisfactory Academic Progress policy will not be allowed to change programs. For students who graduate from a degree program and enter an additional degree program, 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 through their official NewSchool email account 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. Students will be given one quarter of attempted coursework to meet the cumulative minimum requirements for SAP. Students who are otherwise eligible to receive financial aid or military education benefits remain eligible to receive financial aid and military education benefits while on SAP Warning. A SAP

Warning status is assigned without an appeal or other action by the student. At the end of the SAP Warning period, students who do not meet the cumulative minimum requirements for SAP will be dismissed from NewSchool. Dismissed students are not eligible to receive financial aid or military education benefits. 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 quarter on SAP Probation. Students who are otherwise eligible to receive financial aid or military education benefits remain eligible to receive financial aid and military education benefits while on SAP Probation. At the end of the SAP Probation period, students who do not meet the cumulative minimum requirements for SAP will be dismissed from NewSchool. Dismissed students are not eligible to receive financial aid or military education benefits. Dismissed students should refer to the Appeal for Readmission after SAP Dismissal policy in this section of the Catalog.

Please note: A student may be placed on an Extended Enrollment Plan if it is determined that the student cannot meet the cumulative minimum 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 the Extended Enrollment Plan policy.

EXTENDED ENROLLMENT PLAN (ACADEMIC PLAN)

Students who are approved for readmission after dismissal following a quarter of SAP Probation or after a period on Extended Enrollment Plan are required to meet specific academic requirements as outlined in writing of 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 or military education benefits remain eligible to receive financial aid and military education benefits 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 end of each quarter. Students who are not meeting plan requirements

at the end of each quarter will be dismissed from NewSchool. Dismissed students are not eligible to receive financial aid or military education benefits. 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 NewSchool for failure to meet SAP requirements may appeal to be readmitted and reestablish eligibility for financial aid and military education benefits. Appeals must be submitted to 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 is final and will be made by the Program Chair or designee. The decision of the Committee will be communicated to the student in writing through their official NewSchool email account 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.
- Documentation may be required of the student's mitigating circumstances.

If the appeal is granted, the student will be placed on SAP probation or an Extended Enrollment Plan.

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 if their appeal is approved.

Students who are dismissed from NewSchool can re-apply to NewSchool after one (1) year. Changing programs or degree levels does not negate this time frame.

GRADUATE DEGREE PROGRAM INFORMATION

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INTEGRATIVE PATH TO A MASTER OF CONSTRUCTION MANAGEMENT (GRADUATE)

Graduate students at NewSchool who are enrolled in a Master of Architecture degree program can earn up to 12 credits in the Master of Construction Management program and have the credits count towards both the Master of Architecture program and the Master of Construction Management program.

Master of Architecture students can take CM601 Current Practices in Construction Management and CM652 Advanced Project Delivery Systems as a professional elective in their program. Upon completion of the Master of Architecture program, student can enroll in the Master of Construction Management program and have these courses count towards that program as well. For students in the IPAL track, they can have dual enrollment in both programs during the practicum year in both the Master of Architecture and

Master of Construction Management program. The tuition during this year will be billed at the Master of Construction Management rate.

SATISFACTORY ACADEMIC PROGRESS (GRADUATE)

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To ensure the rigor and academic integrity of all NewSchool's degree programs, students are required to meet Satisfactory Academic Progress (SAP) standards to continue enrollment in a degree program. In addition, students are required to meet SAP standards to be eligible for financial aid (federal, state, institutional, and military education 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 military education benefits who do not achieve SAP, and benefits may be cancelled.

MINIMUM GPA AND TIME LIMIT REQUIREMENTS

Level	Minimum GPA
Graduate	3.0
Maximum Timeframe to Complete Degree: 1.5x 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/post-baccalaureate students is 3.0, as calculated on a 4-point scale. The maximum timeframe 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 timeframe.

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), CGPA and progress toward completion. The minimum QGPA and CGPA for graduate programs is 3.0. To ensure that students remain within the allowable 1.5 maximum timeframe to completion, NewSchool will determine that student's quarter successful completion rate (QSCR) and cumulative successful completion rate (CSCR) equals 67% of credits attempted. NewSchool calculates the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student as attempted. In determining the total number of credit hours attempted, NewSchool must include all credits attempted at NewSchool under the student's current degree level along with all transfer credits that count towards the student's current program. Grades from transfer courses will not be included in the NewSchool CGPA.

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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 Timeframe to Complete Degree time limit as outlined in the graduate Satisfactory Academic Progress policy will not be allowed to change programs. For students who graduate from a degree program and enter an additional degree program, the determination of SAP will begin a new measurement process in accordance with NewSchool's current policy.

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Dismissed students are not eligible to receive financial aid or military education benefits. Dismissed students should refer to the Appeal for Readmission after SAP Dismissal policy in this section of the Catalog.

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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.
- Documentation may be required of the student's mitigating circumstances.

If the appeal is granted, the student will be placed on SAP probation or an Extended Enrollment Plan.

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 if their appeal is approved.

Students who are dismissed from NewSchool can re-apply to NewSchool after one (1) year. Changing programs or degree levels does not negate this time frame.

WAIVING THE PRACTICUM YEAR

The practicum year consists of one year of working, while completing a one unit course each quarter at NewSchool. In rare cases, some IPAL students will have completed all requirements before entering the practicum year. For these students, it is recommended the program provide an option to opt out of the practicum year.

In order to waive the Practicum Year, a student enrolled in the IPAL Track must substitute an approved three-credit elective course to replace the practicum credits. In order to do this, the following conditions must be met.

- The student has taken all their Architect Registration Exams (ARE) prior to the completion of their final academic quarter.
- The student is able to provide the report of appropriate documentation of completion of all Internship (AXP) hours, prior to the completion of their final academic quarter to the IPAL administrator.
- The student submits a written report to the IPAL administrator demonstrating proficiency in the professional practice required for the IPAL program equivalent to the introductory level of a licensed architect.