

NEWSCHOOL OF ARCHITECTURE & DESIGN 2018-2019 ACADEMIC CATALOG & STUDENT HANDBOOK FALL 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 October 1, 2018, unless otherwise indicated.

UNDERGRADUATE DEGREE PROGRAM INFORMATION

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SATISFACTORY ACADEMIC PROGRESS (UNDERGRADUATE)

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
Undergraduate	2.0
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 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.

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 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.

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 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.

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 through their official NewSchool email account 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 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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SATISFACTORY ACADEMIC PROGRESS (GRADUATE)

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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.

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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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MINIMUM GPA AND TIME LIMIT REQUIREMENTS

LEVEL	MINIMUM GPA
Graduate	3.0
Maximum Timeframe to Complete Degree: 1.5x normal program length	

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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PROFESSIONAL DEVELOPMENT

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ADMISSIONS

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 are taken as stand-alone credentials for non-degree seeking students.

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

1. Graduation from a recognized high school or acceptable evidence of comparable academic achievement.
2. Minimum high school GPA average of 2.5 or 12 transferable college credits with a minimum GPA of 2.5
3. Completed application form
4. International students must demonstrate their proficiency in English in one of the following ways (see Language Proficiency Requirements for additional information):
 - a. Test of English as a Foreign Language (TOEFL): a score of 70 or above on the Internet-based test is required for admission. Sub-scores must not fall below the following minimums: Reading 10, Listening 9, Speaking 16, Writing 19.
 - b. International English Language Testing System (IELTS): score of 6 or above on the Academic IELTS is required for admission. Sub-score must not fall below a 5.5.
 - c. Pearson Test of English with score of 53 or above.
 - d. University of Cambridge Certificate of Advanced English (CAE) with a score of C or better.

To be admitted into a post-baccalaureate level certificate program, students must meet the following requirements:

1. Graduation from an accredited college with a minimum CGPA average of 2.7
2. Completed application form
3. International students must demonstrate their proficiency in English in one of the following ways (see Language Proficiency Require-

ments for additional information):

- a. Test of English as a Foreign Language (TOEFL): a score of 79 or above on the Internet-based test is required for admission. Sub-scores must not fall below the following minimums: Reading 16, Listening 16, Speaking 18, Writing 22
- b. International English Language Testing System (IELTS): score of 6.5 or above on the Academic IELTS is required for admission. Sub-score must not fall below a 6.
- c. Pearson Test of English with score of 58 or above.
- d. University of Cambridge Certificate of Advanced English (CAE) with a score of C or better.

ADMISSION APPEALS FOR CERTIFICATE PROGRAMS

Candidates who may otherwise have a strong application, but who have not met one or more of the required admissions standards for acceptance may be selected for admittance through appeal. A limited number of candidates will be referred to the Program Dean and/or Chair for individual review and determination of admittance. Candidates who have been referred to the Program Dean and/or Chair are required to complete an interview.

CONSTRUCTION MANAGEMENT

The Construction Management Program at NewSchool offers three certificates to serve the needs of construction professionals at various levels of experience, education and responsibilities. Each certificate focuses on knowledge and skills that are beneficial to those looking to further their career. Architects, Civil Engineers and other design professionals who have graduated and begun their professional work can benefit by taking the Basic Construction Management Certificate, which focuses on the essential project management skills specific to construction projects.

BASIC CONSTRUCTION MANAGEMENT

The Basic Construction Management Certificate is also focused on those who are working in the trades or are small independent contractors that would like to build their skills and qualifications.

CM153 Introduction to Construction Management and Team Building (3 credits)

CM201 Construction Graphics & Documents (5 credits)

CM202 Construction - Estimating (5 credits)

CM306 Fundamentals of Construction Scheduling (5 credits)

CM352 Construction Finance and Accounting (4 credits)

CONSTRUCTION MANAGEMENT PROFESSIONAL

The course of study for the Construction Management Professional Certificate is beneficial for those who have already achieved the Basic Construction Management Certificate, the Minor in Construction Management, or have other previous education in the essential Construction Management skills. The Construction Management Professional Certificate focuses on areas of safety, law and other primary management skills. This certificate focuses on key management skills necessary for leading effective project teams and providing advanced systems of control for procurement, quality, cost and scheduling.

CM353 Construction Safety (3 credits)

CM354 Construction Law (3 credits)

CM451 Project Management (5 credits)

CM454 Construction Inspection and Quality Control (5 credits)

Plus one course among the following:

CM301 Residential and Light Commercial Construction (4 credits)

CM302 Commercial Construction Practices (5 credits)

CM452 Heavy/Civil Construction (3 credits)

ADVANCED PROFESSIONAL CONSTRUCTION MANAGEMENT

The Advanced Construction Management Professional Certificate focuses on best practices in project management, leadership, and design/build integrated delivery. This certificate is intended for construction management professionals who are, or are intending to be, decision makers on their projects and in their companies.

CM303 Advanced Scheduling and Estimating Controls (5 credits)

CM403 Senior Capstone Integration Project (5 credits)

CM5431 Jobsite Leadership and Management (3 credits)

CSC5021 Advanced CAD (3 credits)

Plus one course among the following:

CM401 Project Delivery Systems (5 credits)

CM455 Managing Models of the Built Environment (5 credits)

CM5311 Green Building Laboratory (5 credits)

GRADING POLICY

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GRADE	POINTS	EXPLANATION
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	
D+	1.3	
D	1.0	Below average attainment of course outcomes
D-	0.7	
F	0.0	Failing
I	N/A	Incomplete
W	N/A	Withdrawal
CR	N/A	Credit
NC	N/A	No Credit
WAI	N/A	Waiver
TC	N/A	Transfer Credit
P	N/A	Pass
PR	N/A	Preliminary
PG	N/A	Progressing
NP	N/A	No Pass

TUITION, PAYMENT, & FINANCIAL ASSISTANCE

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HEALTH INSURANCE FEES

Health Insurance Premium¹ \$2130/year

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

TUITION RATES: JULY 2018 - JUNE 2019	TOTAL CREDITS	RELEVANT PROGRAM	TOTAL TUITION COST OF CERTIFICATE	STUDENT OPERATIONS FEE PER QUARTER	TUITION PRICE PER CREDIT
Certificate in Neuroscience for Architecture	15	M. Architecture	\$9,598	\$175	\$639.87
Certificate in Healthy Urbanism	15	M. Architecture	\$9,598	\$175	\$639.87
Certificate in Creative Advertising	15	B. Media Design	\$7,103	\$175	\$473.53
Certificate in Interior Design for Architects	15	B. Interior Architecture	\$7,103	\$175	\$473.53
Certificate in Product Design	15	B. Product Design	\$7,103	\$175	\$473.53
Certificate in Digital Architecture & Fabrication	15	B. Architecture	\$8,992	\$175	\$599.47
Certificate in Construction Management	22	B. Construction Mgmt	\$13,188	\$175	\$599.47
Certificate in Construction Management Professional	19-21	B. Construction Mgmt	\$11,390 - \$12,589	\$175	\$599.47
Certificate in Advanced Construction Management Profes- sional	21	B. Construction Mgmt	\$12,589	\$175	\$599.47

COURSE DESCRIPTIONS

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ARCHITECTURE (AR)

AR300 COMPREHENSIVE STUDIO

Credits: 6

Schedule: 10 hours weekly [Lecture (2), Lab (8)]

This Studio course is designed as a transitional studio for transfer students who have partially completed professional course requirements and pre-requisites but do not have the necessary credit hours in studio courses.

AR5431 DIGITAL MIXED MEDIA

Credits: 3

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.

CAREER SERVICES (CRS)

CRS5000 RESUME AND PORTFOLIO DEVELOPMENT

Credits: 0

Schedule: 1 hour weekly [Lecture (1)]

This course is designed to assist students in preparing and finalizing their resumes and portfolios while providing an understanding of the career development process. Each student will learn how to investigate the changing workplace via job leads, industry pay standards and other available online tools to successfully navigate their careers within the industry of their choosing. Students will incorporate career development practices and learn how to integrate requirements into self-knowledge to competitively attain their goals. This course is designed to develop lifelong skills associated with career decision making and career management while providing the ability to be an active agent within the job search process.

DESIGN (DES)

DES5561 B-F INTERNSHIP

Credits: 2-6

Prerequisites: Instructor approval

Schedule: 1 hour weekly [Lecture (1), plus office internship and/or community/client contact; 30 hours internship/contact = 1 credit]

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. 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.

ID413 INTERNSHIP

Credits: 1

Schedule: 1 hour weekly [Lecture (1)]

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.