NewSchool of Architecture & Design 2021-2021 Academic Catalog & Student Handbook Fall Addendum

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Effective Date

The information contained in this addendum supplements or replaces information found in the 2021-2022 catalog.

The following changes reflect current information about NewSchool of Architecture and Design and go into effect beginning September 27, 2021, unless otherwise noted.

Academic Information

Incomplete Policy
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INCOMPLETE GRADE POLICY

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 the instructor of record as well as the Senior Academic Administrator over the course. The student must submit an incomplete request form to be approve by the faculty member and Senior Academic Administrator prior to the end of the quarter.

The student must complete all academic work to replace the I grade according to the terms of the agreement with the instructor of record within 90 days of the I grade being posted or the grade will be determined to be an F. The grade of I counts negatively against a student's successful completion rate but does not affect the student's GPA until a final grade is posted.

Tuition, Payment & Financial Assistance

Note: the policy below overrides any discrepancies in the Academic SAP policy outlined in the undergraduate and graduate degree program information sections of the 2021-2022 Academic Catalog & Student Handbook.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal and State regulations governing student financial aid require that students receiving financial aid must maintain standards of reasonable academic progress in the completion of their degree or certificate program. NewSchool has developed a standard of satisfactory academic progress policy to monitor a student's academic progress in accordance with the most recent federal and state regulations.

OVERVIEW OF THE SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS:
Standard 1 – Minimum Cumulative cGPA

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- Maintain a minimum cumulative Grade Point Average (cGPA) specific to your academic program.

Standard 2 – Minimum Cumulative Pace of Completion

- Satisfactorily complete (earn credit in) at least 67% of the cumulative units you attempt.

Standard 3 – Maximum Time Frame of Aid Eligibility for Degree Completion

- Complete a degree or certificate program within a maximum number of attempted units equal to 150% of the units required for the specific academic program.

The above standards are separate from the institutions academic policies and are applicable to all federal, state, and institutional (i.e., State Grants) financial aid including grants, loans, and work-study. Students awarded only scholarships, graduate assistantships, veteran's benefits, stipends and (excluding Cal Grant B stipend), must meet the eligibility requirements specific to those programs.

Below is a summary of the minimum standards students must meet to remain eligible for financial aid. **IMPORTANT:** A student's entire academic history must be considered in these standards regardless of whether or not the student received financial aid for that course work.

Financial Aid Satisfactory Academic Progress will be evaluated quarterly.

Standard 1 – Minimum Cumulative cGPA
The cumulative cGPA calculation includes all attempted courses while enrolled at NewSchool.

Academic Level cGPA
Undergraduate 2.0
Graduate   3.0

Standard 2 - Minimum Cumulative Pace of Completion
The Pace Standard determines the pace in which a student is progressing toward program completion. The Pace Standard is calculated by dividing the total number of credit hours completed (passed with units earned) by the total number of credit hours attempted. To meet the Pace Standard, students must satisfactorily complete 67% of all cumulative credit hours attempted.

Types of courses and credits included in the Pace Standard calculation are:

- All NewSchool courses attempted including courses for which a W is posted
- All transferable courses from other colleges and institutions
- Repeated coursework
- Consortium coursework, if applicable
- Coursework from Study Abroad program

Types of courses and credits not included in the Pace Standard calculation are:

- Audited courses
- Credits earned through examinations (AP, IB and other test credits)

Standard 3 – Maximum Time Frame of Aid Eligibility for Degree Completion

Students are eligible to receive financial aid for a maximum number of attempted units equal to 150% of the units required for the degree program. All attempted units at NewSchool and transfer units are counted whether or not financial aid was received. Be aware that some federal and state programs (i.e., Pell Grants and State Grants) have additional limitations.

Undergraduate Programs (Entering as a First-Year Student)

Students pursuing an additional Baccalaureate degree, additional Master's degree at NSAD, or pursuing dual programs concurrently, may reach the maximum time frame standard at an accelerated pace. As such, students must have their SAP status and aid eligibility reviewed individually by a financial aid administrator.

CONSEQUENCES FOR NOT MEETING ONE OR MORE SAP STANDARDS:

Warning Status: Students who do not meet the cGPA standard and or the minimum Pace of Completion will be placed on financial aid **"warning status"** for one quarter and may continue to receive financial aid for one payment period. Students who reach and/or exceed the maximum time frame standard are not eligible to receive a financial aid warning status and will be deemed ineligible to receive financial aid.

Suspension Status:

Students whose performance falls short in one or more of the three SAP standards during the probation or warning period will be deemed ineligible to continue to receive financial aid. Students with extenuating circumstances beyond their control may submit an appeal.

Probation Status:

Students who are placed on probation after having successfully appealed their suspension status will be reviewed at the end of the following payment period. Students on probation must meet the terms specified in their Academic Plan. Unless otherwise stated in the Academic Plan, all three SAP standards must be met upon completion of the probationary period in order to be removed from probationary status and be eligible for continued funding.

SAP APPEAL PROCESS:

Students who fail to meet satisfactory academic progress (SAP) standards and have documented extenuating circumstances beyond their control may submit an SAP appeal to the Financial Aid Office. The deadline to submit an appeal is 14 calendar days from the payment period end date in which they became ineligible.

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Conditions that would be considered during an appeal:

- Death of a family member – parent, guardian, spouse, sibling, or child during the academic year.
- Serious illness or injury of student which led to a complete or partial withdrawal from course(s). The serious illness or injury of a family member (parent, guardian, spouse, sibling, or child) that required the student to be the primary caregiver and prevented the student from passing course(s).
- Documented Extreme personal hardship or trauma in your life that impaired your emotional and/or physical health.
- Compulsory military duty.

Appeals that will NOT be considered:

- Appeals submitted after the established deadlines.
- Encountering a situation that could have been anticipated.
- Change of major or addition of a major or minor are not viewed as extenuating circumstances, since the standard is quite generous in the time frame allowed to complete a degree.
- Dissatisfaction with course material, instructor, instructional method, and/or class intensity.
- Lack of motivation.
- Participation in extracurricular activities.
- Academic/unit overload.
- Workload

SAP appeal procedures:

Students may regain eligibility when there is a determination that the student is again meeting the SAP standard policy. Students with extenuating circumstances beyond their control may submit a SAP appeal to Student Financial Aid. A student may appeal a maximum of two times during a program The SAP Appeal
form is available at <u>Link will be added upon approval of policy</u>. A complete SAP appeal must include: Statement of Explanation and any supporting documentation from the checklist below

Students will be required to submit a written "Statement of Explanation", which clearly explains the following:

- The circumstances that prevented the student from meeting the satisfactory academic progress standards.
- What the student's responsibility had been for these events.
- How their circumstances have changed so that the situation will not occur again.

REQUIRED SUPPORTING DOCUMENTATION CHECKLIST:

SAP Appeals for cGPA deficiencies must include:

- ✓ A completed Academic Plan reviewed and signed by the academic advisor. The Academic Plan must include all courses through the expected graduation date.

SAP Appeals for Pace of Completion must include:

- ✓ A completed Academic Plan reviewed and signed by the academic advisor. The Academic Plan must include all courses through the expected graduation date.

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SAP Appeals for Excessive Units must include:
- ✓ Copy of the student's Official Program signed by the Department Chair or designee.
- ✓ A copy of the students "Degree Progress Report
- ✓ A listing of all "remaining coursework" required to complete degree program indicating "expected term of graduation".

SAP Appeals for all circumstances:
- ✓ Students should attach additional supporting documents that further document their situation (i.e., letter from doctor, copy of a death certificate, etc).

The SAP committee meets every two weeks, appeals will be processed as received on a first come-first served basis. Students will receive notification of appeal determination by e-mail. Students awaiting a response are responsible for paying their tuition fees by the payment deadline specified in the Schedule of Classes in order to register for classes or to avoid being dropped from enrollment.

If the appeal is approved, the student will be placed on probation. Students on probation must either improve their academic
performance to meet all SAP standards by the end of the probationary term or will need to follow the specific details of an approved
Academic Plan as specified in the approval communication.

APPEAL OF DENIAL (Second Level Appeal):
If your appeal was denied and you wish to challenge the denial, you must provide a clearly written

(typed) rationale for your challenge to the SAP Appeals Committee. The deadline to submit a second level SAP appeal is 14 calendar days from the date of the SAP appeal decision notification.

Second level appeals may be sent to the NSAD Financial Aid Email

Be aware that the Committee's decision is final. If the Committee rendered a decision to uphold the denial, the student is not permitted to submit additional appeals until the next academic year. The student may also regain eligibility for financial aid if their progress allows them to meet all three Satisfactory Academic Progress standards.

Please note the SAP policy and its appeal procedures are current as of the date of publication. The SAP Policy is subject to change any time during a given academic year to ensure compliance with the Federal and State regulations.

Course Descriptions
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DES110 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.

CSC5121 – REVIT MEP & ENERGY ANALYSIS

Credits: 3
Schedule: 3 hours weekly [Lecture (3)]
This course explores basic reactions of building systems and their interface within building operations and architectural design on Revit software with a focus specifically on Mechanical, Electrical, and plumbing system and performance analysis. Students learn how the strength of software is employed to assist the building system and performance process.