

# NewSchool of Architecture & Design 2022-2023 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 July 1, 2022, unless otherwise noted.

## Welcome to NewSchool

Academic Calendar

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Summer 2022	DATES	WEEK	QUARTER DETAILS
	July 4, 2022	1	4th of July (Campus Closed)
	July 11, 2022	1	Full Term and First 5-week Summer Quarter Begins
	July 18, 2022	2	Last Day to Add/Drop Courses
	July 25, 2022	3	
	August 1, 2022	4	
	August 8, 2022	5	Midterms - Studio and Lecture Courses
	August 12, 2022	5	End of First 5 Week Session
	August 15, 2022	6	Second 5-Week Session Starts
	August 22, 2022	7	Last Day of Add/Drop for Second 5-Week Session
	August 26, 2022	7	Last Day to Withdrawal - Full Quarter
	August 29, 2022	8	Petition to Graduate Deadline for Summer 2022
	September 5, 2022	9	Labor Day (Campus Closed)
	September 12, 2022	10	
	September 16, 2022	10	Summer Quarter Ends

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Fall 2022	DATES	WEEK	QUARTER DETAILS
	October 3, 2022	1	Fall Quarter Begins
	October 10, 2022	2	Last Day to Add/Drop Courses
	October 17, 2022	3	
	October 24, 2022	4	
	October 31, 2022	5	Midterms - Studio and Lecture Courses
	November 7, 2022	6	Midterms - Studio and Lecture Courses
	November 11, 2022	6	Veteran's Day (Campus Closed)
	November 14, 2022	7	Winter 2022 Registration Opens
	November 18, 2022	7	Last Day for Course Withdrawal
	November 21, 2022	8	Petition to Graduate Deadline for Fall 2022
	November 24 -25, 2022	8	Thanksgiving Holiday (Campus Closed)
	November 28, 2022	9	
	December 5, 2022	10	
	December 12, 2022	11	Finals Week
	December 16, 2022	11	Fall Quarter Ends
	December 26, 2022 - January 2, 2023		Winter Holiday (Campus Closed)

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Winter 2023	DATES	WEEK	QUARTER DETAILS
	January 9, 2023	1	Winter Quarter Begins
	January 16, 2023	2	Martin Luther King, Jr. Holiday (Campus Closed)
	January 17, 2023	2	Last Day to Add/Drop Courses
	January 23, 2023	3	
	January 30, 2023	4	
	February 6, 2023	5	Midterms - Studio and Lecture Courses
	February 13, 2023	6	Midterms - Studio and Lecture Courses
	February 20, 2023	7	Presidents' Day (Campus Closed)
	February 21, 2023	7	Spring 2023 Registration Opens
	February 24, 2023	7	Last Day for Course Withdrawal
	February 27, 2023	8	Petition to Graduate Deadline for Winter 2023
	March 9, 2023	9	
	March 13, 2023	10	
	March 20, 2023	11	Finals Week
March 24, 2023	11	Winter Quarter Ends	

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Spring 2023	DATES	WEEK	QUARTER DETAILS
	April 10, 2023	1	Spring Quarter Begins
	April 17, 2023	2	Last Day to Add/Drop Courses
	April 21, 2023	2	Petition to Graduate Deadline for Spring 2023
	April 24, 2023	3	
	May 1, 2023	4	
	May 8, 2023	5	Midterms - Studio and Lecture Courses
	May 15, 2023	6	Midterms - Studio and Lecture Courses
	May 22, 2023	7	Summer 2023 and Fall 2023 Registration Opens
	May 26, 2023	7	Last Day for Course Withdrawal
	May 29, 2023	8	Memorial Day (Campus Holiday)
	June 5, 2023	9	
	June 12, 2023	10	
	June 19, 2023	11	Finals Week
	June 23, 2023	11	Spring Quarter Ends
	June 24, 2023		Commencement Ceremony

### Admissions

#### Readmission Policy

Students who have been dismissed or withdrawn from the university or who reenter after an absence of one year (four 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 as a readmit student, applicants must:

1. Visit <http://www.newschoolarch.edu> to complete an online application.

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2. 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.
3. Submit a copy of transcripts from all institutions attended since leaving the university.
4. Submit a portfolio of their work completed at institutions attended since leaving the university.
5. 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, students reentering the institution may be required to attend an interview with the admissions committee and/or the senior academic administrator for the academic unit.

Readmit candidates, whose NewSchool 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 Academic Performance Standards (APS) should refer to the Appeal for Readmission After APS Dismissal policy in this catalog.

### Undergraduate Degree Program Information

#### Bachelor of Architecture Program Outline

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Under Required Integrative Studies Course – 51 credits, CRS5000 Design Culture has an incorrect course number the course should be listed as DES100 Design Culture.

#### Bachelor of Science in Construction Management

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Winter Year 2 list PSY181 General Psychology on the matrix as a course for this term. The catalog should list SCI270 Geology instead.

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Bachelor of Science in Graphic Design and Interactive Media

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Spring Year 2 lists MD120 Digital Pre-Press and Production on the matrix as a course for this term. The catalog should list MD203 Digital Pre-Press and Production instead.

The total credit amounts for year three should be read 45 and the Total Program Credits should be 180.

## Graduate Degree Program Information

Concentrations in Architecture

Concentration in Sustainable Design and Technology.

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For a course to count toward a concentration, the student must receive a grade of B or better.

Tier 1

Required Courses

AR831 Environmental Science I

AR832 Environmental Science II

AR833 Environmental Science III

Tier 2

ELECTIVE COURSES (GROUPS A + B)

Group A – Sustainable Design

AR 5201 Energy Analysis for the Built Environment

AR5211 Environmental Optimization Systems & Design

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Group B - Technology

CSC5101 Beginning Revit

CSC5111 Advanced Revit

CSC5401 Beginning 3D Studio Max

CSC5411 Advanced 3D Studio Max

CSC5201 Beginning Rhino

CSC5211 Advanced Rhino

CSC5121 Revit MEP & Energy Analysis

## Tuition Payment and Financial Assistance

Financial Aid Satisfactory Academic Progress Policy (SAP)

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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**

- Maintain a minimum Cumulative Grade Point Average (CGPA) specific to the student's academic program.

#### **Standard 2 – Minimum Cumulative Pace of Completion**

- Satisfactorily complete (earn credit) in at least 67% of the cumulative units a student attempts.

#### **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.



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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 will 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

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- 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

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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.

## **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 the student’s life that impaired the student’s emotional and/or physical health.
- Compulsory military duty.

## **CONDITIONS WHERE APPEALS 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.

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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 from Financial Aid. A complete SAP appeal must include a Statement of Explanation and any supporting documentation from the checklist below.

### **STATEMENT OF EXPLANATION**

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 the 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.
- Copy of the student’s Official Program signed by the Department Chair or designee.
- A copy of the student’s “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).

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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 Office of Financial Aid at [finaid@newschoolarch.edu](mailto:finaid@newschoolarch.edu).

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.***

## Policies and Procedures

Code of Conduct

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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 expulsion.

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 misconduct, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty, including the submission of research papers found, in whole or in part, on Internet sites.
- Furnishing false information to any NewSchool official, faculty member, or office.
- Forgery, alteration, misuse, or unauthorized transfer of any NewSchool document, record, or instrument of identification.
- 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

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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, but is not limited to, rape and other forms of sexual assault, nonconsensual sexual intercourse, nonconsensual sexual contact, sexual harassment, sexual exploitation, relationship violence, dating violence, sexual assault, stalking, and other unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it denies a person access to the recipient's education program or activity. Certain of those terms are further defined in NewSchool's Title IX Grievance and Sexual Misconduct Reporting Policy and Procedures. 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.
- n 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 by NewSchool.

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- 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.
- Commission of an act that would constitute a crime under federal, state, or local law.

Acts consisting abuse of the judicial system, including but not limited to:

- Failure to comply with the summons of a judicial body or NewSchool official.
- Falsification, distortion, or misrepresentation of information before a judicial body.
- Disruption or interference with a judicial proceeding.
- Accusing a student of a Code of Conduct violation knowingly without cause.
- Attempting to discourage and/or harass an individual who is attempting proper participation in, or use of, the judicial system.
- 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.
- Failure to comply with the sanction(s) imposed under the Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Retaliation, which includes intimidating, threatening, coercing, or discriminating against an individual involved in any way in the investigation or resolution of a report or complaint or the exercise of any right or responsibility under this policy or any other hearing or investigatory process of NewSchool.

Course Descriptions

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## **CM2311 INTRODUCTION TO DIGITAL RENDERING AND MODELING FOR CONSTRUCTION MANAGEMENT**

**Credits: 3**

**Schedule: 3 hours weekly [Lecture (3)]**

This course explores the BIM features of the Revit program. Students will be introduced to the basic features of the Revit program including but not limited to modeling architectural, structural and MEP elements, custom family creation, working with design options, rendering, exporting files and coordination of disciplines. An emphasis is put on those features that will be most beneficial to the student as they enter the profession.

## **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.

## **CM2311 Intro to Digital Rendering and Modeling for Construction Management**

**Credits 3**

**Schedule 3 hours weekly [Lecture (3)]**

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This course explores the BIM features of the Revit program. Students will be introduced to the basic features of the Revit program including but not limited to modeling architectural, structural and MEP elements, custom family creation, working with design options, rendering, exporting files and coordination of disciplines. An emphasis is put on those features that will be most beneficial to the student as they enter the profession.

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.