

NewSchool of Architecture & Design 2025-2026 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 2025-2026 catalog. The following changes reflect current information about NewSchool of Architecture and Design Catalog and Student Handbook, effective September 29, 2025, unless otherwise noted.

**Admissions**

**International Student Information**

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NewSchool welcomes non-U.S. citizens to apply. All non-U.S. citizens must provide either proof of permanent resident status in the United States (a copy of a valid permanent resident card) or pursue the F-1 or J-1 student visa in order to be considered for admission and to register for classes.

All courses at NewSchool are taught in English. Therefore, non-U.S. citizens are required to demonstrate English proficiency.

To be eligible for the I-20 (F-1 visa) student status, an international student must be a bona fide full-time, degree-seeking student qualified to pursue a full course of study who meets either NewSchool’s undergraduate or graduate admission requirements. In addition, to be considered for acceptance, an international student must:

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1. Demonstrate English proficiency. Because all courses at NewSchool are taught in English, non-U.S. citizens are required to demonstrate English proficiency. See note following this section and the Language Proficiency Requirements.
2. Send a certified financial statement to verify sufficient United States dollars (USD) to cover tuition, fees, and living expenses for one academic year.
3. Complete the Verification of Finances Form provided by the Enrollment Department.
4. Provide certified translations and a credential evaluation of foreign transcripts in U.S. equivalences provided by a National Association of Credential Evaluation Services (NACES) approved member.
5. Provide proof of health insurance and proper immunizations prior to registration.
6. Students currently attending a SEVIS-approved school in the United States requesting to transfer to NewSchool are required to submit the Transfer of Schools Form. The International Student Advisor/Primary Designated School Official (PDSO) representing the school from which the student is transferring must complete and send the document to the Registrar/PDSO at NewSchool. The form is available from the Enrollment Department.
7. Form I-20 (for an F-1 visa) is issued after all admissions and financial arrangements are completed. Total tuition and fees are due upon registration. All F-1 students are required to enroll in and maintain 12 or more credits for three consecutive quarters. Failure to do so constitutes a violation of visa status and may result in deportation.
8. NewSchool provides processing for the F-1 visa status for international students who fulfill the international student admissions requirements for the I-20 application. International student processing includes:
  - a. Determining eligibility
  - b. Procedures for issuing the I-20 for initial attendance
  - c. F-2 dependents
  - d. F-1 transfer of schools
  - e. Processing Curricular Practical Training (CPT)
  - f. Processing Optional Practical Training (OPT, post-completion)
  - g. Change of level, extension of F-1 visa to complete a course of study
  - h. Reinstatement of F-1 status

**Note:** All courses at NewSchool are taught in English. Therefore, non-U.S. citizens are required to demonstrate English proficiency. NewSchool offers limited English language services. To successfully meet the academic requirements of the programs offered, students must meet the English Language Tests (ELT) requirements listed under the Language Proficiency Requirements.

### **Misrepresentation of Credentials**

Location

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Statements made and documents supplied by NewSchool applicants and students must be complete and accurate. All statements must be the applicant's original work and

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documents must give credit to all authored parties. Any misrepresentation by a student or applicant of past or current academic programs, degrees, professional accomplishments, or personal work will be grounds for rejection of applications, dismissal of enrolled students, or other administrative action.

### **Secondary School Transcripts (U.S. High School or Equivalent)**

- Transcripts must be original electronic documents or certified copies of original documents, including stamp and seal.
- Transcripts not in English must have a credential evaluation by a NACES-approved third-party transcript evaluation service.
- External examinations include nationally accredited examinations, such as Cambridge O level/A level, Caribbean Examinations Council (CXC), and International Baccalaureate.
- Submit original electronic or certified copies of original examination records. The authorities administering the examination must certify the examination results.
- Examination records not in English must be evaluated by a NACES-approved third-party transcript evaluation service. Evaluations received by the NewSchool Office of Admissions directly from the evaluation service are considered confidential.

**Note:** An explanation of the secondary/high school or external examination grading system must be provided along with the transcripts.

### **Assessing National Examinations for Admission**

All national examinations must be converted to a U.S. high-school grading scale for admission review. For national exams presented in English with a clear grading scale, the NewSchool Office of Admissions will conduct the conversion. Transcripts not in English, or with unclear grading schemes, are required to have a credential evaluation by a third-party transcript evaluation service for U.S. high-school equivalence.

### **Undergraduate Transfer of Credit**

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A Student who has studied at another college or university with accreditation recognized by the Department of Education is granted credit for previous work if such coursework meets NewSchool's educational requirements or if comparable courses are included in NewSchool's curriculum. Transfer credit is given for courses taken at another college or similar institution that closely corresponds to those offered at NewSchool. When transfer credit is granted for a particular course, the requirements for the course have been successfully met (only courses with a minimum grade of C are considered for undergraduate work), and credit is indicated on the student's transcript. No letter grade is provided.

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Initial evaluation of transfer coursework must be completed by the end of the student's first quarter at NewSchool. Courses will be given only the maximum credits NewSchool has assigned to them.

- All transcripts are reviewed for transferable integrative studies and professional courses.
- Professional required courses are transferable.
- Professional elective courses are transferable.
- Refer to Transfer Credit Limits below.

New and current students who wish to have one or more courses reevaluated for transfer of credit consideration must obtain a Transfer of Credit Reevaluation Request Form from their enrollment specialist or academic advisor. The completed form, along with all supporting documents, will be submitted to the Office of Admissions for a course reevaluation.

Studio placement is established by prior studio courses and a portfolio review. All transfer of credit is awarded at the discretion of the senior academic administrator of the academic unit.

Full English translations of course descriptions are required for any international student seeking to receive transfer credit.

### **Academic Information**

#### **Attendance Policy**

Location

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Due to the professional nature of education at NewSchool, students are expected to strive for 100% attendance in all on-ground, scheduled classes. NewSchool classes are experiential, and attendance is required for the entire class. The following attendance policy is modeled after attendance expectations in the workplace and is consistent with NewSchool's commitment to a culture of professional practice" (NewSchool Mission Statement).

Instructors provide essential information and guided practice. Students are required to participate in discussions, reviews, critiques, and seminars. Lack of attendance and/or participation will impact the student's success and, potentially, progress through the program of study.

Instructors may call the roll of the student names listed on the attendance roster at any time during the class for each day that the course meets during the quarter. Tardy students may have points or a percentage deducted from their cumulative course total (refer to the instructor's course syllabus for details on tardiness policies). Students are required to be in

class on time and remain in class until the scheduled end time for each class session; leaving class early may result in the student being marked absent for that day.

Students who miss more than 20% of the on-ground meeting times of a course will receive a 10-percent reduction (a complete letter grade reduction) in their final grade. Students are required to attend at least 70% of all on-ground classes, regardless of whether the course is on-ground or hybrid. Students who miss more than 30% of the on-ground meeting times of a course will receive a failing grade for the course. However, faculty may establish a stricter attendance policy within the class syllabus to ensure that all students meet the required learning outcomes of that course. If the faculty introduces a more stringent attendance policy, this overrides the institutional attendance policy.

Students who are absent due to an extenuating circumstance may submit documentation (e.g., doctor's note) to their instructor in support of a request for an excused absence. Students may make up work from excused absences; however, because NewSchool classes are highly participatory, even excused absences are counted against the attendance requirements for the course. Absences approved by the head of the department of the course that the student is missing due to an academic school-sponsored event will not count towards the 80% or 70% requirements.

Students who are absent due to an unexcused reason will not be allowed to make up missed assignments or exams. Faculty members are not required to repeat the content missed due to a student's absence, regardless of whether the absence is excused or unexcused.

If a student cannot pass the class due to attendance before the end of the standard withdrawal period, the faculty member may notify the student and recommend withdrawal. If the student agrees, the withdrawal may be processed in accordance with institutional procedures and documented accordingly.

### **Artificial Intelligence (AI), including Generative Artificial Intelligence (AI) Policy**

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#### **AI Definition (from Coursera)**

Much of the AI that people interact with every day is the result of machine learning (ML), which uses algorithms trained on datasets to power a computer's ability to understand information, "learn" from it, and then make decisions.

#### **Generative AI Definition (from Coursera)**

Generative AI is a type of artificial intelligence that uses large language models (LLMs), or machine learning models trained on massive data sets, to generate new content based on user inputs. Some people consider it the next generation of AI because, instead of relying on existing sources, it can produce new data, images, and other forms

of content rather than just perform the same task repeatedly. Generative AI applications: ChatGPT, Microsoft Copilot, Google Gemini, and Dall-E and more.

**Responsible Use & Academic Integrity**

NewSchool embraces the appropriate use of AI. Students may use AI tools only when explicitly permitted by course instructors. Faculty will outline acceptable uses in the syllabus or assignment instructions.

AI-generated content must be properly cited. Submitting AI-generated text, design, code, or other work without disclosure will be considered plagiarism and a violation of the university's Academic Integrity and Code of Conduct policies.

Use of AI tools does not exempt students from producing original work or understanding core course concepts. Misuse—such as unapproved assistance on assignments or over-reliance on AI without critical engagement—will result in academic penalties.

**Citation Requirement**

Any AI-generated content used to support coursework (e.g., text, visuals, research summaries) must include:

- A clear citation of the tool used (e.g., “Generated using ChatGPT, OpenAI, August 2025”).
- A description of how the tool was used to support—not replace—student work.

**Limitations & Risks**

While powerful, AI tools are fallible. Users should be aware of the following:

- AI output may be inaccurate, outdated, biased, or ethically inappropriate.

- Privacy is not guaranteed—avoid submitting confidential or personal data. -  
Overuse may hinder creative development and critical thinking.

### **Classroom Variations**

Each faculty member may define specific rules for AI use in their courses. Students are responsible for understanding and complying with each class's guidelines.

### **Copyright Compliance**

All community members must respect copyright laws. AI tools trained on third-party content may generate copyrighted material. Use of such content without proper attribution or permission may constitute infringement.

## **Course Descriptions**

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### **AR5231 – ARCHITECTURE AS DEVELOPER II (DESIGN-BUILD)**

**Credits: 3**

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

This course is Part II of a wide-ranging investigation into the process of development as an Architect-Developer, starting from the property search, schematic design, design development, construction documentation stage, through construction observation, construction administration, and tenant occupancy. Topics range from conceptualization and market/demographic analysis, site acquisition, zoning, codes, infrastructure, and tax incentives, project planning and design, economic feasibility and financing, the development team, the construction process, plus marketing and financial evaluation. Through cases and lectures, students investigate the market-driven challenges and benefits of sustainable development with emphasis upon the role of the Architect-Developer in the creation of an architecturally and ecologically superior built environment. Utilizing the tools and resources learned from Part I of this class, students will work on preparing an urban infill development as part of their final project.

### **AR551 Architecture as Developer I (Design-Build)**

**Credits: 3**

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

This course is Part I of a wide-ranging investigation into the process of development as an Architect-Developer, starting from the property search, schematic design, design development, construction documentation stage, through construction observation, construction administration, and tenant occupancy. Topics range from conceptualization and market/demographic analysis, site acquisition, zoning, codes, infrastructure, and tax incentives, project planning and design, economic feasibility and financing, the development team, the construction process, plus marketing and financial evaluation. Through cases and lectures, students investigate the market-driven challenges and benefits of sustainable development with emphasis upon the role of the Architect-Developer in the creation of an architecturally and ecologically superior built environment. We will also look at starting a new small-scale design-build-development project and the tools needed to be successful.

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