

# ACADEMIC POLICIES

## Residency Requirements

### Residency Requirement and Maximum Transfers Allowed

A student is in residence at NYUAD when the student is matriculated in an NYUAD program. Only credits from NYUAD sponsored courses earned while the student is in residence at NYUAD count toward fulfilling program residency requirements.

- *Master's*: Students must earn at least 75% of their credits in residence.

## Graduation

### Rules

#### Requirements to Graduate

A degree can be conferred only upon the completion of all published credit and non-credit degree requirements.

- Any deviations from the stated degree program requirements must be approved in writing by the Graduate Program Director and approved by the Vice Provost for Graduate Programs.

#### Graduation Date

The official NYU graduation dates normally occur in September (summer term graduation), January (fall term graduation), and May (spring term graduation) each year. Students are responsible to know and follow all NYUAD and University graduation procedures and deadlines.

#### Enrollment

Students must be enrolled in the term of their thesis/capstone project submission, as well as the term in which they graduate. Enrollment in the preceding spring term grants automatic enrollment status for the immediately following summer term. Failure to be enrolled will make any above mentioned action null and void.

#### Incomplete Grades

A student may not graduate with an incomplete grade of "I" or "NR" on their transcript.

## Administrative Procedures

### Master's Thesis Submission

Degree programs that require a thesis must comply with the published thesis requirements for the degree program.

- *Thesis Committee*: The thesis advisor will serve as one of the thesis readers. At least one other reader is required. At least one reader must be from within the degree program.
  - *Thesis Committee Members not Part of the Full-Time Faculty of NYUAD*: The Graduate Program Director must approve any committee members who are not members of the full-time faculty of NYUAD by signing the Outside Thesis Reader Approval Form. A curriculum vitae (CV) for the outside reader must be attached and the form and CV must be made part of the student's permanent file and a copy must be forwarded to the GPPO along with all other required material.
- *Filing Requirements*: Copies of the thesis, a completed Thesis Reader Sheet, and any Outside Thesis Reader documentation must be filed with the GPPO prior to degree conferral.

### Doctoral Dissertation Submission

Degree programs that require a dissertation must comply with the published dissertation requirements for the degree program.

- *Dissertation Committee*: Dissertation committees must be composed of at least three members with expertise germane to the dissertation topic. Individual doctoral programs may require more than three members, but no more than five.
  - *Committee Member Qualifications*: At least two members of the committee must be doctorally qualified, i.e., hold a doctoral degree. The committee must include at least two members appointed to the Graduate Program Faculty. The committee must include at least one doctorally-qualified expert from outside NYU Abu Dhabi; outside members should have no conflict of interest with the student or the faculty supervisor.
- *Committee Structure*: The dissertation supervisor serves as the committee chair. Two people may co-supervise a dissertation; at least one co-supervisor must be a member of the Graduate Program Faculty, who will be the administrative lead on the dissertation and will communicate with program faculty on student progress and other matters.
- *Continued Member Eligibility in Case of Separation*: Faculty members who separate from the Graduate Program (including departure from NYU Abu Dhabi) continue their full eligibility to serve on and supervise dissertation committees for a period of two years following separation. They maintain their role as an internal member during this time. Membership beyond two years may be approved by exception.
- *Committee Approval*: Dissertation committee membership is approved by the Program Director. It is then confirmed by the Vice Provost for Graduate and Postdoctoral Programs or their designee, who ensures that the committee conforms to the policies stated in this document. Any changes to committee membership must be formally approved by the Program Director and confirmed by the Vice Provost for Graduate and Postdoctoral Programs or their designee at least six months prior to scheduling the dissertation defense. Exceptions to this policy may be made if circumstances warrant.
- *Formation Timeline*: Dissertation committees must be formed no later than one year following the qualifying exam. Individual programs may require earlier committee formation. Failure to form a committee may result in academic probation or dismissal.
- *Declining Membership*: Faculty members have the right to decline to serve on any individual dissertation committee.
- *Filing Requirements*: Copies of the dissertation, a completed Dissertation Reader Sheet, and any Outside Dissertation Reader documentation must be filed with the GPPO prior to degree conferral. Every committee member must formally approve the doctoral dissertation via the required signature page.

### Applying for Graduation

It is the student's responsibility to apply for graduation and it is recommended that students apply for graduation no later than the beginning of the semester in which all degree program requirements are expected to be completed. Waiting to receive end of term exams, thesis or final project results before applying for graduation may result in a delay in graduation. Refer to the specific deadlines for the completion of requirements for each graduation available listed in Office of the Registrar's Graduation Information.

## Proof of Degree Completion

Any student requiring proof of degree completion either before or after that student's official graduation date must request such verification from the NYUAD Office of the Registrar.

## Awarding of Credit

### Rules

#### Enrollment

- Students must maintain continuous enrollment in their degree programs from the time of matriculation to graduation. To maintain enrollment in a degree program, a student must enroll in that degree program each fall and spring semester until that degree is granted. There are two ways to maintain enrollment:
  - register for at least one credit;
  - enroll in Maintenance of Matriculation.

#### Conditions for Enrollment

Students are also expected to comply with all applicable administrative policies, procedures and community standards of the University. These include but are not limited to timely payment of all charges, tuition or otherwise, student housing regulations, library policies and all University rules regarding student behavior.

#### Enrollment in Multiple Programs

Except for New York State or UAE registered dual degree programs, a student may not be enrolled in more than one degree program at any point in time. This applies for cases when the second degree program is a NYUAD program, a degree program at another NYU School, or a degree program at another institution. Violation of this rule can result in immediate termination from the NYUAD degree program(s).

#### Registration

All students are expected to be enrolled in either coursework or Maintenance of Matriculation by the end of the University determined drop/add period. Failure to do so may result in the student being considered as not active for that term and any repercussions arising from that state.

- Late Registration:* Requests for registration after the end of the drop/add period will be evaluated on a case-by-case basis. No course registration for a specific term will be allowed after the conclusion of that term.
- Registration for Credit beyond Degree Requirements:* Students may not register for additional courses once all degree requirements have been completed.

#### Maintenance of Matriculation

Payment of the Maintenance of Matriculation fee (or the award of a fee waiver) and the University Registration and Services Fee entitles students to use the libraries and other research facilities, consult members of the faculty, participate in University activities, and use the University Health Services for emergency treatment of an injury or illness.

- If the student has attempted enough credits for the degree, registration for Maintenance of Matriculation is required during each fall and spring semester until the degree is conferred. Some degree programs may also require registration for Maintenance of Matriculation during summer and January terms. Students who have completed coursework may maintain matriculation only up to the specified time limit of their degrees (See Time to Degree). Students beyond the specified time to degree must secure the permission of the GPPO to extend time to degree (See Extension of Time to Degree)

in order to continue to maintain matriculation. Students enrolled in Maintenance will ordinarily be considered full-time.

- A student who has not attempted enough credits for the degree may only enroll in Maintenance of Matriculation with the approval of the Graduate Program Director and the GPPO. These semesters count toward time to degree.

#### Waiver of the Maintenance of Matriculation Fee

A Maintenance of Matriculation waiver covers the required University Registration and Services Fees unless the waiver is given retroactively beyond one year. Only students who are in academic good standing and meet conditions for enrollment (See Enrollment and Conditions for Enrollment) will be considered for waivers of Maintenance of Matriculation fees.

#### Time To Degree

To remain in academic good standing (See Academic Good Standing) students must complete their degrees within specific time limits:

- Full-time students enrolled in master's programs may extend their time to degree by one year beyond the normal duration of the degree program with the express permission of the Graduate Program Director.
- Part-time students enrolled in a master's program may extend their time to degree by up to two years with the express permission of the Graduate Program Director.

#### Extension of Time to Degree

The GPPO will consider requests endorsed by the division or degree program beyond the limits stated above for students who are making clear progress toward the degree. Only one request for extension of time to degree per student per degree program will be considered. This request must include a detailed plan for the completion of the degree with tangible goals which the student must meet during each semester of extension requested. Should the student not meet one or more of these goals, the student must be terminated from their degree program. While NYUAD expects that any such extension should not exceed one year, extensions for a longer period will be considered as long as the degree program includes reasonable justification for the need of the additional time. The degree program will be responsible for warning the student of the deadline for completion of all requirements for the degree. No requests for extension of time to degree will be considered:

- if the student has outstanding incomplete grades;
- unless the degree program has issued the student a probation letter containing a time table for completion;
- unless all requirements other than the capstone project are completed.

#### Readmission

Any student who has not enrolled for two or more consecutive semesters, exclusive of summer terms, is considered to have withdrawn and must apply to their degree program for readmission.

- All requests for readmission must be approved by the GPPO. The GPPO will not consider any request for readmission that is not first approved and submitted by the student's degree program.
- Readmitted students are responsible for filling out an application for admission as directed by the GPPO and for paying any listed application fee.
- Readmitted students are ordinarily responsible for payment of the Maintenance of Matriculation fees and University Registration and

Services fees for all lapsed semesters. Students will not be permitted to register until these fees are paid.

- Time to degree (See Time to Degree) calculation begins with the first semester of the student's initial registration. The GPPO will exercise discretion in extending the time limit for readmitted students.
- All lapsed semesters count toward time to degree (See Time to Degree).
- Readmitted students are ordinarily expected to comply with degree requirements in effect at the time of their readmission.
- Students who have been previously readmitted to the same degree program will not be considered for a second readmission.
- Students past time to degree will be readmitted only if their thesis work is the only outstanding degree requirement.
- Students with coursework that cannot be revalidated (See Course Work Validation) will not be readmitted.
- No degrees will be conferred unless all delinquent fees have been paid.

### Course Work Validation

The following lists the NYUAD minimum requirements for course work validation. Degree programs may set more stringent standards.

- *Master's*: At the time of completion of all requirements for any master's degree, coursework greater than five years, but less than ten years old must be validated by the division or program and approved by the Graduate and Postdoctoral Programs Office. No coursework older than ten years shall be validated.

### Full-Time

The following are the requirements for full-time status and full-time equivalence during any of the fall semester, spring semester, or the summer.

- *Full-Time Status*: A student must be enrolled in at least nine credits of coursework in any fall or spring semester. In the summer semester, a student must be enrolled in a total of nine credits over all that year's summer semester terms.
- *Full-Time Equivalence*: Working on research, examination preparation, internships, and/or coursework totaling 40 hours per week for the duration of the fall or spring semester or the entirety of the summer is required for a student to claim full-time equivalence for that semester or summer. Students must submit in writing a request for full-time or part-time equivalence which must be approved by a student's advisor or Graduate Program Director. This should be documented in the student's file. The advisor, Graduate Program Director, or GPPO can enter an appropriate value in the student information system. This action should be completed no later than the end of the third week of the semester, and must be done for each semester in which full-time equivalence is granted. A degree program does not need to enter any change in SIS when a student is registered for nine or more credits.

### Part-Time

The following are the requirements for part-time status and part-time equivalence during either the fall semester, spring semester, or the summer:

- *Part-Time Status*: Part-time students will ordinarily be enrolled in less than nine credits of coursework, but in exceptional cases and with the permission of the degree program, may be enrolled in not fewer than three credits.

### Maximum Time Allowed in Full-Time Status and Equivalence

The maximum amount of time allowed for a student to be considered full-time is as follows:

- Twice the normal length of time for Postgraduate Diplomas and Master's degree programs;
- A student combining a postgraduate diploma and a degree program, or two degree programs, is eligible only for the maximum of the two numbers and not the total of the two.

### Visiting and Non-Degree Students

Individuals who have no existing affiliation with NYUAD may be enrolled as visiting or non-degree students, at the discretion of the division or degree program and with the approval of the GPPO. Visiting or non-degree status allows a student to take courses in NYUAD without actively pursuing a degree.

- *Non-Degree Students*: To qualify as a non-degree student, the applicant must show proof of a bachelor's degree or its equivalent, with a grade point average of at least 3.0.
- *Visiting Students*: Visiting student status requires current enrollment in a degree program at another accredited university. A potential visiting student must obtain written approval from the home institution prior to application at NYUAD.
- *Application and Enrollment for Non-Degree and Visiting Students*: Divisions or degree programs within NYUAD are not required to admit visiting or non-degree students. All prospective students applying for non-degree or visiting status must follow the instructions for the non-degree application for admission. Students who are accepted are eligible to register for up to twelve credits total in a period of time not to exceed one academic year (three consecutive semesters, including the summer).
- Visiting and non-degree students as defined in Visiting and Non-Degree Students are not eligible for financial aid and/or tuition remission.

### Consortia

NYUAD is not currently a member of any consortia offering opportunities for educational exchange. If in the future such relationships are formed, NYUAD will adopt the following principles.

- Students must be in good standing and meet conditions for enrollment (See Academic Good Standing and Conditions for Enrollment) to participate in any consortium.
- Credits earned as part of the established NYUAD consortia do not satisfy the in-residence requirement (See Transfer Credit).
- Students taking courses at other institutions must abide by the rules of those institutions with regard to completion of coursework.

### Tuition Refunds

Students are entitled to refunds on tuition according to the Refund Schedule published by the Office of the Bursar. Students are not entitled to refunds of mandatory University Registration and Services fees.

- The date on which the student submits a drop/withdraw, NOT the last date of attendance, is considered the official date of withdrawal from the course.

### Administrative Procedures

#### Registration for Credit beyond Degree Requirements

The division or degree program may petition the GPPO to allow a student to enroll for credit beyond what is required for the student's current

degree program. The degree program should submit a memo making the request and outlining an academic rationale of why the student should be allowed to take more credits than needed. Tuition scholarships are not guaranteed to be offered for any additional coursework thus approved.

### Maintenance of Matriculation Waivers

Divisions or degree programs must nominate students for a waiver, which will be reviewed by the GPPO. All requests must be made in writing by the Graduate Program Director.

- Divisions and degree programs will be responsible for informing students of decisions regarding approval or denial of requests for maintenance waivers.

### Extension of Time to Degree Requests

The Graduate Program Director should submit a letter to the GPPO providing a detailed plan for the completion of the degree and stating reasons for the recommendation of an extension of the time limit.

- The degree program will be responsible for informing students of decisions regarding approval or denial of requests for extension of time to degree.
- The degree program will be responsible for warning the student of the deadline for completion of all requirements for the degree, as approved by the GPPO.
- The degree program must request the GPPO's validation of all superannuated coursework for a student who has been granted an extension of time to degree (See Course Work Validation).
- Course Work Validation Requests: The degree program should send a memorandum to the GPPO endorsing validation of superannuated coursework.

### Consortium Grades

Consortium partner schools exchange transcripts after the end of each semester. All recording of grades for consortium courses will be done through the GPPO. Students may not submit transcripts directly. Students are responsible for notifying the GPPO when they have completed any consortium course that was not completed prior to the exchange of transcripts.

## Transfer Credit and Articulation Agreements

### Rules

#### Transfer Credit

NYUAD programs may accept transfer credit from accredited graduate institutions.

- A student must apply for transfer credit, for courses taken prior to admission, within the first academic year of attendance as a matriculant.
- Students may transfer credit for courses taken at another institution while matriculated at NYU as long as the GPPO has given written approval for the course(s) to be transferred in prior to the student's enrollment in those courses.
- Courses counted towards any degree that has been awarded and is not part of a registered dual degree program may not be applied toward a NYUAD master's degree.
- A grade below B is not eligible for transfer credit. (See 8th bullet point)

- The NYUAD transcript will not show the grade of courses transferred, nor will those grades be included in grade point average calculations for the degree.
- If courses are transferred individually, credits will be transferred point for point (e.g., if transfer is requested for a three-credit course at another institution, then only a maximum of three credits will be granted by NYUAD) up to the maximum amount allowed (See Transfer Credit).
- An external credit earned on the quarter system is worth two-thirds of an NYUAD credit. Individual courses must be rounded down to the nearest half credit.
- NYUAD awards international transfer credit in accordance with current guidelines regarding equivalency as determined annually by the GPPO.
- NYU graduate courses taken prior to enrollment in a NYUAD program, and not used to earn another degree, are eligible to count toward the degree and will not be counted as transfer credits with regard to the maximum level of transfer credit allowed or the minimum grade requirement. The Graduate Program Director will be the final arbiter of which of these courses will count toward the degree.
- NYUAD undergraduate courses that were used toward an undergraduate degree cannot be used toward meeting graduate degree requirements.
- At the discretion of the program, NYUAD graduate courses taken as an undergraduate that were not used toward undergraduate degree requirements may be counted toward the graduate degree. Students will ordinarily still be expected to complete the total number of credits required for the degree while enrolled as a graduate student.
- Transfer of credit for individual courses older than ten years for master's students will not be allowed.

## Administrative Procedures

### Transfer Credit

Requests to transfer credit earned prior to matriculation in NYUAD must be made within the first year of matriculation. Requests to transfer credit earned outside of NYUAD after enrollment in NYUAD must be accompanied by a memo from the Graduate Program Director, including an explanation of the relevance of the course to the student's current degree program and an assurance that the course was not available at NYUAD or through relevant consortia.

- All requests must be accompanied by an official transcript, and translation if necessary, from the institution where credit was earned. If the request is for credits earned while the student was enrolled in an undergraduate program, the transcript must explicitly state that the credits were not used for the undergraduate degree. If it does not, a letter from the undergraduate institution registrar stating that the credits were not used toward the undergraduate degree must be submitted.
- If the master's degree is more than ten years old, the request for transfer must be accompanied by a supporting letter of explanation from the Graduate Program Director. This will be treated in the same way as in the cases of requests for validation of superannuated coursework (See Course Work Validation), and should be sent to the GPPO.
- Requests for transfer of credit should be sent for evaluation to the GPPO. Submissions must include a scan of both the front and back of all transcripts.



# Grading

## Rules

### Grades

Grade	Grade Points
A	4.0
A-	3.667
B+	3.333
B	3.0
B-	2.667
C+	2.333
C	2.0
C-	1.667
D+	1.333
D	1.0
F	0.0

Pass/Fail (Both count for credit; see Cumulative GPA and Pass/Fail Option Pass/Fail courses do not count in GPA.)

Grade	Description
P	Pass
F	Fail

Audit (Does not count in GPA or for credit)

Grade	Description
R	Audit

Incomplete Grades

Grade	Description
I	Incomplete
N	No Credit/Unofficial Withdrawal
NR	No Grade Submitted
W	Withdrawal

### Change of Grades

Only an incomplete grade, "I" or "NR" may be changed unless the original grade resulted from a departmental clerical error in recording. No change of grade will be awarded to any student:

- for work submitted after graduating, withdrawing, or being terminated;
- for submitting additional coursework;
- who audits the course, officially or unofficially, after a grade has been submitted.

### Incomplete Grades

An unresolved grade, "I", reverts to "F" one year after the beginning of the semester in which the course was taken unless an extension of the incomplete grade has been approved by the Graduate and Postdoctoral Programs Office. An unresolved grade, "NR", reverts to "F" one year after the beginning of the semester in which the course was taken and no extension will be allowed.

- At the request of the divisional Dean and with the approval of the course instructor, the GPPO will review requests for an extension of an incomplete "I" grade.

- A request for an extension of incomplete must be submitted before the end of one year from the beginning of the semester in which the course was taken.
- An extension of an incomplete grade may be requested for a period of up to, but not exceeding, one year. Only one one-year extension of an incomplete may be granted.
- Students may not audit the course, officially or unofficially, as a means of completing an incomplete grade.
- If a student is approved for a leave of absence (See Academic Leave of Absence, Term Withdrawal, and Deferrals), any time the student spends on that leave of absence will not count toward the time allowed for completion of the coursework when a grade of "I" has been submitted. Incomplete Grades: An unresolved grade, "I", reverts to "F" one year after the beginning of the semester in which the course was taken unless an extension of the incomplete grade has been approved by the Graduate and Postdoctoral Programs Office. An unresolved grade, "NR", reverts to "F" one year after the beginning of the semester in which the course was taken and no extension will be allowed.
- If a student is permanently separating from their program either through withdrawing or graduating, the Divisional program may request that the student be withdrawn from any course in which the student has an incomplete grade, "I" or "NR", at the time of the withdrawal. Such a request may only be filed within one semester of the student's separation.

### Pass/Fail Option

NYUAD students may opt to take a course set up with standard letter grading under Pass/Fail grading with the permission of the course instructor and the student's advisor. The student must apply to the Graduate and Postdoctoral Programs Office prior to the end of the ninth week of the semester to have Pass/Fail grading for a fall or spring term course and prior to the ninth meeting of a summer or special session course. Pass/Fail courses will not be included in the GPA calculation. Students matriculated in NYUAD apply for the Pass/Fail option through NYUAD regardless of the school offering the course. A student matriculated in another school at NYU must apply through their home school for and abide by the rules of the home school governing the Pass/Fail option if they wish to take a NYUAD course under pass/fail grading.

- Eligibility for Pass/Fail courses to count towards specific degree requirements, beyond general elective credits, must be explicitly stated within the degree program's curriculum as approved by the University.
- Degree programs may set limits on the number of Pass/Fail courses a student may enroll in, whether as general elective credits or towards specific degree requirements.

### Auditing

Students officially auditing a NYUAD course receive neither a grade nor academic credit. Enrolled students (See Enrollment) may sit in on a NYUAD course only with the permission of the instructor and the student's advisor. Individuals who are not officially enrolled at NYU or NYUAD may not attend NYUAD courses in any manner.

### Dropping and Withdrawal from a Course

The grade "W" represents official withdrawal from a course. It will appear on a student's transcript any time a student withdraws from a course after the second week of the fall or spring semester or according to the rules of the Office of the Registrar if a special or summer term course. Dropping from a course before the deadline will purge that course from

the student's official record. A student may withdraw from a course up to the end of the ninth week during the fall and spring semesters or according to the rules of the Office of the Registrar if a special or summer term course. Students must get permission from their division or degree program and the Graduate and Postdoctoral Programs Office to withdraw from a course after the deadline for dropping. Any tuition refund will be in accordance with the published refund schedule for that semester (See Tuition Refunds).

## Administrative Procedures

### Change of Grade

All grade changes must be submitted electronically in SIS.

### Extension of Incomplete

After obtaining approval of the course instructor, the Graduate Program Director of the student's degree program should submit a completed Extension of Incomplete Grade form, indicating when, within two years from the date when the course began, the coursework will be completed. It is the responsibility of the division to notify students of the Graduate and Postdoctoral Programs Office's decision regarding the deadline for submission of an incomplete with an approved extension.

## Academic Standing and Progress Rules

### Cumulative GPA

The cumulative grade point average (GPA) is an essential component of academic good standing (See Academic Good Standing) and is computed in the following way: for each course receiving a standard letter grade or "F" if taken Pass/Fail and counting toward the degree, the GPA value per credit is multiplied by the number of credits for the course. The sum of these products is divided by the sum of the number of hours for each course taken under the standard grading system. Courses that have not been awarded a grade, were taken as Pass/Fail, do not count toward the degree program, or have an incomplete grade are excluded from the GPA calculation.

### Academic Good Standing

NYUAD requires graduate students to maintain a GPA of 3.0 or higher, and successfully complete at least two thirds of credits attempted at NYUAD or in a Joint or Affiliated Program, excluding the current semester. Courses with grades of "I", "N", "NR", "W", and "F" are not considered successfully completed. Students also must be within time to degree limits (See Time to Degree). These NYUAD standards are minimal requirements for academic good standing. Divisions and degree programs may impose additional requirements and/or set stricter standards including but not limited to: Higher GPA requirements, higher completion rate requirements and degree progress requirements.

### Completion Rate

The completion rate is an essential component of academic good standing (See Academic Good Standing) and is calculated in the following way: the number of "earned hours" is calculated by summing the credits for all courses that count toward the degree and in which a grade in the standard grade system or the pass/fail system has been awarded. Courses in which an "F" has been awarded are excluded. Next, the number of "attempted hours" is calculated by summing the credits of all courses that count toward the degree and in which a grade in the standard grade system or the Pass/Fail system has been awarded. For this calculation "F" and "incomplete" grades are included, but courses from the most recent completed semester for which grades are yet to be

assigned are excluded. The completion rate is defined as the number of earned hours divided by the number of attempted hours.

### Final Cumulative GPA

GPA is final after the degree requirements for coursework have been met. The only exceptions to this rule are included below.

- *Minimum Final GPA:* Students are required to attain a minimum final GPA of 3.0 or higher to be awarded a graduate degree.
- *Transferred Courses:* Grades earned in courses transferred into NYUAD are not included in GPA calculations (see Transfer Credit bullet point 5)
- *Retaking Courses:* With permission of the Graduate Program Director, a student may repeat a course in which they received a Pass, Fail, or letter grade once. Both grades will be recorded on internal transcripts and included in grade point average calculations. However, students will only earn credit hours once for a repeated course. Students may not repeat courses in a designated sequence after taking more advanced courses. Any student who withdraws from a course during the second attempt will have the original grade count toward the GPA, instead of a "W."
- *Extra Courses:* With the permission of the Graduate Program Director and the NYUAD GPPO, students may take as many as two additional courses in order to meet the degree GPA requirement. Permission should only be granted when the reasons for the low GPA were at least partially beyond the student's control and when it is considered likely degree GPA requirement will be satisfied by taking additional courses. Such courses' grades will be included in the student's CGPA (unless taken Pass/Fail).

### Undergraduate Courses

Graduate students may not ordinarily enroll in undergraduate courses without the permission of the Graduate Program Director and the GPPO. Should permission be granted, the grades for such courses are not entered into the GPA calculation and course credit will not ordinarily count toward a graduate degree.

### Continuing Education Courses

Graduate students may not ordinarily enroll in Continuing Education courses without the permission of the Graduate Program Director and the GPPO. Should permission be granted, the grades for such courses are not entered into the GPA calculation and course credit will not ordinarily count toward a graduate degree.

### Double-counting

Ordinarily, each course may only be used to fulfill one degree requirement in a student's academic career. If a course is potentially eligible to fulfill multiple requirements, the student may normally elect which single requirement that course will fulfill.

- A degree program may authorize "double-counting" for specific courses and circumstances, if these have been included in the degree program's curriculum as approved by the University.

### Financial Aid

Financial Aid is typically continued only for students in good academic standing.

### Academic Probation

If a student's academic performance falls below the NYUAD standard for "good standing" (See Academic Good Standing), the student will be placed on academic probation by the Division or degree program with advice to the Graduate and Postdoctoral Programs Office and the NYUAD

Registrar. A student who has not met stated degree program progress requirements may also be placed on probation by the degree program.

- **Notification of Academic Probation:** Divisions or degree programs are required to provide written notification to the students of their probationary status as soon as practicable. The notification must inform students of the grounds for this determination, the specific steps that must be taken to return to good standing, the means by which the students' performance will be evaluated and the penalty that will be imposed if these requirements are not met.
- **Timing of Notification:** If the student is notified within the first two weeks of a semester, the student may be required to complete all requirements by the end of that semester. If notification occurs after the first two weeks of a semester have been completed, the student has until the end of the next full semester (including summer) to complete all requirements.

### Financial Aid

If a student is awarded NYUAD or other financial aid (fellowship, assistantship, tuition, fees, health insurance, or other awards), then the probation letter will state the consequences of the probation on the financial aid award(s) including the terms required for the continuation or resumption of the award(s).

### Termination Resulting from Failure to Satisfy Terms of Academic Probation

Students on academic probation who do not satisfy the stated terms of probation may be formally terminated from the degree program. The termination request must be filed by the Program Director and endorsed by both the Divisional Dean and the Vice Provost for Graduate and Postdoc.

- **Notification of Termination:** Divisions or degree programs are required to provide written notification to students of their termination as soon as practicable. The notification must inform students of the grounds for termination including the specific steps that the student failed to take to return to good standing, the effective date of the termination, and the appeal process available to the student.

### Right to Appeal Academic Probation or Termination

Students have the right to appeal an academic probation decision, the criteria set for the reversal of academic probation or a termination issued by the Division or degree program within thirty (30) days of the receipt of the notification of termination or probation. Students wishing to appeal must file a written appeal to the Division or degree program by submitting the appeal to the Graduate Program Director. This appeal must include the grounds for the appeal, specifying relevant NYUAD policy, rules, or procedures which have not been followed; describe the facts and evidence in support of the appeal; indicate what remedy is sought; and identify any individuals who may be contacted for relevant information. The Program Director, at their discretion, may determine whether to interview individuals identified by the students, other NYUAD faculty and administrators, and/or the student in order to decide the appeal. The Program Director will make all reasonable efforts to provide the student with a written final determination within four weeks of the date the letter of appeal was received by the Graduate Program Director. In the event this deadline cannot be met, the Graduate Program Director will notify the student of the reason for the delay in writing.

### Right to Appeal to the Provost

If the student is not satisfied that the above procedures were properly and fairly executed by the Graduate Program Director, the student may appeal the determination to the NYU Abu Dhabi Provost within two weeks

of receipt of the decision. The Provost (or their designee) will review only the process resulting in the Graduate Program Director's finding to determine if it was fair and impartial and followed the rules and policies of NYU Abu Dhabi. No new information beyond what was reported to the Graduate Program Director will be considered. The Provost will render a written decision to the student within thirty (30) days of receipt of the appeal. The Provost's decision shall be final for NYUAD and its Divisions and degree programs.

### Student Status during Appeal

During the appeal process of an academic probation or termination, a student must be allowed to maintain student status and continue enrollment in any courses they were enrolled in at the date of the enactment of the probation or termination. The student's academic record will be frozen for the duration of the appeals process. No grade changes will be accepted during this time.

## Administrative Procedures

### Probation and Termination of a Student

When a student is put on probation or terminated, the Division or degree program must notify all relevant offices, including but not limited to, NYUAD Immigration Services if the student is not a UAE national, the NYUAD Registrar, and the GPPO. If the Division or degree program wishes to have a termination notated on the student's transcript, they must notify the NYUAD Office of the Registrar.

## Withdrawals

### Rules

#### Academic Leave of Absence, Term Withdrawal, and Deferrals

A student who is obliged to temporarily suspend enrollment for national service, serious illness, parental leave, or compelling personal reasons may request an academic leave of absence, which, if approved by the Graduate and Postdoctoral Programs Office with the advice and consent of the program, retains the student's matriculation status in the program and serves as an exception to the continuous enrollment requirement (See Enrollment).

- **Time to Degree:** The period of an approved academic leave of absence does not count toward time to degree.
- **Eligibility:** Students are only eligible for an academic leave of absence after the first day of the first term in which they have been officially enrolled for courses.
- **Duration:** An academic leave of absence can be approved for a period up to one year, except in cases of compulsory national service, in which case the leave would be approved for the duration of the service.
- **Registration Fees:** During an academic leave of absence, registration fees for the terms the leave is granted for do not accrue.
- **Enrollment Status:** A student on an academic leave of absence is not eligible for full- or part-time equivalency (See Full-Time and Part-Time).
- **International Students:** Students who hold NYUAD-sponsored UAE residency visas are advised to contact the GPPO when considering an academic leave of absence.
- **Withdrawals Initiated After the End of the Official Add/Drop Period:** When an academic leave involves withdrawal after a term has begun, the student will be withdrawn from all current courses with a grade of W.
- **Deferrals:** Requests to defer offers of admission are at the discretion of the academic program with notification to the GPPO and Registrar. Ordinarily, such deferrals may not be longer than one year.

- *University Resources:* While on an academic leave a student may not make use of any University resources including, but not limited to the library, the gym, and any University academic space.
- *Outside Academic Activity:* While on an academic leave a student may not enroll in any other universities for the purpose of transferring credit earned there toward the NYUAD degree.

## Administrative Procedures

### Academic Leave of Absence Requests

The student should submit an Academic Leave of Absence Request form, with supporting documents, to the division or degree program they are participating in. Upon approval, the request should be forwarded to the GPPO. Acceptable supporting documentation includes doctors' recommendations in the case of serious illness, though a recommendation from the Health Center is preferred, evidence of national service, or a detailed written statement from the Graduate Program Director documenting the compelling personal reasons.

- Divisions or programs will be responsible for informing students of the GPPO's decisions regarding approval or denial of requests for an academic leave of absence.
- If a student requests an academic leave of absence for health reasons either through their own initiative or through the Health Center, they must obtain written clearance to resume registration after evaluation from the Health Center. The University will place a hold on the student's registration until a reentry evaluation has been done by the Health Center.

## Standards of Conduct

### Policies and Procedures

NYUAD is committed to providing a supportive and structured environment for the development of scholars, researchers, and teachers. It is expected that the responsibilities of students, faculty, and staff will be discharged with impartiality, reason, and consistency. To this end, it is the responsibility of all members of the NYUAD community to respect and comply with all NYUAD Policies and Procedures as well as all University rules and policies. When conduct constitutes a violation of both University policy and public law, a student may be subject to both University disciplinary action as well as public sanctions.

- *Applicable Period:* This document is subject to annual review and authorization by the Graduate Policy & Curriculum Committee (See Graduate Policy and Curriculum Committee).
- *Provost's Designee:* The Provost of NYUAD may designate any member of the administration of NYUAD or of the Faculty to fulfill any of the NYUAD procedural roles outlined in this document in place of the indicated NYUAD administrator, in any case where either there is a clear conflict of interest involving the indicated administrator or the position of the indicated administrator is vacant.
- *Students:* Students are under the authority of NYUAD Policies and Procedures from the first day of the first term in which they enroll in a NYUAD graduate degree program. Students remain under the authority of these rules until they graduate or officially separate from NYUAD.
- *Definitions:* For the purposes of this document, "degree program" refers to the complete plan of study leading to a specific graduate credential (e.g., the plan of study leading to the Master of Science in Economics, and the plan of study leading to the Master of Fine Arts in Art and Media, are both "degree programs"). It may also refer to

the sub-divisional academic unit responsible for implementing the degree.

## Student Conduct

All students in the NYUAD community must abide by the University Student Conduct Policy.

## Discrimination, Harassment, and Sexual Misconduct

All members of the NYUAD community must abide by the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students, the NYUAD Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees, and its Sexual Misconduct, Relationship Violence, and Stalking Policy, which collectively outline the policies and procedures regarding all forms of prohibited discrimination, harassment, and sexual misconduct.

## Academic and Research Integrity

All students in the NYUAD community must abide by policies on Academic Integrity for Students at NYUAD and the Principles and Procedures for Dealing with Allegations of Research Misconduct, as well as the policy on Retention of and Access to Research Data.

## Conflict of Interest, Intellectual Property, and Research with Human Subjects

All members of the NYUAD community must abide by the University's policies governing Academic Conflict of Interest and Conflict of Commitment, its Statement of Policy on Intellectual Property, the policies governing Research with Human Subjects, and the Principles of Humane Care and Use of Animals.

## Environmental Health and Safety

All members of the NYUAD community must follow the policies and procedures of the Office of Environmental Health and Safety.

## Disciplinary Measures

### Rules

#### Jurisdiction

The NYU University Student Conduct Policy governs the behavior of all NYUAD students. University Bylaw 80 provides that academic misconduct is governed by the policies and procedures of each school and that each school may also establish procedures for matters involving non-academic misconduct. The procedures described below apply to student academic and non-academic although, cases of misconduct that fall within the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students (the "Non-Discrimination Policy") and the University's Sexual Misconduct, Relationship Violence, and Stalking Policy (the "Sexual Misconduct Policy") are handled in accordance with the procedures referenced in those policies. Allegations of misconduct under the Sexual Misconduct Policy will be reported to the Office of Equal Opportunity, which will oversee any investigation.

#### Suspension Pending Consideration

The Provost of NYU Abu Dhabi or the Provost's representative may suspend a student pending consideration of a case. Such action should only be taken to protect the physical or emotional safety and well-being of the student, the physical or emotional safety and well-being of other students, faculty, and/or University staff, the security of University property, the maintenance of public order or the effective continuation of the educational process. When such action does occur, the student shall be afforded the opportunity to expedite disciplinary proceedings to the



extent possible. Any period of interim suspension shall be deducted from any final sanction involving suspension.

### Academic Misconduct

All students in NYUAD are expected to follow the University's policies on Academic Integrity for Students at NYU and the NYUAD Academic Integrity Policy and Procedure. Academic integrity violations include, but are not limited to, offenses such as plagiarism, cheating, possession or use of any prohibited notes, reference resources, or data processing or other devices in any class or examination, and misrepresentation of academic credentials. Research integrity violations include, but are not limited to, fabrication, falsification, and plagiarism in proposing, performing, or reporting research results.

- **Filing of a Division/Degree Program Complaint:** If a student is suspected of engaging in any form of academic misconduct, the individual with knowledge of the facts shall file a complaint with the Vice Provost for Institutional Research, Assessment, and Academic Affairs (VPIRAA) who serves as the Provost's designee in such cases with copy to the Graduate Program Director.
- **Process conducted as described in the NYUAD Academic Integrity Policy and Procedure.**

### Non-academic Misconduct

Non-academic misconduct includes conduct that impedes, obstructs or threatens the maintenance of the public order, interferes with or disrupts the regular operations and activities of the University, or constitutes a denial of or an unreasonable interference with the complainant's rights. A more comprehensive list of types of non-academic misconduct may be found in the University Student Conduct Policy. When activities undertaken by registered student organizations constitute a violation of this provision or violation of University rules or of public laws and regulations, a complaint may also be brought against such organizations as well as against the individual students belonging to such organizations.

- **Filing of a Complaint:** In the case of non-academic misconduct a complaint shall be filed by the degree program in which the alleged misconduct occurred, or by any member of the NYUAD community who claims to have been injured or affected by the alleged misconduct. The complaint must be filed with the Graduate and Postdoctoral Programs Office which serves as the Provost's designee in such cases.
- **Notification by the GPPO or designee:** The Graduate and Postdoctoral Programs Office shall typically provide notice of the filing of the complaint to the student in writing within one (1) week of receipt of the complaint.
- **Meeting with the GPPO:** A member of the Graduate and Postdoctoral Programs Office shall meet with the student against whom a complaint has been filed, describe the complaint, and offer the student an opportunity to respond. The GPPO will endeavor to resolve amicably the conflict between the student and the complaining party. If that is not successful, the GPPO, will inform the student of the terms, including, where appropriate, the imposition of a sanction (See Penalty Guidelines and Definition of Penalties), upon which NYUAD is willing to resolve the matter. Where the student and the GPPO agree to terms in writing, a binding consensual resolution shall exist between NYUAD and the student. Where the GPPO is unable to resolve the complaint by consensual resolution, they shall forward the complaint to the NYUAD Provost. Following a review, the administrator may uphold the initial decision, modify the sanction(s),

remand for a full or partial review by the original judicial officer, or dismiss the case in its entirety.

## Administrative Procedures

### Penalty Guidelines

Because of the wide range of seriousness of offenses of any given general type, no specific penalties are suggested for first occurrences. Each case must be judged independently, taking into account the seriousness of the offense, aggravating and mitigating circumstances, and the general desirability of treating similarly situated students similarly. In all cases, it should be determined whether or not notice of the penalty should be placed on the student's record. As a guide to assessing the penalty to be applied, some possible considerations are outlined below for various general offenses.

- **Second Offense:** Prior misconduct will be considered an aggravating factor leading to more severe sanctions, up to and including dismissal.
- **Academic and research misconduct:** If the offense had not been detected, would it have had significant impact on the student's course grade and/or completion of degree requirements? Was there an attempt to subvert a primary degree requirement? Was the offense spontaneous or premeditated and planned? Did the student act alone or were others knowingly involved? Was the offense an isolated incident or repeated?
- **Deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, or University property:** Did the student expect to profit academically from the offense? Was there damage to the academic materials of another student or of a faculty member? Were the materials of significant value to their owner? Can and should the student replace the materials or was the damage irreparable?
- **Disruption of an Academic Event:** Was the action spontaneous and brief or extensive? Did the academic event continue after the disruption or was it postponed or canceled? Was more than one individual involved? Were there repeated incidents on separate occasions? Was the disruption of a threatening or violent nature?
- **Actual or Threatened Violence or Threats of Violence:** Was the action premeditated? Was the threat repeated on separate occasions? Was human life threatened? What was the extent of bodily injury, if any? Was more than one individual involved in the offense? Does the student have a history of violent behavior?
- **Other Forms of Misconduct:** Was the behavior willful? Was the behavior repeated on separate occasions? What was the extent of bodily injury caused by the behavior, if any? Was more than one individual involved in the offense? Does the student have a history of previous disciplinary actions or violent behavior?

### Definition of Penalties

The following penalties may be imposed for a policy violation:

- **Warning:** Written reprimand, including notice that a one-semester suspension or a more severe penalty may result from a second disciplinary offense within the period of the censure specified in the letter of reprimand.
- **Grade Adjustment:** The grade on an individual assignment or on the course as a whole may be adjusted as part or all of a sanction for academic misconduct.
- **Disciplinary Probation:** Suspension of privileges or exclusion from participation in extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

- *Suspension:* Exclusion from classes as well as suspension of privileges and exclusion from other activities as set forth in the notice of suspension for a definite period of time. Whenever possible as a practical matter, a student who has been suspended and against whom charges are dismissed or not sustained will be allowed full opportunity to make up whatever work was missed due to the suspension.
- *Dismissal:* Termination of student status for an indefinite period. The conditions for readmission, if any are permitted, shall be stated in the order of dismissal.

## Redress of Grievances

### Rules

#### Right to File a Grievance

Any student registered in an NYUAD course or otherwise formally involved in NYUAD degree programs has the right to file a grievance. Certain types of grievances must be adjudicated within NYUAD, while others must be adjudicated at the University level. The following rules are designed to provide NYUAD students with a mechanism of redress.

#### Grievances Adjudicated Outside NYUAD

- If the student's grievance concerns a student, faculty or staff member whose primary affiliation is with another school or college, the complaining student shall consult and follow that school or college's procedures. In addition, the complaining student shall submit copies of the written grievance to the Graduate and Postdoctoral Programs Office and the comparable office in the other school or college.
- If the complaining student is a Global PhD student or other student whose primary affiliation is with an NYU school other than NYU Abu Dhabi, that student should follow the policies and procedure applicable in the home school with notification to the GPPO.

#### Grievances Adjudicated by NYUAD

In the following cases, grievances can be adjudicated within NYUAD:

- the student is an NYUAD student;
- the student believes that he or she has been subject to treatment which is in violation of a NYUAD rule, procedure or policy;
- the student believes that he or she is being affected by an unfair and/or incomplete NYUAD rule, procedure or policy or implementation of same.

#### Grievances Concerning Grades

A student may file a grievance concerning a grade on the basis of inequitable or prejudicial practices or administrative or clerical errors if he or she believes a grade to be incorrect. No other reason can form the basis for a grievance regarding a grade.

#### Grievances Concerning Academic Probation or Termination

Students may not issue a grievance against an academic probation or termination or the terms therein. If a student believes that an academic probation or termination decision, or the terms thereof, is in violation of an NYU or NYUAD rule, the appeal process should be employed (See Academic Probation and Termination).

#### Initiation of the Complaint

Complaint proceedings concerning events or conditions within NYUAD may be initiated in two ways:

- The student shall notify the Divisional Dean or Graduate Program Director within thirty (30) days of the occurrence of the event or

occurrence being grieved for violations occurring within the division. The Graduate Program Director shall investigate the complaint and respond to the student within fifteen (15) days of notification. The student may be offered terms which, if accepted, will constitute a binding consensual agreement in resolution of the issue.

- The student shall contact the Graduate and Postdoctoral Programs Office within thirty (30) days of the occurrence of the event or occurrence being grieved for violations occurring outside the academic division. A Graduate and Postdoctoral Programs designee will arrange meetings within fifteen (15) days of notification as appropriate, attend such meeting(s), and attempt to aid in the resolution of the complaint. The student may be offered terms which, if accepted, will constitute a binding consensual agreement in resolution of the issue.
- Alternative procedures apply and are spelled out in the respective policies for complaints regarding alleged violations of the NYU's Sexual Misconduct, Relationship Violence & Stalking Policy or the Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students.

### Formal Grievance

If the complaint is not resolved to the student's satisfaction through means outlined in Definition of Penalties section, and the complaint is one defined to be adjudicated by NYUAD, the student may bring a formal grievance to the NYUAD Provost or designee within fifteen (15) days after the conclusion of the initiation of the complaint. The grievant shall state the grounds for the grievance, specifying divisional, degree program, NYUAD, or other policy, rules, or procedures in question, describe the facts and evidence supporting the grievance, indicate what redress the grievant seeks, provide a brief history of the attempts to resolve the grievance, and identify any individuals who can be contacted for relevant information. Students may request a restriction of the investigation or attempted resolution of a grievance based on concerns about privacy or conflict of interest. The NYUAD Provost will determine which designee will oversee the grievance and will notify the student of their decision.

### Receipt of Formal Grievance

Upon receipt of a formal grievance, the Provost's designee overseeing the grievance will promptly schedule a meeting with the grievant. One person may accompany and advise the grievant, but cannot directly participate in the meeting. The designee or the student may request the presence of member of the GPPO at the meeting. The student or the Provost's designee may request that the meeting be recorded. The designee may contact such other persons as he or she deems appropriate, subject to the restrictions of the grievant (See Formal Grievance), for the purpose of ascertaining the facts and evidence in the case. The designee shall render a written decision on the grievance to the grievant, the respondent, and, if the matter had previously been addressed in the Division or degree program, to the degree program. The decision of the Provost's designee shall be final for NYUAD and its Divisions and degree programs.

### Record Keeping

The GPPO shall retain a copy of any grievance formally submitted under sections Grievances Adjudicated Outside NYUAD, Formal Grievance or Receipt of Formal Grievance to the GPPO or designee, any amended grievance, and any decision of the GPPO and/or Provost for five (5) calendar years following the date on which the grievance is resolved.

## Internships

NYUAD does not typically award academic credit for internships. If a degree program wishes to offer internship credit, the internship must be closely related to a student's academic degree, there must be

clearly defined learning objectives and goals, and there must also be supervision: both onsite and by a faculty member who agrees to serve as the instructor of record. The on-site supervisor must provide the degree program with a written evaluation of the student's effort, and the faculty member will be responsible for submitting a grade if the internship is for credit, or for confirming the requirement has been met if the internship is a non-credit requirement of the degree program. The following restrictions also apply when internships are taken for academic credit:

- A credit-bearing internship experience must be recorded in the University's student information system clearly designated as being an internship or field study experience;
- If a degree program permits internships for credit, a maximum of one internship course per academic year is ordinarily expected, though degree programs may establish higher limits if this has been included in their curriculum approved by the Committee;
- An internship course may be graded with letter grades or as Pass/Fail. The grading scale must be specified and agreed upon at the time of the student's registration in an internship course;
- Each internship experience must include a learning agreement that outlines the mutually agreed-upon description of the student's activities, the duration and hours, and the site supervisor's commitment to provide at least one written evaluation of the student's effort to their degree program;
- Internship duties cannot exceed 20 hours per week during the fall and spring academic semesters. Full-time internships may be permitted during the summer term, subject to degree program approval;
- Internship experiences beyond the parameters listed above must be approved in advance by the GPPD.
- Internship supervision must be compliant with the UAE Commission on Academic Accreditation Standards.

## Placement Exams

### Affiliate Degree Programs

- **Definition:** Affiliate Degree Programs are those degree programs which the University Registrar has designated as being divisions of or administered through NYUAD, but which are overseen and taught by faculty other than those of NYUAD.
- **List of Affiliates:** Other than the Global PhD Student Fellowship, whose students are enrolled in schools of NYU in New York but primarily conduct research in Abu Dhabi and receive financial support from NYUAD, NYUAD has not identified any Joint or Affiliate Degree Programs in operation at this time, but it may be possible for these to exist in the future.
- **Jurisdiction:** For all Joint or Affiliate Degree Programs housed at NYU Abu Dhabi, NYUAD policies and procedures will be applied in any discipline, grievance or other matter that rises on appeal above the Degree Program level for students of these Joint/Affiliate Degree Programs (See Sections Academic Probation and Termination, Discipline, Grievances). For all Joint or Affiliate Degree Programs housed in other schools and colleges, the faculty of each such school or college has jurisdiction over any and all academic and non-academic policies and procedures including disciplinary matters, grievance proceedings, and appeals, except those overseen by the University, involving students enrolled in those Joint/Affiliate Degree Programs.
- **Administrative Support:** NYUAD will provide administrative support to Joint or Affiliate Degree Programs as required by the University

Registrar. For any type of support provided, such degree programs are required to follow the appropriate NYUAD policies and procedures outlined below.

## Graduate Curriculum

### Rules

#### Graduate Policy and Curriculum Committee

The Graduate Policy and Curriculum Committee is the central mechanism through which NYUAD assesses graduate programming and graduate level curricula across the academic divisions. The composition and function of the Graduate Policy and Curriculum Committee (the Committee) is determined by the function, composition, term and structure of committees of NYUAD.

- **Purview of the Committee:** The Committee will review and recommend on any new graduate course, new graduate degree program, graduate degree program revision, and new or revised NYUAD academic or financial aid policy. The Committee has the right to designate the approval of any of these items to any office within NYUAD.
- **Meetings:** The Committee will meet at least four times during the academic year, a minimum of two times each fall and each spring.
- **Affiliate Degree Programs:** Joint or Affiliate Degree Programs may submit degree and course proposals to the Committee, which may recommend, but not require, changes to such proposals.
- **Requests Approved:** Substantive recommendations of the Committee including changes to academic policies and the introduction, elimination, or substantial revision of graduate degrees shall be brought to the NYUAD full faculty for final consideration, subject to the review and approval of the Commission for Academic Accreditation of the Ministry of Education.
- **Requests Not Approved:** Requests may be returned by the Committee to divisions, which will be informed of any recommendations or additional supporting materials needed as well as the next deadline for submission.

#### Graduate Courses

The following guidelines apply to all NYUAD sponsored courses where applicable.

- **Credit Hour Requirements:** All courses are expected to comply with UAE, US Federal, and New York State Education Department regulations on instructional time and out of class assignments with regard to the number of credits offered. One credit at NYUAD indicates a minimum of 750 total minutes of instructional time and at least 1800 minutes of supplementary assignments or out of class work. For recitations, studio, laboratory, and other instructional modes each credit indicates a minimum of 1500 minutes of instructional time.
- **Crosslisting:** NYUAD allows the crosslisting of its courses with the following restrictions:
  - All crosslistings must be approved by the NYUAD Graduate and Postdoctoral Programs Office (GPPD) and the degree program offering the parent course, with notification to the Registrar.
  - Graduate courses may be crosslisted at the undergraduate level if approved by both the graduate and undergraduate curriculum committees.
  - Crosslists must have the same title and credits awarded as the originating course.
- **Directed Studies:** As per UAE accreditation guideline, directed study courses are not permitted at the graduate level.

- *Topics Courses:* Divisions or degree programs may establish topics courses in which a specific topic may be taught without review by the Committee. If the degree program wishes to present a specific topic more than twice, then that topic must be approved by the Committee in the form of a new course.

### Graduate Programs

NYUAD oversees master's degrees that lead to the awarding of the Master of Arts (M.A.), the Master of Science (M.S./M.Sc.), the Master of Fine Arts (M.F.A.), and the Postgraduate Diploma. All of these degrees may only be awarded to students enrolled in degree programs offering these credentials.

- *Credit Requirements:* NYUAD requires a minimum of 30 graduate credits for a master's degree and a minimum of one year of study. The minimum credits are not inclusive of any preparatory courses which may be required. Degree programs may set higher credit requirements for the master's.
- *Program Assessment:* All NYUAD degree programs are expected to adhere to the assessment requirements and guidelines provided by the NYU Office of Academic Program Review and Assessment and the UAE Qualifications Framework.
- *Requiring Courses of Other Schools:* If faculty wish to require a course(s) from another NYU school or another NYUAD division as part of a new degree or degree program change proposal, then permission must be secured in writing from that school/division and included in the proposal.
- *Other School Requiring NYUAD Courses:* If faculty from another NYU school wishes to require a NYUAD course as part of a new degree or degree program change proposal, then permission must be secured in writing from the NYUAD division or degree program offering the course and the use of the NYUAD course must be approved by the Committee.

NYUAD divisional Dean and to the Graduate and Postdoctoral Programs Office. The request must indicate evidence and a rationale that the units involved have discussed and approved the request and comment on any budgetary implications. The NYUAD divisional Dean shall submit the request to the Committee, which makes the final determination. If approved, the NYUAD divisional Dean will, collaboratively with the GPPO, send a letter to the NYU dean in question with the request to use the course. NYUAD will send notification of any final approval to the NYU dean in question. In the case of requiring courses of other NYUAD divisions, the requesting degree program must first discuss with the relevant NYUAD Graduate Program Director; if approved, the request is then sent to the NYUAD divisional Dean and GPPO. The divisional Dean shall submit the request to the Committee, which makes the final determination.

### Other Schools Requiring NYUAD Courses

If the faculty of another NYU school wish to require a NYUAD course as part of a new degree program or degree program revision, they must discuss the request with the NYUAD division and degree program in question. If the degree program approves, the request would then come to NYUAD in the form of (a) a letter from the dean of the requesting school to the NYUAD Graduate Program Director and the GPPO, indicating that the units involved have discussed and approved it and addressing any financial costs involved (this letter should include a rationale for the inclusion of the NYUAD course); (b) a letter from the NYUAD division or degree program confirming its approval; and (c) a description of the academic program, including the full list of required courses. The NYUAD Graduate Program Director, Divisional Dean and the GPPO will consult with relevant NYU deans for comment before submitting the request to the Committee for comment and recommendation for approval. If the Committee approves the request, the requesting school would be required to follow up with notification of final approval of the degree program and that inclusion of the course as a requirement was part of the final approval.

## Administrative Procedures

### Requests Approved

Substantive recommendations of the Committee (such as those identified in Graduate Policy and Curriculum Committee Requests Approved) will be presented to the Faculty Council for formal review and endorsement.

### New Course Materials Required

For requests for new courses, divisions must submit an electronic copy of the request form and supporting material to the Graduate and Postdoctoral Programs Office by the posted deadline for consideration at the associated meeting of the Committee.

### Crosslisting

All requests for crosslisting must be sent to the Graduate and Postdoctoral Programs Office for approval by the division or degree program offering the parent course. If the course is being crosslisted at the undergraduate and graduate levels, the request must include the graduate and undergraduate crosslist numbers, and how many seats are being reserved for each level. The Registrar's office will be notified of approved crosslisted courses.

### Requiring Courses of Other Schools/Divisions

If faculty wish to require a course from another NYU school or NYUAD division as part of a new degree program or degree program change, they must first discuss the request with the department in question at the relevant NYU school or dean of the relevant NYUAD division. If the department at the other school approves, the request is sent to the