

# ACADEMIC POLICIES

## Residency Requirements

### Minimum Residency Requirement (MBA)

Students are expected to complete the full MBA Program at Stern. Under certain circumstances (study abroad, taking courses at other NYU divisions, relocation 200 miles from Stern, etc.), students may take up to 15 pre-approved elective credits outside of Stern. To be eligible to graduate, MBA candidates must complete a minimum of 45 credits (75 percent of their degree), including all core requirements, at the Stern School. Classes taken in other NYU divisions or in an international program are not considered part of the 45 minimum credits.

## Graduation

Commencement is the University's graduation ceremony, usually held in May. The ceremony includes a major address, a student valedictory, the awarding of honorary degrees to distinguished individuals, and the conferring of degrees for all schools and colleges of New York University. One ceremony a year is held for graduates of the preceding January, along with May and August candidates.

Graduate Convocation is the Stern School's own graduation ceremony, usually held the day before or after the University Commencement exercises. Graduate Convocation activities include speakers and presentation of candidates for graduation. Invitations for Graduate Convocation will be sent to those who graduated in January, as well as those who have filed to graduate that May and August.

### Expected Graduation Date (MBA)

The expected graduation date of a student is calculated as four semesters (not including summer) from matriculation for Full-time and Focused MBA students and three years from matriculation for Langone Program students. Students who expect to graduate either earlier or later should make the change in their records using Albert SIS.

### Application for Degree Candidacy

All degree and certificate candidates (except for PhD students) must have a minimum grade point average of 2.500 in order to graduate. PhD candidates must have a minimum grade point average of 3.000.

Candidates for graduation must file an application for degree candidacy within the deadlines specified at <https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html>.

Note: Students should file for graduation during the semester in which they will have completed the number of credits required for their degree. Students are expected to graduate at the conclusion of the semester in which their degree credit requirement is met.

## Prizes

### The Alex S. Auerbach Award

The family and friends of the late Alex S. Auerbach have established this annual memorial award. Given to a first-year MBA student who has shown exemplary service to the Stern School and the NYU community.

### Beta Gamma Sigma Alumni in New York City Award

An award is presented annually to a graduating student from each of the metropolitan area collegiate schools of business. It recognizes

outstanding character, scholastic achievement, participation in collegiate affairs, and potential in civic, business, or professional leadership.

### The Dean's Award

Presented annually to graduating MBA students for their outstanding scholarship.

### W. Edwards Deming Award

Given annually by Delta Pi Sigma, New York University's statistics honor society, to a graduating MBA student who has demonstrated excellence in statistics.

### The Shigekumi Kawamura (MBA '58) Award

Established in memory of our distinguished alumnus, member of the Stern Executive Board, and NYU trustee, for outstanding academic achievement in the area of global business.

### The Herman E. Krooss Award

Given in memory of Professor Herman E. Krooss to the PhD graduate who has completed the course of studies with distinction and has presented an outstanding doctoral dissertation.

### The Ernest Kurnow Award

Given to a graduating M.S. student in statistics who has demonstrated excellence in the field of statistics.

### The Kenneth G. Langone Award

Established by means of a generous gift by Kenneth G. Langone, this award is given annually to two students in the Langone Program, not yet graduating, to recognize exemplary service to the Stern School and NYU community while working full time.

### The Harold W. MacDowell Award

Established to honor the memory of the longtime director of the Stern School's doctoral program, a citation is awarded annually to the PhD candidate who best exemplifies qualities of and dedication to scholarship.

### The Money Marketeers International Award

The Money Marketeers annually award a prize to an international student who has completed requirements for an advanced degree with the highest scholastic rating in banking and finance.

### The Money Marketeers Marcus Nadler Award

The Money Marketeers annually award the Marcus Nadler key and a prize to a graduate student who has completed requirements for an advanced degree with the highest scholastic rating in banking and finance.

### The Money Marketeers Prize

The Money Marketeers annually award a prize to a graduate who has completed requirements for an advanced degree with excellence in the fields of banking and finance.

### The Oshima Family Prize

Presented annually to the student(s) with the highest academic achievement at the end of the first year of MBA study.

### The Harold Price Entrepreneurship Award

Established by the Price Institute for Entrepreneurial Studies, for a student pursuing an entrepreneurial career who has attained outstanding achievement in studies and student leadership.

### The Impact Awards

These awards are presented annually to graduating MBA students for academic and extracurricular achievement in the areas of Entertainment, Media and Technology and Social Innovation and Impact.

### The Excellence in Accounting Award

Presented annually to a graduating MBA student for academic achievement in accounting.

### The Excellence in Economics Award

Presented annually to a graduating MBA student for academic achievement in economics.

### The Excellence in Management Award

Presented annually to a graduating MBA student for academic achievement in management.

### The Excellence in Marketing Award

Presented annually to a graduating MBA student for academic achievement in marketing.

### The Leonard N. Stern School of Business Alumni Association Award

This award is given to the student of the graduating class who ranks highest in achievement and scholastic attainment.

### The Joseph H. Taggart Award

The alumni of the Stern School have established the Joseph H. Taggart Award to be conferred annually on a graduating student whose contributions and service to the School and University have been significant.

### The Jay S. Wyner Prize

Established in memory of our distinguished alumnus Jay S. Wyner, MBA '60, for a graduating student with an undergraduate degree in engineering who has demonstrated academic excellence.

### Stern Service Awards

The dean of the Stern School recognizes with awards graduating students who have performed meritorious service to the School, the University, and the community.

## Transfer and Articulation Agreements

### Transfer Credits

The Stern School MBA Program does not accept transfer credits earned before matriculation in the MBA Program at Stern. Students who were enrolled in another NYU division or a Stern master's degree program prior to admission to the Stern MBA Program, must complete all 60 credits of the Stern MBA Program after matriculation. Students who pass proficiency exams or have an undergraduate major in the course subject area may substitute electives for those core courses.

### Taking Courses at Other Schools

#### Other Divisions of NYU

##### Focused MBA

Focused MBA students may complete one elective course at another NYU graduate division. The non-Stern elective course cannot count toward a specialization unless specifically indicated on the Academic Affairs and Advising website.

##### Full-time and Langone MBA

After completing their Stern Core requirements, Full-time and Langone MBA students may take up to 15 credits of elective courses in other NYU divisions. These non-Stern courses cannot count toward a specialization

unless specifically indicated on the Academic Affairs and Advising website. To be eligible to graduate, candidates must complete a minimum of 75 percent of the program in residency, which means 45 credits toward the MBA at the Stern School.

Non-Stern courses must be at the master's degree level or higher, cover material specifically related to business and management, and fit clearly into an MBA program (e.g., language courses do not qualify). The Stern faculty has reviewed and approved courses at other NYU divisions for Stern students; this list is available at Stern Academic Affairs and Advising (<https://www.stern.nyu.edu/portal-partners/academic-affairs-advising/>).

Students may petition for approval of a course that does not appear on the pre-approved list by completing the online form on this site. The online form must be completed for both pre-approved courses and courses that do not appear on the pre-approved list.

Students must receive a passing grade to receive credit toward the MBA for non-Stern courses. If course grades are eligible for Stern credit, the grade will figure into the student's overall GPA.

Note: Students will receive instructions for registering in other NYU division courses once their request has been approved by Academic Affairs and Advising. Students are not permitted to register for courses toward degrees through more than one division of the University at the same time. A single course taken at NYU may not count toward more than one NYU degree.

### Other Business Schools

In extreme circumstances, students may find they need to complete some of their elective course work elsewhere. Students may petition Academic Affairs and Advising for permission to take as many as 15 credits of elective course work toward the MBA degree at another AACSB-accredited graduate business school.<sup>1</sup> Approval is rarely granted and only when (a) the student must relocate outside a 200-mile radius of New York City; (b) has a grade point average of at least 2.500; and (c) has met all core requirements. Courses taken outside of Stern will not count towards a Stern specialization. The following conditions must also be met for transfer credit to be granted:

1. The student must submit a letter of acceptance from the host institution.
2. The student must provide a detailed course description (preferably a syllabus) which includes the total number of contact hours for every course the student intends to take for credit toward the Stern MBA. The advising office must approve the content of each course and confirm that the course meets for an appropriate number of hours for the number of credits that will be transferred. (To transfer as three Stern credits, a course must meet for approximately 35 hours.)
3. Students must maintain continuous matriculation at Stern until the degree program is completed, as indicated in the section on Leaves of Absence.
4. The student must receive a passing grade and submit an official transcript to the advising office. (Grades earned in courses not taken at NYU are not included in the grade point average calculation.)

Students must receive a passing grade to receive credit toward the MBA for non-Stern courses. If course grades are eligible for Stern credit, the grade will figure into the student's overall GPA.

<sup>1</sup> See AACSB (<https://www.aacsb.edu/>) for a complete list of AACSB schools by area.

## Records and Transcripts

### Grade Reports

At the end of each semester, subject to completion of the Course Evaluation (CE) for each course and at the end of the associated CE reporting period, grades will be posted on the Web. Students are expected to complete a CE for each course they take. If the CE for a course is not completed, the grade for that course will not be released until 30 days after the end of the associated CE reporting period.

Upon the posting and release of grades for courses taken during the semester, as outlined above, students can generate an official semester grade report online via NYU Albert.

### Transcripts

Academic transcripts are issued upon a student's written request and authorization. (Note: Grades will not be released until 30 days after the end of the Course Evaluation (CE) reporting period for any course for which the associated CE has not been completed.)

Under the general practice of colleges and universities, complete official transcripts are sent directly by the University, not the applicant. Partial transcripts of University records are generally not issued. Once a final examination period has begun, transcripts should not be forwarded for any currently enrolled student until all the student's final grades have been received and recorded.

See Request Your Transcript (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/transcripts-certifications-grades/transcripts.html>) to submit a transcript request.

**Note:** A maximum of 10 (ten) copies will be processed for each request for transcripts.

See Forms, Transcripts, & Other Services (<https://www.stern.nyu.edu/portal-partners/registrar/forms-transcripts-other-services/>) for additional forms and other services.

## Notice to Washington State Residents

1. "New York University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes New York University to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov)."
2. "The transferability of credits earned at New York University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at New York University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other

academic credential earned at New York University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at New York University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned."

3. "The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. See WSAC (<https://wsac.wa.gov/student-complaints/>) for information regarding the WSAC complaint process."

## Grading

### Assessments

The final assessment in a course may take the form of an examination, project, paper, presentation, or other assignment. Students must complete the final assessment to receive credit for any course. Students unable to take or complete the final assessment because of extenuating circumstances should ask the instructor to give an "incomplete" grade and grant permission to complete the assessment at a later date.

If the instructor grants the request, the outstanding assessment must be completed by the end of the semester following the one in which the incomplete grade is issued.

### Grades

#### Standard Letter Grades Prior to Fall 2018

Grade	Honor Credits	Description Value
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	Satisfies minimum requirements for credit
F	0.00	Failing

#### Effective as of Fall 2018

Grade	Honor Credits	Description Value
A	4.000	Excellent
A-	3.667	
B+	3.333	
B	3.000	Good
B-	2.667	
C+	2.333	
C	2.000	Fair
C-	1.667	
D+	1.333	

D	1.000	Satisfies minimum requirements for credit
F	0.000	Failing

### Appealing a Grade

To appeal a grade received, the student must speak directly with the course instructor about the grade in question. After this first step, any further appeal is addressed to the Department Chair for the academic department (<https://www.stern.nyu.edu/experience-stern/departments-centers-initiatives/>) of the course. Grade reviews can involve any aspect of the student's submitted work in the class. Reviews may result in a higher grade, a lower grade or no changes made to the grade. Grade appeals must be initiated within six weeks of receiving notice of the grade in Albert.

### Grade Point Average

To determine grade point average, divide the total number of credits completed into the total number of honor credits granted. Honor credits for each course are computed by multiplying the credit value of the course by the value (i.e. honor credits) of the grade assigned. For example, a 3-credit course with a grade of "A" (4.000 honor credits) contributes  $3 \times 4.000 = 12.000$  honor credits. Thus, a student completing 20 credits with 50.000 honor credits would have a grade point average of 2.500. The grade point average includes grades in all courses taken toward a particular program, whether or not they fulfill any program requirements. Grades of "IF", "IP", "N", "NR", "P", "R", "S", or "W" are not computed into the grade point average.

A grade of "F" remains in the calculation, even if the student retakes the course and receives a passing grade. "

Courses from other divisions of NYU taken toward a Stern program with approval of the Stern program advising office are included in the grade point average calculation. Courses taken outside of NYU that have been approved for transfer credit purposes are not included in the grade point average.

### Incomplete Grades

There are two "incomplete" grades indicating that the student has not completed required course work but may do so outside of class with permission and guidance of the original instructor. "Sitting in" during the following semester is not permitted. Incomplete grades lapse if the required work is not finished by the end of the semester following the one in which the "incomplete" is issued, i.e. by June 1 for courses taken in the fall and by January 1 for courses taken in the spring and summer terms. Graduating students who receive incomplete grades must complete all requirements and have a final grade submitted to the Office of Records and Registration by the first Friday of May if they are May candidates or by the third Monday of the month within which they apply to graduate if they are January or August candidates. For doctoral students, incomplete grades normally lapse if the required work is not completed within one year. The two "incomplete" grades are as follows:

- **IP—Incomplete Passing.** Student was passing at the time the grade was submitted. This grade becomes an "N" (no credit) if the work is not made up and remains on the transcript even if the course is retaken and successfully completed.
- **IF—Incomplete Failing.** Student was failing at the time the grade was submitted. This grade becomes an "F" if the work is not made up and remains on the transcript even if the course is retaken and successfully completed.

Only the instructor has the authority to grant incomplete grades. Students must specifically request incomplete grades from the instructor and receive the instructor's permission before the last day of class.

### Other Grades

The following grades have no numerical value and are not included in the grade point average:

- **P – Pass.** Indicates the course was passed. "P" is used only for grades received while in the International Management Program, for Business Writing Workshops, and other specially designated courses offered exclusively on a Pass/Fail basis. (Note: Owing to the COVID-19 pandemic, expanded use of the Pass/Fail option was permitted during the Spring 2020 and Summer 2020 semesters.)
- **S – Satisfactory.** The grade "S" is used for dissertation seminars or to indicate that a final grade is pending for a yearlong course.
- **R – Registered Auditor.** Indicates the course is not being taken for a standard letter grade. Auditor status cannot be revoked, and full tuition and fees apply. MBA students must get approval from MBA Academic Affairs, while students in other programs must get the approval of their program office. Non-Stern students are not allowed to audit Stern courses.

The next two administrative grades may be issued only through official procedures:

- **W – Withdrawal.** Means the student voluntarily and officially withdrew from the course after the deadline for dropping with a refund and received no credit. Students who receive a "W" may retake the course for credit, provided they re-register and pay to take the course again.
- **N – No Credit.** Used to indicate that an "IP" has lapsed or other administrative purposes.
- **NR – No Record.** Used to indicate that no grade has been reported in the expected time frame.

### Repeating Courses

Grades of "F" (including those received from incomplete-IF- lapses) are included in the grade point average and remain on a student's record even if the student has repeated the course and received a passing grade. Students may not repeat courses in which they have previously received passing grades.

## Academic Standing and Progress

### Program Progress (Full-time and Part-Time MBA)

To remain in good academic standing, Stern MBA students must:

- Satisfactorily complete one course in the semester for which they are admitted; those who do not must reapply for admission in a subsequent semester.
- Satisfactorily complete at least 6 credits each academic year.
  - This requirement of at least 6 credits each academic year (and only this requirement) may be suspended in cases of multiple Leaves of Absence (<https://www.stern.nyu.edu/portal-partners/academic-affairs-advising/policies-procedures/program-procedures/leave-absence/>).
- Satisfactorily complete at least 24 credits within the first three years.
- Satisfactorily complete all requirements for the degree within a maximum of six years from initial enrollment in the program.



Students who are unable to maintain this pace will not be permitted to continue in their degree program.

## **Satisfactory Academic Progress (Full-Time, Part-time, Technology and Entrepreneurship and Luxury & Retail MBA)**

To maintain satisfactory academic progress, MBA students must maintain minimum grade point average standards. Specifically, students must earn cumulative GPAs according to the criteria outlined below:

For graduation eligibility: 2.500 and above

To avoid Academic Probation: 2.300 and above

To avoid dismissal from NYU Stern: 2.100 and above

Grade point averages include all coursework that appears on the Graduate Stern transcript, whether or not it actually fulfills program requirements.

A 2.500 grade point average is required of all MBA program students to meet eligibility requirements for graduation.

If a student's GPA falls below 2.300 at any point while matriculated in the MBA program, he or she will be placed on Academic Probation.

Academic Probation signals that a student is not in good academic standing and that he or she is at risk of falling below the minimum program GPA requirements.

While a student is on Academic Probation, the Academic Policy Board will have the discretion to enforce program restrictions including: credit limits, eligibility for course registration, GPA requirement, student activities (clubs, treks, conferences, etc.), Study Abroad.

Regardless of GPA, students may also be placed on academic probation for earning a grade of "Incomplete" for multiple courses and/or failing to satisfactorily complete agreed upon program completion requirements.

If a student's GPA falls below 2.100, he or she will be dismissed from the program.

When grades are available after each semester, students who do not meet the minimum requirements are notified by their program's advising office, on behalf of the Academic Policy Board, that they are on academic probation or that they may not continue in the program. Students placed on probation must make an appointment with an academic adviser to discuss their situation and plans for improvement. Students who are dismissed from the program and who have registered prior to receiving these letters are withdrawn from their courses and given a full tuition refund. (Students who have low averages are urged not to register for the next term if there is any chance their grade point average will fall below these minimums when all the current semester's grades are reported and recorded.)

## **Student Status**

### **Certification of Full-time and Half-Time Status**

Certification of full-time or half-time status may be necessary for students for certain reasons including eligibility for financial aid and deferral of student loan repayment. To be certified as full time for these purposes in a given semester, a student must register for at least 9 credits of course work. To be certified as half time, a student must

register for at least 4.5 (but fewer than 9) credits of course work in a semester.

## **Designation of Program Status**

Student status is determined by the program into which the student was admitted and matriculated, for purposes of program structure, time and credit loads, some program policies and procedures and access to certain classes and services.

## **Change in MBA Program Status Prior to First Enrollment**

Prior to enrolling for the first time, students who wish to change programs must petition the chairperson of the Admissions Committee in writing. Petitions are reviewed after all regular applications to the program that were received by the application deadline are evaluated. Permission to change status is not guaranteed, is rarely granted, and requires forfeiting the original offer of admission (i.e., students are not guaranteed places in the program to which they were originally admitted).

## **Change in MBA Program Status After First Enrollment**

Because there is no way to incorporate them into the Full-time Program once the first semester in the program has begun, Langone Program students cannot change to the Full-time Program once they have enrolled. ; Students in the Full-time Program may petition the Academic Policy Board for a change to the Langone Program for any semester after their first in the MBA Program. The petition must include (1) a statement of the circumstances prompting this request; (2) a proposed plan of study for completion of the remainder of the program; (3) a detailed career management plan; and (4) for international students, confirmation of either an H-1 or other applicable visa to replace the F-1 visa status (an F-1 visa is granted to only Full-time students). The Academic Policy Board will review the petition and the student's academic record, and the student will be notified of the decision in writing. If the request is granted, the student becomes a Langone Program student with all attendant privileges, responsibilities, and restrictions. Once transferred, the student may not revert to the Full-time Program. For additional information, please visit <http://www.stern.nyu.edu/AcademicAffairs>.

## **Leaves of Absence**

Degree candidates must maintain continuous matriculation throughout the duration of the program. Students are required to maintain matriculation each fall and spring, whether or not they are taking courses. For Langone MBA students, summer enrollment is optional and matriculation is, therefore, not required.

After successful completion of their first semester at Stern, students are eligible to apply for a leave of absence. MBA students must submit their request for a Leave of Absence to the Academic Policy Board using the online application. The application must include:

- The reason a Leave of Absence is necessary.
- The term in which enrollment is expected to resume.
- A detailed academic action plan for degree completion upon return from the Leave of Absence.

If a leave of absence is granted, students must pay a fee to maintain matriculation. The fee is calculated on a per-semester basis and must be paid at the time the leave is granted. Leaves of absence are included in the time limit for completion of all degree programs. Students are not eligible to continue in their degree programs unless a leave of absence has been granted and the matriculation fee has been paid.

Maintaining continuous matriculation (a) reserves a student's place in the degree program as a continuing student; (b) ensures that the student will continue to receive registration materials and any other mailings or information for enrolled students; (c) allows access to certain University facilities and services, such as the library and health services; and (d) enables application for student health insurance, if needed.

Note: Newly admitted students who find they cannot begin the program in the semester for which they were admitted, or who are unable to complete their first semester of study, are not eligible to apply for a leave of absence. Newly admitted MBA students who wish to defer their first enrollment must contact the MBA Admissions Office for information on an abbreviated reapplication process for a subsequent semester. Students in other degree programs should consult their respective program offices.

## Withdrawals

Students considering withdrawing from the MBA program for any reason are encouraged to discuss their circumstances and options with an academic program adviser. Stern academic advisers are available to assist students having difficulty in their academic program and to facilitate their continuing participating in the program.

Students who have begun to take courses and then decide to withdraw from their program should send formal notification of their intent, in writing, to their program's advising office. This will result in appropriate adjustments to the student's records and will eliminate future mailings.

## Procedure

In rare cases, students may need to withdraw from the Stern MBA program. Students must meet with Academic Affairs and Advising first and then follow the procedure outlined below:

1. Meet with Academic Affairs and Advising to discuss your circumstances and options.
2. Meet with the Dean of Academic Affairs and Advising or the Director of Academic Affairs and Advising if necessary.
3. Submit a formal written notification of withdrawal to Academic Affairs and Advising (via email is acceptable).
4. Academic Affairs and Advising will send a letter of confirmation of withdrawal to you and copy the Office of Records & Registration, the Bursar, the Office of Financial Aid, and Admissions.
5. You will be withdrawn from all of your courses.
6. Direct any requests for tuition refunds to the Academic Policy Board (<http://w4.stern.nyu.edu/academic/affairs/arc/>).

## First Semester Withdrawal

If a student withdraws in the first semester of study:

- Student must re-apply for admission in a subsequent semester and compete with that applicant pool. Admission is not guaranteed. See Program Progress Requirements (<https://www.stern.nyu.edu/node/40165/>).

## Standards of Conduct

Students are expected to familiarize themselves and comply with the rules of conduct, academic regulations, and established practices of the University and of the Stern School. If, pursuant to such rules, regulations, or practices, the withdrawal of a student is required before the end of the

term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.

For more information, see Code of Conduct (<https://www.stern.nyu.edu/portal-partners/student-engagement/student-life/life-stern/code-conduct/>).

## Disciplinary Measures

Stern Judiciary Committee Process ([https://www.stern.nyu.edu/w4/uc/advising/Stern%20Judiciary%20Process.pdf?\\_ga=2.157958392.392594413.1555959458-1419922701.1554990908&\\_gac=1.16067](https://www.stern.nyu.edu/w4/uc/advising/Stern%20Judiciary%20Process.pdf?_ga=2.157958392.392594413.1555959458-1419922701.1554990908&_gac=1.16067))

## Redress of Grievances

The Stern School of Business; Graduate Division, follows the University-wide policies and procedures for filing a grievance. See Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>) for more information.

## Placement Exams

### Establishing Proficiency Policy

The Stern Core courses are designed in order to provide all Stern MBA students with the strong business foundation necessary to excel both in and out of the Stern MBA classroom. In order to complete your degree, you are required to complete your program's Core requirements as outlined in the Full-Time (<https://www.stern.nyu.edu/portal-partners/academic-affairs-advising/mba-programs/full-time-mba/>) or Langone Part-time (<https://www.stern.nyu.edu/node/40041/>) program requirements.

Students with a background in any of the Core course areas, either academic or professional, may choose to establish proficiency in a Core course rather than repeat course material. In all cases, you must take a total of 60 credits for the MBA requirements. Any Core course in which you establish proficiency will be replaced by elective credits.

### Methods for Establishing Proficiency in a Core Course

You may establish proficiency in a Core course through any of the following methods (details of each method are provided in the tabs above):

1. By having earned an Undergraduate Major or Master's degree in that subject or having taken at least five courses in the subject. Please note that students with a concentration or sub-major must still complete five semester long courses in the subject matter in which they hope to establish proficiency.
2. By passing a Stern Proficiency Exam.
3. (For COR1-GB 1306 Financial Accounting and Reporting only) By demonstrating proof or verification of one of the following: a) a U.S. CPA License; b) a passing grade on the U.S. CPA exam; or c) a chartered accounting certification.
4. (For COR1-GB 2311 Foundations of Finance only) MBA students who attended Stern for their undergraduate degree and received an A- or better in FINC-UB2 Foundations of Finance are able to establish proficiency in COR1-GB 2311 Foundations of Finance.

**Note:** Students who do not pass a core course are unable to establish proficiency via the Stern Proficiency Exam in that course and must retake the course prior to graduation.

**FINC-GB 2302 Corporate Finance**

Full-time and Langone Part-time MBA students are not required to take the Corporate Finance elective course. However, a number of upper-level elective courses require Corporate Finance as a co-requisite or pre-requisite. Students who wish to establish proficiency in Corporate Finance as a co-requisite or pre-requisite may do so through the standard methods of establishing proficiency.

#### **COR2-GB 3101 Professional Responsibility (1.5 credits)**

All students must take this capstone Core course. It is not possible to establish proficiency in this course.

#### **Langone Core (MCOM-GB 2105 Strategic Communication, MGMT-GB 2159 Collaboration, Conflict, and Negotiation)**

Langone Part-time MBA students must take these two courses. It is not possible to establish proficiency in these courses.

As of Fall 2024: Full-time MBA Students must take Leadership. It is not possible to establish proficiency in this course.

## **Undergraduate Major or Master's Degree Proficiency Policy**

Students who possess an undergraduate major or advanced degree in a Core discipline area, or who have taken five or more courses in the subject, may choose to establish proficiency in that respective Core course. Please note that students with a concentration or sub-major must still complete five semester long courses in the subject matter in which they hope to establish proficiency. In order to establish proficiency based on previous coursework, students should make a formal request through the Core Course Proficiency Site ([http://w4.stern.nyu.edu/academic/affairs/cwpe/login\\_form/](http://w4.stern.nyu.edu/academic/affairs/cwpe/login_form/)). Students are not automatically given proficiency in any Core course(s).

Please refer to the chart on this page (<https://www.stern.nyu.edu/portal-partners/academic-affairs-advising/policies-procedures/program-procedures/core-proficiency/>) for more information regarding what undergraduate major, advanced degree, or course subject material qualifies a student to establish proficiency in each Core course.

## **Proficiency Exam Policy**

Students who do not possess the necessary previous coursework to establish proficiency in a course, but still believe that they possess the knowledge to establish proficiency in a Core course, may take a proficiency exam to demonstrate Core course proficiency. In order to participate in a proficiency exam, you should first review the Core course topic lists provided below. If you feel that you are proficient in the topics listed, you should register for a proficiency exam on the Core Course Proficiency Site ([http://w4.stern.nyu.edu/academic/affairs/cwpe/login\\_form/](http://w4.stern.nyu.edu/academic/affairs/cwpe/login_form/)).

## **Proficiency Exam Details**

- Exams are offered throughout the year for all MBA students.
- All exams are closed-book.
- You have two hours for each exam.
- All proficiency exams are offered during each 2-hour exam session.
- You may take only one exam per 2-hour exam session.
- You may only take each proficiency exam once. Students who do not pass a core course are not eligible to take its proficiency exam.
- You are permitted to use standard or financial calculators.
- You are not permitted to use any outside resources.
- Exams are graded "Pass/Fail".
- Exam grades may not be appealed.

- Exam results will not be reviewed or discussed.
- Feedback on the quality of the exam submission will not be provided. You will only be notified whether you pass or do not pass the exam.
- If you pass, you may register for subsequent electives that require this course as a pre-requisite.
- Should you not pass an exam, you must register for and complete the Core course if it is part of your Core requirements or to satisfy an elective prerequisite.
- Establishing proficiency in a course does not reduce the number of credits required for the degree. In all cases you must take a total of 60 credits to earn your degree.
- You are only eligible to sit for Core proficiency exams within the first year of your program. If, due to extenuating circumstances, you need to take a proficiency exam after the first year of your program, you must request permission from the Academic Policy Board ([http://w4.stern.nyu.edu/academic/affairs/arc/login\\_form/](http://w4.stern.nyu.edu/academic/affairs/arc/login_form/)).
- Please note that proficiency exams generally take a week to grade. As such, it is recommended to select a proficiency exam date that will be graded before classes begin. You may also consult the last day to add (<https://www.stern.nyu.edu/portal-partners/registrar/calendars-and-important-dates/last-day-to-add/>) and drop (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>) courses when choosing a proficiency exam date as this will affect your ability to make changes to your schedule.
- Students must register for an exam 24 hours prior to the exam date.

## **Core Course Topic Lists**

- COR1-GB 1302 Leadership in Organizations Leadership in Organizations Topic List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Leadership%20in%20Organizations%20Topic%20List\\_0.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Leadership%20in%20Organizations%20Topic%20List_0.pdf)) (3 credits)
- COR1-GB 1303 Firms and Markets Firms & Markets Topics List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Firms%20%26%20Markets%20Topic%20List\\_0.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Firms%20%26%20Markets%20Topic%20List_0.pdf)) (3 credits)
- COR1-GB 1305 Statistics and Data Analysis Statistics and Data Analysis Topics List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Statistics%20%26%20Data%20Analysis%20Topic%20List\\_0\\_0.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Statistics%20%26%20Data%20Analysis%20Topic%20List_0_0.pdf)) (3 credits)
- COR1-GB 1306 Financial Accounting and Reporting Financial Accounting & Reporting Topic List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Financial%20Accounting%20%26%20Reporting%20Topic%20List\\_0.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Financial%20Accounting%20%26%20Reporting%20Topic%20List_0.pdf)) (3 credits)
- COR1-GB 2303 The Global Economy The Global Economy Topics List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Global%20Economy%20Topic%20List\\_0.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Global%20Economy%20Topic%20List_0.pdf)) (3 credits)
- COR1-GB 2310 Marketing Marketing Topic List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Marketing%20Topic%20List\\_0.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Marketing%20Topic%20List_0.pdf)) (3 credits)
- COR1-GB 2311 Foundations of Finance Foundations of Finance Topics List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Foundations%20of%20Finance%20Topic%20List\\_0.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Foundations%20of%20Finance%20Topic%20List_0.pdf)) (3 credits)
- COR1-GB 2314 Operations Management Operations Management Topics List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Operations%20Management%20Topic%20List\\_0.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Operations%20Management%20Topic%20List_0.pdf)) (3 credits)

- FINC-GB 2302 Corporate Finance Corporate Finance Topic List ([https://www.stern.nyu.edu/sites/default/files/assets/documents/Corporate%20Finance%20Topic%20List\\_1.pdf](https://www.stern.nyu.edu/sites/default/files/assets/documents/Corporate%20Finance%20Topic%20List_1.pdf)) (3 credits) - Elective

All Washington Square exams will be given in the Kaufman Management Center or virtually.

As of Fall 2024: Full-time MBA Students must take Leadership. It is not possible to establish proficiency in this course.

## CPA and Chartered Accountant Proficiency Policy

Students may establish proficiency in COR1-GB 1306 Financial Accounting and Reporting by demonstrating proof of any of the following:

1. a U.S. CPA License
2. a passing grade on the U.S. CPA exam
3. a chartered accounting certification

Accounting licenses from countries other than the U.S. are not acceptable to establish proficiency. If you have an accounting license from a country other than the U.S., you will need to take and pass the proficiency exam in order to establish proficiency in COR1-GB 1306 Financial Accounting and Reporting.

Students should request to establish proficiency in Financial Accounting and Reporting through the Core Course Proficiency site ([http://w4.stern.nyu.edu/academic/affairs/cwpe/login\\_form/](http://w4.stern.nyu.edu/academic/affairs/cwpe/login_form/)).

## Free Credits

### Focused MBA

Students in their final semester of study (the semester in which they earn their 52nd credit) may take up to three (3) extra credits, free of charge, beyond the 52 credits required to complete the Focused MBA program. Students may register for their free credits at the end of the add/drop period. Because the free credits are not necessary in order to fulfill the Focused MBA program requirements, students are not permitted to register for them until all other students have had the opportunity to register for courses they may need to fulfill their program requirements. The free credits must be taken for a letter grade and will figure into the student's GPA. Auditing is not permitted. The three (3) free credits above the 52 required for the Focused MBA are available only in the last semester of study. The academic policies regarding credit overloads and program credit maximums per semester apply. Courses at other divisions of NYU are considered Stern credits and are applicable to this policy.

### Full-Time and Langone MBA

Full-time and Langone MBA students in their last semester of study are permitted to take, without charge, up to three (3) credits beyond the 60 required for the MBA. Students are permitted to register for the additional credits in the add/drop period after the lottery has run for their final semester of study. This ensures that students taking free credits do not close other students out of courses they need during the lottery. The free credits must be taken for a letter grade and will figure into the student's GPA. Auditing is not permitted. The three free credits above the 60 required for the MBA are available only in the last semester of study. The academic policies regarding credit overloads/accelerations and program credit maximums per semester (full time = 15, part time = 9) apply. IMP credits and courses at other divisions of NYU are considered Stern credits and are applicable to this policy.

## Academic Honors

### Dean's List

(Effective as of Fall 2014). Students in the Full-time, Focused and Langone MBA programs will be evaluated for inclusion on the Dean's List. There will generally be up to four (4) time periods in which they will be evaluated for this academic recognition. Full-time students will be evaluated on grades received during the Fall semester of the first year (or the Summer and Fall semesters for Fertitta Program students), grades received during the Spring semester of the first year, and grades received during each of the Fall and Spring semesters, individually, of the second year. (Dual degree students will be evaluated three times, at the end of each semester when in residence at the Stern School.)

Focused MBA students will be evaluated on grades received each semester.

Langone students will be evaluated based on grades received during the first semesters up to the semester that includes the 15th credit (first program quarter), grades received during the next semesters up to the one that includes the 30th credit (second program quarter), grades received during the next semesters up to the one that includes the 45th credit (third program quarter), and grades received during the remaining semesters up to the semester including the 60th credit (fourth program quarter).

The designation of Dean's List will be based on grades earned within each individual evaluation period and will not include grades received prior to that period. The grade point average for courses taken during each evaluation period must be at least 3.700. Students who have any outstanding grade(s) of incomplete will not be eligible for Dean's List designation for that semester/quarter. Students studying abroad for a semester will not be eligible for Dean's List designation for that semester/quarter.

### Graduation with Distinction

Students in the Focused, Full-Time and Langone MBA, the MS in Accounting and the MS in Quantitative Management programs who place in the top 10 percent of their graduating class will be awarded their degree "with distinction". Courses taken abroad in the International Management Program (IMP), as well as courses accepted as transfer credits from other universities, are not included in the grade point average or in the calculation for distinction.

### Beta Gamma Sigma

PhD graduates, as well as Focused, Full-time, and Langone MBA students in the top 20 percent of their graduating class, are eligible for induction into Beta Gamma Sigma, the international business honor society for AACSB-accredited schools, and will be sent a letter of invitation. Courses taken abroad in the International Management Program (IMP), as well as courses accepted as transfer credits from other universities, are not included in the grade point average or in determining eligibility for Beta Gamma Sigma.

## Immunization and Health Requirements

In order to create a safer, healthier student body, there are mandatory health and immunization requirements you must complete. These requirements are mandatory under New York State Public Health Law 2165 and 2167 and NYU's Student Policy on Immunization (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-immunization-policy.html>).



For additional information and to complete the requirements, see Health Requirements (<https://www.nyu.edu/health/requirements/>).

Failure to complete all the requirements could result in class withdrawal.

## Patents

Students offered research opportunities are reminded that inventions arising from participation in such research are governed by the University's Statement of Policy on Intellectual Property (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/policy-intellectual-property.html>).