

# ACADEMIC POLICIES

## Honors and Awards

### NYU University-Wide Outstanding Dissertation Award

For University-wide Outstanding Dissertation Awards For The Academic Year (<https://www.nyu.edu/students/communities-and-groups/graduate-students/doctoral-student-policies/nyu-university-wide-outstanding-dissertation-awards.html>)

Each spring, NYU schools are invited to submit nominations for University-wide outstanding dissertation awards for the academic year. Each school may submit up to three total nominations across any combination of award categories. See NYU University-Wide Outstanding Dissertation Awards (<https://www.nyu.edu/students/communities-and-groups/graduate-students/doctoral-student-policies/nyu-university-wide-outstanding-dissertation-awards.html>) for more information.

### Alexander Hessel Award for the Best PhD Dissertation in Electrical Engineering

This award is given in memory of the late ECE Professor Alexander Hessel to a graduate student for the most outstanding doctoral dissertation in electrical engineering. The award carries a cash prize of \$1500. All PhD students who completed a doctoral dissertation (or a complete draft) between April of the previous year and March of the current year are eligible.

### David Goodman Leadership and Academic Excellence Award

This award is given in honor of ECE Professor Emeritus David Goodman to one or more PhD students who have demonstrated excellence in leadership and service while maintaining outstanding research and academic performance. This award recognizes both internal and external leadership and service to the profession. Students graduating in the past year (between June of the previous year and May of the current year) are eligible. The award carries a cash prize of \$500.

(Before 2022) This award is given in honor of ECE Professor Emeritus David Goodman to ECE students with excellent research performance. This award is open to all ECE undergraduate and graduate students who have received a paper award as the lead author from a peer-reviewed journal or conference, or a prestigious recognition of their research work, in the past year.

### The Dante Youla Award For Graduate Research Excellence in Electrical and Computer Engineering

This award is given in memory of the late ECE Professor Emeritus Dante Youla for timely recognition of important research contributions made by PhD students. The award recognizes one impactful paper in which the awardee is the principal author or a significant external award. The paper needs to be published/accepted or the external award received in the past year (between April of the previous year and March of the current year). The award carries a cash prize of \$500.

(Before 2022) This award is given in honor of ECE Professor Emeritus Dante Youla to a graduate student who has made the most significant research contributions among all ECE graduate students (Ph.D. and MS) in the past year.

### David C. and Cecilia M. Chang Education Award for Graduate Teaching Excellence in Electrical and Computer Engineering

Established and funded by the former President of Polytechnic University David C. Chang and his wife Cecilia M. Chang, this award is given to one or more ECE graduate students who have demonstrated excellence in assisting undergraduate or graduate classes in the past year (Spring and Fall semesters of the previous year). The award carries a cash prize of \$500.

### The Theodor Tamir Award for the Best MS Research in Electrical and Computer Engineering

Established by the late ECE Professor Emeritus Theodor Tamir, this award is given to a student in the MS program for the most outstanding MS Thesis or research project (with detailed report or published/accepted papers) in electrical or computer engineering. All MS students who completed a MS Thesis (or a complete draft) or a research project the past year (between April of the previous year and March of the current year) are eligible. The award carries a cash prize of \$500.

(Before 2022)

### Theodor Tamir Award for the Best MS Thesis in Electrical and Computer Engineering

Established and funded by ECE Professor Emeritus Theodor Tamir, this award will be given to a MS student for the most outstanding MS Thesis in electrical or computer engineering.

### The Myron M. Rosenthal Award for Best MS Academic Achievement in Electrical and Computer Engineering

This award is given to MS students in electrical or computer engineering who have achieved excellent academic performance. All MS students who graduated or expect to graduate between June of the previous year and May of the current year are eligible. This award carries a cash prize of \$200.

(Before 2022) This award is given to a MS student in electrical or computer engineering based on the course work as well as MS thesis or project.

### The Athanasios Papoulis Award

For Graduate Teaching Excellence in Electrical and Computer Engineering

### Inclusive Excellence Award

## Residency Requirements

To satisfy residency requirements for a graduate degree at the NYU Tandon School of Engineering, students must complete the following minimum number of credits at the School:

- Graduate Certificate: All credits (12-15, depending on certificate)
- Master of Science: Total number of credits required, less 9 (at least 21 credits of residency)
- Master of Engineering: Total number of credits required, less 9 (at least 21 credits of residency)
- Doctor of Philosophy: 27 credits (including all dissertation credits)
- Once matriculated into any Tandon degree, graduate students may not count any credits taken at the NYU School of Professional Studies towards fulfilling Tandon degree requirements.

## Graduation

### Graduate Advanced Certificate Programs

Depending on the program, 12 to 15 credits must be taken at NYU Tandon School of Engineering to earn a certificate, and no transfer credits for certificates are permitted. Courses taken for a certificate may be applied toward the future pursuit of an MS, ME, or PhD graduate degree, but not to another certificate program. Students must have a cumulative GPA of 3.0 in all graduate courses taken at the NYU Tandon School of Engineering to receive a certificate.

Students in such a program who subsequently decide to pursue a graduate degree must file a separate application for admission to the respective graduate program.

### Master of Science

Candidates for the degree of Master of Science must complete no fewer than 30 credits of graduate courses and research beyond the bachelor's degree in the program selected. Academic departments may require additional credits for individual degrees. Individual programs may specify required courses, minimum GPAs in specific courses or course groups, or require a comprehensive examination, presentation of a seminar, or completion of a project or thesis. Specific course requirements for each MS program are detailed in the programs section of this catalog. To obtain the MS degree, students must maintain a cumulative GPA of 3.0 (equivalent to a B letter grade) or better in all graduate work undertaken at the NYU Tandon School of Engineering and any other school of NYU, including courses not used to fulfill specific program requirements. The average of B or better includes all guided studies, readings, projects, theses and dissertations. Students may use no more than a total of 3 credits of internship towards fulfillment of MS degree requirements. Students may offer no more than a combined total of 9 credits of project, guided studies, readings, or thesis toward fulfillment of the MS degree requirements. Students taking project or thesis must register for at least 3 credits of project or thesis every semester until the work is completed and a grade recorded.

MS students may elect to complete an MS project or MS thesis and may be required to do so in certain programs. Consult the programs section in this catalog for details. A project usually entails 3 to 6 credits, while an MS thesis is generally a more extended piece of research, usually entailing 6 to 9 credits. At this level, research should exhibit a thorough understanding of advanced scientific thought and an ability to apply advanced principles constructively to engineering planning and design.

### Manuscript Presentation

Degree candidates must present their research to the appointed guidance committee (if required) in final manuscript form for official acceptance no later than two weeks before the end of the semester. The accepted format for the research document is detailed in the Master's Thesis and Project Report Guidelines ([https://drive.google.com/file/d/1XtEXV06071Julfm\\_2SB1xJzsU5k6uP8S/view/](https://drive.google.com/file/d/1XtEXV06071Julfm_2SB1xJzsU5k6uP8S/view/)).

Graduate students registered for MS thesis credits must submit the final thesis to their department for required signatures of the thesis advisor, committee members (if required) and department chair, and upload to University Microfilms International (UMI) Proquest (<https://www.etsdadmin.com/main/home/>) before the end of the semester. MS theses are published by UMI Dissertations and Theses Publishing (ProQuest). The cost of this service is free to the student. Publishing with UMI ensures that the thesis gains the widest possible audience.

Any interested person can purchase copies of a dissertation through the company's website.

### Master of Engineering

Candidates for the degree Master of Engineering must complete no fewer than 30 credits of graduate courses (including a maximum of 9 credits of research) beyond the bachelor's degree in the program. The Master of Engineering is for students seeking in-depth knowledge in fields requiring courses from multiple disciplines, especially those taught by several different academic departments. Students create their study program, including at least one graduate certificate, with the approval of a graduate advisor. A capstone experience is required for graduation.

### Doctor of Philosophy

All doctoral candidates must complete a minimum of 75 credits of graduate work beyond the bachelor's degree, including a minimum of 21 credits of dissertation research (or more, depending on major). Requirements for the degree of Doctor of Philosophy are qualitative and quantitative. Students will find that the formal requirements of residence, course credits, and dissertation provide a framework within which they are free to construct individual programs for creative learning at an advanced level. Students must satisfy the detailed requirements of the selected degree program.

Each PhD student must complete a PhD dissertation. Research at this level must demonstrate critical and constructive thought, as well as the ability to use the techniques necessary to explore and develop new knowledge in mathematics, science, or engineering. A successful dissertation must demonstrably advance the subject area of research. School requirements for dissertations set a minimum of 21 credits of registration. All research should be characterized by accuracy of observation and measurement, and by clarity and completeness in presentation. The conclusions presented must be supported by adequate studies and investigations, and supplemented by a complete bibliography.

Graduate students in a PhD program should confer with an advisor in the department of major interest regarding: 1) selection of courses; 2) major and minor fields of study; 3) formulation of a guidance committee; 4) qualifying and language examinations; 5) degree candidacy.

Students in a PhD program must take and pass doctoral qualifying examination(s) administered by their major department. These examinations are generally scheduled once or twice yearly, and students should consult their academic department for further information. Students may not register for dissertation research until they have passed the examination(s). Students are encouraged to take the examination(s) in their first year. If students have not passed by the beginning of their third year, they may be disqualified from the PhD program. Within six months of passing the examination(s), students and their dissertation advisor must form a dissertation-guidance committee that will oversee course selection, provide research guidance, and ensure that satisfactory progress is being made toward completion of the dissertation in a timely manner. Course selection must ensure that requirements of major and minors set forth by the respective programs are met. The committee, at its discretion or bound by departmental regulations, may require students to present a dissertation research proposal. The committee is expected to meet at least once per semester to assess student progress, and doctoral students must defend their dissertation in front of this committee. Doctoral students must obtain a checklist of the milestones and requirements for the PhD program from the Office of Graduate Academics.

All doctoral students must maintain a GPA of 3.0 or better at all times and a B or better for the dissertation, and some departments have further specific course or grade requirements that must be fulfilled. Once students begin their dissertation research, they must register for at least 3 credits of dissertation every semester until the dissertation is completed and successfully defended (also refer to the section on Maintenance of Studies ([http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1370#Maintenance\\_of\\_Studies](http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1370#Maintenance_of_Studies))).

### Manuscript Presentation

Degree candidates must present their research to the appointed guidance committee in final manuscript form for official acceptance no later than two weeks before the end of the semester. The accepted format for the research document is detailed in the PhD Dissertation Guidelines (<https://drive.google.com/file/d/1W4NEUMWbDhRqZS6TjyxNsfx0FMd05xTb/view/>).

### Publication

Doctoral students must submit the final dissertation to their department for required signatures of the dissertation advisor, committee members, and department chair, and upload to University Microfilms International (UMI) Proquest (<https://www.etdadmin.com/main/home/>) before the end of the semester.

Doctoral dissertations are published by UMI Dissertation Publishing (ProQuest). The cost of this service is free to the student. Publishing with UMI ensures that the dissertation gains the widest possible audience. Any interested person can purchase copies of a dissertation through the company's website.

The faculty regards publication of the major content of a doctoral dissertation in a recognized scientific journal as a necessary final step if the work performed is to achieve maximum usefulness. The publication must indicate, by footnote or otherwise, its basis as a NYU Tandon School of Engineering dissertation.

### Application Process for the Award of Master of Science and Doctor of Philosophy Degrees

Graduate students must file a formal application via Albert Student Center (<http://albert.nyu.edu/>) for the award of any NYU Tandon School of Engineering degree or certificate. Filing dates for each semester are published by the University Registrar (<http://nyu.edu/registrar/graduation/deadlines.html>). Students who do not file by the published deadline dates become candidates for the next conferral period.

Degrees are conferred and diplomas issued three times per year, typically in January, May, and September. All work for the degree must be completed and submitted before the graduation date.

NYU policy prohibits the awarding of a degree to members of the School teaching staff who hold a rank above the grade of Instructor.

Please note that a degree is not awarded unless the student applies for graduation, even if all requirements have been met. The date of the degree follows the application date for its award, not when all requirements are completed. If the application is filed more than two years after completion of degree requirements, the approval process is not automatic, and additional administrative actions may be required on a case-by-case basis.

## Maximum Time for Completion Certificate Students

Graduate certificate programs must be completed within 3 years from the time of admission to graduate studies at NYU Tandon.

### MS and ME Students

MS and ME degree programs must be completed within 5 years from the beginning of graduate studies at NYU Tandon.

### PhD Students Admitted Prior to Spring 2019

PhD programs must be completed within 6 years for full-time students and 12 years for part-time students, counting from the time of admission to graduate studies at NYU Tandon (not from the beginning of PhD studies).

### PhD Students Admitted as of Spring 2019

Full-time PhD students transferring in 24 or more credits are granted 6 years to complete their PhD studies, counting from the time of admission into the PhD program at NYU Tandon. Full-time students transferring fewer than 24 credits have 7 years to complete the PhD program, counting from the time of admission into the PhD program. Part-time PhD students must complete all requirements for the PhD within 9 years, counting from the time of admission into the PhD program.

Extensions of these time periods are rarely granted and require prior approval from the Vice Dean of Graduate Academics. Students must request an extension at least 60 days prior to the deadline for completion. If an extension is granted, not all courses taken previously may count towards the degree. The Vice Dean, consulting with the department, will prepare a plan for the student to follow to obtain the degree.

## Transfer and Articulation Agreements

Applications for transfer credits must be submitted for consideration before the end of the first semester of matriculation. Courses with grades below B are not eligible for transfer. Transfer credits for courses taken after matriculation at the NYU Tandon School of Engineering are rarely accepted and must be approved by the student's academic department and by the Office of Graduate Academics before the course is taken. Grades for transferred credits or courses are not recorded and are not included in GPA calculations.

### Certificates

No transfer credit is permitted for graduate certificates.

### Master of Science and Master of Engineering (non-BS/MS)

A maximum of 9 credits may be accepted as transfer credits towards an MS or ME degree. Transfer credits must be approved by the student's department, the Vice Dean for Graduate Academics, and the Office of the Registrar. Courses that have been counted towards an awarded undergraduate or graduate degree, whether taken at NYU or another institution, may not be transferred toward a master's degree at the NYU Tandon School of Engineering. Credits submitted for consideration must be: 1) from accredited institutions; 2) consistent with NYU Tandon School of Engineering's residency requirements; 3) completed with grades B or better; 4) consistent with the curriculum in which the student is registered; 5) taken after receipt of a bachelor's degree, with the exception of NYU undergraduate students (See section: Transfer Policy

Exceptions: NYU Undergraduate Students). Theses, projects and guided studies or readings courses cannot be transferred.

## Doctor of Philosophy

### External Credits

A maximum of 48 credits may be transferred from an external institution or school to a PhD degree. Departments may choose to do a blanket credit transfer, individual course transfer, or a combination. For a blanket transfer of a prior MS degree – transferring a number of credits in toto instead of individual courses - the most common number of transfer credits is 30. However, blanket credit transfers can never exceed the actual number of credits earned in a prior MS or the number of credits in an equivalent Tandon MS degree. Departments may also choose to transfer courses individually from a graduate degree, whether or not the graduate degree was completed and awarded. This might be advisable in a case where the prior MS is not suitable for a blanket transfer, but does include some relevant coursework. Individually transferred courses cannot include credits earned from independent study courses including projects, guided studies, guided readings, a thesis, or a dissertation. A grade of B or better is required for a course to be eligible for individual transfer. Departments may also do both a blanket credit transfer and an individual course transfer for courses not included in the blanket transfer, up to a maximum of 48 credits. No method of transfer credit can be used to circumvent the policy on the maximum number of credits that can be awarded for a prior MS degree (e.g., if the student's external MS was worth 36 credits and the Tandon equivalent MS is only 30 credits, departments may not do a blanket 30-credit transfer and then individually transfer the remaining 6 credits from the 36-credit MS, and they may not individually transfer all 36 credits).

### Internal Credits

If a student earned an MS at any NYU school, their GPA will be restarted when the student begins their PhD program at Tandon. Departments who wish to count an NYU MS towards the PhD would need to submit a transfer credit request to award a blanket transfer and/or the transfer of individual courses towards the PhD. The NYU MS credits will show on the student's transcript the same as credits transferred from an outside institution. For residency purposes, credits from a Tandon MS degree are considered *in residence* even though they will show on the transcript as transfer credits. As well, Tandon MS credits do not count against the maximum 48 transfer credit limit.

Some programs have additional restrictions; students should also consult the program specific portion of the bulletin for further information.

## Transfer Policy Exceptions

### NYU Undergraduate Students

While transfer policies normally preclude the transfer of graduate credit taken prior to the receipt of a bachelor's degree, an exception is made for NYU students who take graduate courses while pursuing an undergraduate degree at any school of NYU. Such graduate courses may be applied subsequently to a graduate degree at NYU Tandon provided that students earned a B grade or better, that the individual courses were not used to fulfill requirements for the undergraduate degree, and that the courses are acceptable based on the particular graduate degree curriculum requirement.

The sum of transfer credits from other institutions and internal transfer credits from other NYU schools (including graduate courses taken while matriculated as NYU undergraduates) cannot exceed the total number

of transfer credits permitted for Advanced Certificates, M.S and PhD degrees as specified above in the section on "Transfer Credits."

These exceptions to the Transfer Policy are effective for any student admitted for the Spring 2017 semester forward.

### NYU Tandon School of Engineering B.S./M.S. Students

NYU Tandon School of Engineering students enrolled in a joint BS/MS program with a study plan pre-approved by an academic advisor, may take graduate level courses prior to receiving their bachelor's degree. All graduate courses will by default count towards the MS degree. Permission is required from the Vice Dean of Graduate and Undergraduate Academics, if a B.S./M.S. student wants to use a graduate course towards their BS requirements. Any graduate course used to satisfy BS degree requirements cannot be used to satisfy MS degree requirements. BS/MS students must maintain a minimum 3.0 cumulative GPA in all graduate level courses, or they risk being disqualified from the B.S./M.S. program.

### Period of Validity

Graduate courses reflect the current state of the art in their respective fields. Thus, all courses that are more than 10 years old at the beginning of graduate study at NYU Tandon School of Engineering, whether taken previously at the School or at another institution, are ineligible for transfer and will not count towards the satisfaction of degree requirements. The blanket 30-credit transfer of an MS degree taken at the NYU Tandon School of Engineering or elsewhere towards a PhD program is exempt from this period of validity and does not expire.

### Graduate Validation Credits

When it is unclear whether a course taken outside the NYU Tandon School of Engineering is suitable for transfer credit, students may qualify for transfer credit for that course by passing a validation examination. Permission to take the examination must be recorded in advance on the student's transfer-evaluation form. The examination format is at the discretion of the department giving the course. Scheduling of the examination is by mutual agreement, but in no event can it be scheduled more than one calendar year after the student begins study at NYU Tandon School of Engineering. A grade of B or better is required for graduate students. An examination may not be taken more than once. A student who registers for or attends the course at NYU Tandon School of Engineering forfeits the right to take a validation examination.

The sum of validation credits and transfer credits is limited to 9 credits for the MS and ME degrees.

One exception to the paragraphs above regarding transfer credit and graduate validation credit: Mathematics graduate students (MS and PhD) will be permitted, with advisor approval, to exceed the 9-credit limit on transfer credits and validation units by taking specified, advisor-approved courses at the Courant Institute of NYU. In the case of MS students, such approval may not raise the number of such courses above four.

## Grading

For the purposes of computing GPAs for graduate students and graduate courses, the following schedule is used.

Grade	Point Value	Description
A	4.000	Excellent
A-	3.667	Excellent
B+	3.333	Good



B	3.000	Good
B-	2.667	Deficient, but Passing
C+	2.333	Deficient, but Passing
C	2.000	Deficient, but Passing
F	0.000	Failing
P		Pass (no GPA value)
S		Satisfactory
U		Unsatisfactory
W		Withdrawal
I		Incomplete (converts to F after 180 days)
AUD		Audit

Grades S and U reflect progress on research efforts. Once the thesis or dissertation is completed, the letter grade is entered on the transcript for all research registrations. Noncredit seminar courses are graded P or F. Other than research credits, no credit-bearing courses can be assigned S or U grades. A student cannot graduate if a grade of U is on the transcript for any credit-bearing course or for research efforts at the time of graduation. A grade of Incomplete cannot be assigned to MS thesis, MS project, or PhD dissertation courses. These courses are continuing research courses, and must be assigned either Satisfactory (S) or Unsatisfactory (U) grades until the project, thesis, or dissertation is completed. Upon completion, all prior and current registration for these courses should be assigned the same, regular letter grade. Grades S, U, I, W and AUD are not included in computing the GPA.

## Grade Appeal Process

Grades on file with the Registrar, with the exception of Incomplete/I grades and temporary grades (S or U), are considered final unless an error in calculating or recording the grade is discovered, or if it is determined that the student was graded unfairly due to personal prejudice. No correctly reported final grade may be changed based upon re-taking an examination or completion or submission of work beyond the last day of the term.

Final grades may be appealed *only* under the following circumstances:

a) If there has been an error on the instructor's part in calculating or recording your grade; or b) If the student believes that the instructor graded unfairly due to personal prejudice. The instructor's judgment of the quality of a student's submitted work may not be appealed.

If a student believes they have received an inappropriate grade, based on the criteria enumerated above, they may appeal in writing to the instructor for a grade change. The deadline for appealing a grade to the course instructor is the add/drop deadline of the semester following the semester in which the grade was given. The instructor will consider the appeal and respond to the student in writing, stating their reasons for their decision and copying the Department Chair. If the instructor agrees with the appeal and decides to change the original grade, they must submit a grade change in Albert. The grade change will need to be approved online by the department chair and the Vice Dean for Academics.

A student may appeal an instructor's decision in writing to their Department Chair, using the same criteria enumerated above. A Chair may not substitute their own judgment of the quality of a student's work for that of the instructor's. The Chair will review the submitted evidence, consult with the instructor, and render a decision in writing, stating

their reasons for their decision and copying both the student and the instructor.

The student or instructor may appeal the Chair's decision in writing to the Student Affairs Committee, a standing committee of the NYU Tandon School of Engineering. The only possible basis of such an appeal are that the Department Chair did not review the submitted evidence, did not consult with the instructor, did not render a decision in writing, or there is evidence of personal prejudice on the part of the Chair. The Committee will review the submitted evidence and render a final, written decision in the matter. There is no appeal of a decision rendered by the Student Affairs Committee.

## Graduate Bridge and Preparatory Courses

Many programs offer graduate bridge or preparatory courses to accommodate the needs of students who lack certain undergraduate preparation. Generally, bridge or preparatory courses cannot be used to satisfy degree requirements, particularly for degrees within the department that offers the course. However, these courses are included in the calculation of a student's graduate GPA. Some graduate students may be required to take certain undergraduate courses as preparation for advanced graduate study. Undergraduate courses are not included in the student's GPA calculation.

## Repeating Courses

The first time a graduate student repeats a course, the lower grade is not counted towards the GPA. All subsequent grades in a course repeated more than once are included in the GPA, although degree credit is earned only once.

## Auditing Courses

Graduate students may audit courses instead of receiving credits and grades for them. Regular tuition is charged and courses are treated as part of a full-time load. An AUD notation is made on the student's permanent record.

Interested graduate students should see their advisors and must notify the NYU Tandon School of Engineering Office of Records and Registration within the first two weeks of the semester if they select courses for audit status. Under no circumstances may an audit status be changed to credit status once elected. Audited courses do not count toward satisfying graduation requirements.

## Incomplete Grades

If a student cannot complete the course work at the usual time because of valid reasons, such as illness or other critical emergency, the instructor may give a grade of Incomplete/I. In such cases, the instructor and the student must develop a detailed plan for completion that includes a specific completion date. Ordinarily this date should not extend beyond the intersession, in fairness to students who finish course requirements on time and to ensure that students complete prerequisites for advanced courses. An Incomplete grade converts to an F if the student fails to complete the work within the specified completion timeline, or at most by 180 days after the end of the semester in which the student was enrolled in the course. All Incomplete grades must be converted before graduation.

The grade of Incomplete/I is used sparingly and only in cases with valid reasons, not merely because students have planned poorly or overloaded themselves. An Incomplete grade should not be issued if a student is unable to complete the course requirements without attending or participating in the course a second time. If the student reregisters for

a course in which an Incomplete grade was given, the Incomplete grade lapses to an F. If successful resolution of an Incomplete grade would require the repetition of any course or portion of a course, the instructor should not assign an Incomplete, and should instead counsel the student to withdraw from the course.

## Change of Grade

Grades on file with the Registrar, with the exception of Incomplete/I grades and temporary grades (S or U), are considered final unless an error in calculating or recording the grade is discovered. No correctly reported final grade may be changed based upon re-taking an examination or completion of additional work. Incomplete/I grades are handled according to the policies described under Incomplete Grades. Temporary grades (S or U), used for continuing projects, thesis or dissertation, will be converted to standard letter grades upon completion of the project, thesis or dissertation. Once recorded with the Registrar, these grades are treated as all other final grades. If an error in calculating or reporting a grade is discovered, the instructor will submit the change of grade request to the Department Chair. If approved by the Department Chair, the request will be submitted to the Vice Dean for Graduate Academics for consideration. Any incorrectly assigned grade must be corrected within one semester.

## GPA Restart

If a student who has completed a master's degree at any school of NYU wishes to pursue another master's degree at NYU Tandon, the student's GPA is restarted. In this way, the academic performance for each degree is accurately represented. The GPA is also restarted at the beginning of a PhD degree program.

## Academic Standing and Progress

Graduate students are expected to progress in their studies and maintain a minimum 3.0 cumulative GPA at all times. Failure to do so results in the student being placed on academic probation. Graduate students are permitted a maximum of 2 semesters of academic probation, and these semesters need not be sequential in order to count towards the maximum limit.

Student academic progress is evaluated at the end of the spring and fall semesters (and at the end of the summer for summer admits only), irrespective of Incomplete or temporary (S/U) grades, and irrespective of whether students have dropped or withdrawn from any course(s). Any student whose GPA drops below 3.0 will be placed on probation and notified by the Office of Graduate Academics.

Students on probation must submit a signed First Probation or Final Probation form to the Office of Graduate Academics before the start of the next semester. Students who are not yet registered for the following term will not be permitted to do so until their form has been submitted to the Office of Graduate Academics. Students already registered will be de-registered from their courses if they do not submit their form. No indication of academic probation appears on a student's transcript, but a record is kept on file. Academic disqualification, however, is noted on the student's transcript.

Students on Final Probation must have a cumulative GPA of 3.0 or above at the end of the semester, or the student will be disqualified from Tandon. Disqualified students will not be considered for readmission. If a student is disqualified, any grade of Incomplete, S, or U at the time of disqualification will remain as such on the student's transcript.

In addition to the academic probation process described above, a major department may request that a graduate student be placed on academic

probation at any time. The request and its justification are signed by the Department Chair and sent to the Office of Graduate Academics for approval.

The probationary policies outlined above differ from the policies governing conditionally admitted students; please refer to the Conditional Admission section on Conditional Admit status for more information, or address specific questions to the Office of Graduate Academics (<https://engineering.nyu.edu/academics/support-services/graduate/>).

## Conditional Admission

At the discretion of NYU Tandon faculty, applicants to a graduate program may be conditionally admitted with a requirement to maintain a minimum 3.0 cumulative graduate GPA in the first six (6) or more attempted credits to avoid academic disqualification. Additionally, at the discretion of NYU Tandon faculty, applicants to a graduate program may be conditionally admitted with a requirement to complete certain prerequisite courses in addition to the academic requirements stated for the graduate program to which admission is offered. Conditionally admitted students are not entitled to a period of academic probation, but instead will be academically disqualified if they fail to meet the requirements of their conditional admission at any point.

## Leaves of Absence and Readmission

### Leave of Absence

A student who wishes to temporarily suspend graduate studies may request a Leave of Absence. If a Leave of Absence is being requested for medical reasons (Medical Leave of Absence), please consult with the Office of Student Advocacy (<https://engineering.nyu.edu/life-andon/student-life/student-advocacy/>). A request for a Leave of Absence for any reason other than medical must be approved by the Office of Graduate Academics (<https://engineering.nyu.edu/academics/support-services/graduate/>). If the leave is approved, the student's matriculated status is maintained, and the student may resume his or her studies after the Leave of Absence. The Registrar will record a Leave of Absence on the student's transcript.

If approved, a Leave of Absence may be granted for a maximum of two semesters or one academic year per degree level. More time may be granted in extreme cases, such as compulsory national service, if such service requires a longer absence than one academic year. International students must also receive approval from the Office of Global Services (OGS) (<https://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/university-life/office-of-studentaffairs/office-of-global-services.html>), which assists international students with immigration related matters. An approved Leave of Absence is an academic decision and does not override immigration regulations. For students admitted prior to Spring 2019, a Leave of Absence does not extend the time limit for earning a degree. For students admitted as of Spring 2019, a Leave of Absence does not count against the maximum time to completion, and the time limit will be extended by the number of semesters granted for Leave of Absence. (See section on Maximum Time for Program Completion.) The approval of a Leave of Absence does not prevent subsequent academic disqualification. Students who have been academically disqualified will not be approved for a Leave of Absence. Students who are approved for a post-disqualification term, may only be granted a Leave of Absence with the approval of the Graduate Appeals Committee.

### Readmission

Students who do not maintain continuous registration and who are not on an approved Leave of Absence must apply to NYU for readmission

if they wish to continue their graduate studies. Re-admitted students must pay accrued charges for the lapsed semester(s). If readmitted, their subsequent program attendance will be guided by the terms and conditions of the readmission and by the Bulletin and rules in effect at the time of readmission. Lapsed semesters do not extend the maximum time permitted to complete the degree. If students who re-apply cannot complete their studies within the allotted time permitted from the date of their initial admission to NYU Tandon School of Engineering, they can be re-admitted as a new student, but prior courses will be treated as part of the total transfer credits permitted (see section on Transfer Credits).

### Leave of Absence and Readmission for Veterans

Students in graduate programs taking a Leave of Absence to perform military services are reinstated into the same degree program with the same academic status that they had when last in attendance at the institution. The length of absence from the institution cannot exceed five academic years unless the student requests and receives an exception from the Office of Graduate Academics. Such requests when approved by the Office of Graduate Academics constitute assurance of reinstatement to the degree program from which the leave was taken. If the period of absence exceeds the approved leave, students must apply for readmission.

### Continuous Enrollment

All students are required to be continuously enrolled each Fall and Spring semester until graduation. Students that do not enroll for a term and do not formally file for Leave of Absence in the NYU Albert Student Center are automatically discontinued. Students discontinued due to non-enrollment must apply for readmission. If readmission is granted, students will be governed by the catalogue and rules effective at the time of readmission and the terms and conditions of the readmission.

### Outcomes Assessment

NYU Tandon School of Engineering conducts outcomes assessment activities to monitor student academic achievement, effective teaching methods and continuous improvement of the School, as well as to comply with accreditation standards. To obtain periodic measurements of student perceptions and intellectual growth, graduate students are strongly encouraged to participate in surveys, focus groups, interviews or related activities. While individual input is collected, data resulting from these assessments is published only in aggregate form.

## Withdrawals

### Course Withdrawal: The W Grade

Students may drop a course or courses (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/drop.html>) without academic penalty until the add/drop deadline of the semester, as published on the academic calendar (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>). After the add/drop period ends, students may elect to withdraw from a course or courses (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/request-class-withdrawal.html>) until the published withdrawal deadline. Withdrawals differ from drops in that withdrawn courses are awarded a grade of W on students' transcripts, and students may be financially liable for tuition for the course or courses withdrawn. Students are encouraged to consult with their academic advisors before withdrawing, as withdrawing from certain courses may delay their planned graduation date. International students should make sure that they do not drop or withdraw below

full-time status (9 credits). Students who have been placed on final academic probation are not permitted to withdraw from courses without prior approval from their academic advisor and the Office of Graduate Academics.

When the course duration varies from the norm, such as in 6-, 9- or 12-week courses, please see the NYU Tandon School Calendar (<https://engineering.nyu.edu/academics/support-services/registration/school-calendar/>) for deadline information. Withdrawn courses remain on the students' transcripts with a grade of W and are not calculated into the GPA. Once entered on students' records, a W cannot be changed to any other grade. An F grade is recorded for any student who ceases to attend a course without formally withdrawing by the required deadline.

International students who wish to withdraw from a course, or courses, must have prior approval from OGS if withdrawing will leave them with fewer than 9 credits of registration.

### Voluntary Withdrawal

Graduate students who wish to withdraw completely from NYU Tandon School of Engineering (as opposed to a term withdrawal) must first withdraw from all courses in which they are currently registered, and then they must complete the online total withdrawal form. To receive W grades for the semester, the withdrawal must be completed by the withdrawal deadline indicated in the academic calendar. The mere absence from courses does not constitute official withdrawal, but results in F grades recorded for courses not completed. No complete withdrawal is official unless and until this form is completed and submitted to the NYU Tandon School of Engineering Office of Records and Registration and approved by all required signatories. Students who submit an online total withdrawal request which is approved must reapply to NYU Tandon School of Engineering should they wish to resume their studies in the future, and readmission is not guaranteed.

### Involuntary Withdrawal

NYU Tandon School of Engineering is concerned about the health, safety and well-being of its students. Students judged to be a threat to themselves or to others may be withdrawn involuntarily from the School. The School seeks, whenever possible, for such students to be allowed to continue as active students if they agree to undergo professional care. Full details concerning this policy are available from the Office of Student Advocacy (<https://engineering.nyu.edu/life-andon/student-life/student-advocacy/student-code-conduct/>).

## Standards of Conduct and Disciplinary Measures

### Preamble

Academic communities exist to facilitate the process of acquiring and exchanging knowledge and understanding, to enhance the personal and intellectual development of its members, and to advance the interests of society.

In order to realize these goals, community members must not be subject to a disruption of the community's educational mission and social activities. They must be free from unreasonable interference in the exchange of concepts and ideas. They must be free from the threat of personal injury, bias or harassment, and intimidation or coercion. They must be free from the threat of damage to or loss of their property.

At the same time, members of the academic community have a responsibility to uphold the goals and good order of the academic community through personal integrity, honesty, and respect for others.

This Code of Conduct ([http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1366#Polytechnic\\_Institute\\_of\\_NYU\\_Code\\_of\\_Conduct](http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1366#Polytechnic_Institute_of_NYU_Code_of_Conduct)) is concerned, in particular, about the rights and responsibilities of the student in the NYU Tandon School of Engineering.

## Program of Enforcement

A. The function of the Office of Student Advocacy in the Office of Student Life and Services at the Tandon School of Engineering and the Office of Student Conduct and Community Standards at NYU is to support the educational mission of the University through efforts to preserve the social and academic integrity of the University environment and to facilitate the academic, professional, and personal growth of students by addressing and resolving issues involving students whose behavioral choices negatively affect themselves and the community.

B. Academic misconduct and issues of academic integrity arising from academic programs and activities will be reviewed by faculty members in cooperation with the Associate Dean of Student Life and Services, the Office of Student Advocacy at the Tandon School of Engineering, and faculty members of the Student Affairs Committee (SAC), depending on the nature and circumstances of those matters and in accordance with the policies and procedures of NYU Tandon School of Engineering. See Section III.

C. Non-academic misconduct, as outlined in the University Student Conduct Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html>) and other University-wide policies of a non-academic nature, shall be addressed under the University Student Conduct Procedures (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductprocedures.html>) as administered by the Office of Student Conduct and Community Standards.

## NYU Tandon Policies and Procedures on Academic Misconduct

A. Introduction: The Tandon School of Engineering encourages academic excellence in an environment that promotes honesty, integrity, and fairness, and students at the Tandon School of Engineering are expected to exhibit those qualities in their academic work. It is through the process of submitting their own work and receiving honest feedback on that work that students may progress academically. Those who breach the School's rules on academic integrity may be subject to sanctions, up to and including dismissal, suspension, or expulsion from the University under this Code. Students are responsible for familiarizing themselves with this Code.

B. Definition: Academic dishonesty is any act of misrepresentation, deception, dishonesty, or falsification committed by a student to influence a grade or other academic evaluation. Academic dishonesty also includes intentionally damaging the academic work of others or assisting other students in acts of dishonesty.

**Students should review the class syllabi for more details to obtain a clear understanding of any further specific rules or standards of academic misconduct.**

Common examples of academically dishonest behavior include, but are not limited to, the following:

1. Cheating: intentionally using or attempting to use unauthorized notes, books, electronic media, or electronic communications in an exam; talking with fellow students or looking at another person's work during an exam; submitting work prepared in advance for an in-class examination; having someone take an exam for you or taking an exam for someone else; violating other rules governing the administration of examinations.
2. Fabrication: including but not limited to, knowingly falsifying experimental data and/or citations.
3. Plagiarism: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotations, paraphrases, or borrowed facts or information.
4. Unauthorized collaboration: working together on work that was meant to be done individually.
5. Duplicating work: presenting for grading the same work for more than one project or in more than one class, unless express and prior permission has been received from the course instructor(s) or research adviser involved.
6. Forgery: altering any academic document, including, but not limited to, academic records, admissions materials, or medical excuses.
  - Forgery or other misrepresentations or omissions in the admissions process is also prohibited by NYU; procedures and practices for addressing such instances are set and implemented by NYU's undergraduate admissions and the respective Tandon graduate program admissions unit.

C. Procedures for review (at class, departmental, and Student Affairs Committee level) of allegations of academic misconduct: When a student is suspected of academic dishonesty, the following action must be taken. Note that all time frames in these procedures may be extended in appropriate circumstances at Tandon's sole discretion.

1. If a course instructor suspects a student has engaged in behavior that violates this Code of Conduct, or if a course instructor has been notified of an alleged act of academic dishonesty by a proctor, a third party, or the Department Chair, evidence of that dishonesty must be collected and presented to the student via email within a reasonable time frame within the semester the offense occurred, generally within a 7 day period.
2. After the evidence of misconduct is presented to the student via email, the course instructor shall conduct a meeting (in person or virtually) with the student to discuss the allegations and proposed sanction, generally within 10 business days.
  - At such a meeting, the course instructor should explain their reasons for suspecting that an act of academic dishonesty has occurred and confirm the results of the discussion in writing, generally within 48 hours.
  - The student should be given an opportunity to respond. The student will have 7 business days to respond to the instructor regarding the allegations via email.
  - If a student does not respond within the 7 business day period, the instructor will assign the proposed sanction and notify the Office of Student Advocacy of the misconduct at that time. An academic misconduct file will be made for the student and will remain on file. At this point, the case will be considered closed.
3. If, after the meeting, the course instructor becomes convinced that the student is not responsible for a violation of academic integrity, then the accusation shall be dropped and no record will be sent to the



Office of Student Advocacy. The professor will confirm this via email with the student in question.

4. If the student admits dishonesty, the course instructor shall render a decision and impose a sanction listed in Sections III.D 1-3 of this policy, generally within 48 hours.
  - If the course instructor believes the imposition of a sanction listed in Sections III.D 1-3 of this policy effectively addresses the matter, the instructor should impose such a sanction and notify the student via email along with the Chair of the department and the Office of Student Advocacy, generally within 48 hours of the initial discussion and admission of dishonesty.
  - If the course instructor believes the nature of the admitted action warrants a sanction that exceeds their authority to impose (i.e. Sections III.D 4-6), the course instructor may refer the matter to the Department Chair for review. In doing so, the course instructor should provide the Department Chair with a memo describing the allegation and the evidence in the matter supporting the proposed sanction, generally within 48 hours of the initial discussion and admission of dishonesty.
5. If the student denies the dishonesty or if the student feels the imposed sanction is excessive, the course instructor shall refer the matter to the Department Chair for review, providing the Department Chair with an email describing the allegation and the evidence in the matter generally within 48 hours of the initial discussion and denial of dishonesty.
6. After receiving the email, the Department Chair shall meet with the student, generally within 7 business days of receiving the evidence email and attempt to find a resolution.
7. Should the Department Chair not be able to reach a mutually agreeable resolution within 7 business days after the meeting, or if the student continues to deny academic dishonesty, or if the student believes the imposed sanction is excessive, then the issue will go to the Student Affairs Committee (SAC).
  - The Department Chair will inform the Associate Dean of Student Life and Services in writing of the basis for the allegation of academic misconduct. The Associate Dean of Student Affairs will inform the Office of Student Advocacy, as well as the Student Affairs Committee about the matter.
  - Within 7 business days after receiving notification from the Department Chair, the Associate Dean of Student Life and Services, or their designee, will gather the relevant facts and evidence and will prepare a case for a Student Affairs Committee hearing. The hearing should generally be held within 10 business days of receipt of the case materials.
  - Prior to a SAC hearing, the results of the investigation and the related evidence will be supplied to the SAC members via NYU secure messaging.
  - All those involved in the hearing (for example, the accused student, identified here as the respondent; the course instructor, identified here as the complainant; the witnesses) will be notified by the Associate Dean of Student Life and Services of the date, time, and location of the hearing at least 7 business days prior to the hearing. The hearing can be held in person or virtually.
  - If a student who is alleged to have engaged in an act of academic dishonesty withdraws from the course within the University Registrar's deadline for doing so *but before the completion of the ongoing investigation* of the student's case and, thus, is awarded a W instead of the grade subsequently deemed to be warranted as a result of the alleged misconduct (for example, an F), the matter should be referred to the SAC. In such instances, the student

should be afforded an opportunity to appear before the SAC to present their case. Based on its investigation and deliberation, the SAC will make a recommendation to the course instructor regarding the student's final grade. The Registrar will be informed of the instructor's final decision by the Department Chair once a decision has been rendered.

8. Student Affairs Committee hearings will be conducted in accordance with the following procedures:
  - The Student Affairs Committee is composed of three elected faculty members, one of whom is the Chair of the Committee, and four students, two of whom are graduate students and two of whom are undergraduate students. The students will be chosen by the Associate Dean of Student Life and Services in consultation with the Student Affairs Committee.

The Associate Dean of Student Life and Services will, at their sole discretion, exclude any potential student member who may have a substantive conflict of interest in the case, including being a member of the same academic department as the respondent.

The SAC Chair will exclude, at their sole discretion, any faculty members who may have a substantive conflict of interest in the case, including being a member of the same academic department as the respondent. The Associate Dean of Student Life and Services, the Associate Dean's representative, or other NYU administrators may be present *ex officio*, if requested by the Chair of the Student Affairs Committee.

- Student Affairs Committee hearings are closed to the public.
- The presiding Chair of the Student Affairs Committee hearing shall exercise control over the proceedings to achieve a fair and orderly process.
- Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code.
- Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person and is subject to the policies of the University Code governing non-academic misbehavior.
- After receiving notice of the hearing, if the respondent fails to appear for the hearing, the hearing may proceed in the respondent's absence.
- Hearings shall be recorded and written notes will be taken. Both will be retained in the Office of Student Life and Services by the Office of Student Advocacy in accordance with the NYU Records Retention Policy.
- The complainant and the respondent will be afforded an opportunity to present their perspectives and related evidence relevant to the matter being heard by the Student Affairs Committee.
- Complainants and respondents shall be allowed to question those witnesses who testify for either party at the hearing. Questioning will be led by the SAC Chair. Badgering witnesses will not, however, be allowed.
- The complainant, respondent, and witnesses will be asked to affirm that their testimony is truthful.
- Prospective witnesses will be excluded from the hearing during the statements of other witnesses.
- All parties and witnesses shall be excluded during the Student Affairs Committee deliberations that follow the hearing.
- A determination as to the responsibility of the respondent for a violation shall be made on the standard of preponderance of the evidence, meaning that based on the evidence, it is more likely than not that a violation occurred.

- The Student Affairs Committee assigns sanctions as listed in Section III.D.1-3 for most cases based on the evidentiary standard above.
- The Student Affairs Committee reviews evidence, including meeting with witnesses and taking testimony from the respondent, and reaches a conclusion whether the evidence supports the course instructor's decision or not. The Student Affairs Committee notifies the course instructor of its decision. Under no circumstances does the Student Affairs Committee act to change a grade. It can recommend that the course instructor reconsider the grade if the results of the hearing suggest this.
- If, however, the behavior in question rises to the level of an offense thought to be egregious by the academic community as a whole, such as, but not limited to, plagiarism of a PhD dissertation, the Student Affairs Committee may impose additional sanctions as deemed appropriate.
- The Student Affairs Committee will communicate the decision and any sanctions to be imposed in the matter, generally within 7 business days from the date of the hearing to the Associate Dean of Student Life and Services through the Office of Student Advocacy. The Associate Dean of Student Life and Services will communicate the Student Affairs Committee's decision to the respondent within 7 business days of receiving it from the Student Affairs Committee. The Department Chair and instructor will also be informed.

#### D. Sanctions Available in Academic Misconduct Matters

1. A rejection of the assignment or project, along with a requirement that the student complete a substitute assignment. This may be particularly appropriate where there is an honest misunderstanding about the degree of collaboration permitted by a course instructor, or where a course instructor is not sure a student has intentionally acted dishonestly.
  2. A grade of F for the assignment, examination, or project. A record of the sanction will be retained in the office of the Associate Dean of Student Life and Services by the Office of Student Advocacy. See also Sections III.C.11.n.iv and III.E.2.
  3. A grade of F for the course or other academic requirement; *this sanction is typically reserved for major assignments or more egregious offenses*. A record of the sanction will be retained in the office of the Associate Dean of Student Life and Services by the Office of Student Advocacy. See also Sections III.C.11.n.iv and III.E.2.
    - In these cases of egregious offenses, if a student withdraws from the course, within the University Registrar's deadline for doing so, *and* is awarded a W instead of the grade subsequently deemed to be warranted as a result of the alleged misconduct (for example, an F), this matter should be referred to the Associate Dean of Academic Affairs for further review which may include submitting the case to the SAC and can result in a grade change
  4. Dismissal from an undergraduate or a graduate program based on the nature of the academic misconduct and in consultation with the Associate Dean of Academics.
  5. Suspension from the School and University for a period not to exceed one year with notation on the transcript during the suspension period based on the nature of the academic misconduct and in consultation with the Associate Dean of Academics. A record of the sanction will be retained in the office of the Associate Dean of Student Life and Services by the Office of Student Advocacy. See also Sections III.C.11.n.iv and III.E.2.
6. Expulsion from the School and University with appropriate notation on the student's transcript based on the nature of the academic misconduct and in consultation with the Office of Student Conduct. The Dean of the Tandon School of Engineering will also be notified. A record of the sanction will be retained in the office of the Associate Dean of Student Life and Services by the Office of Student Advocacy. See also Sections III.C.11.n.iv and III.E.2.

#### E. Appeal in a Matter of Academic Misconduct

1. A decision rendered by a Student Affairs Committee hearing may be appealed if the sanction involves a suspension or expulsion from the School and University and in accordance with the following procedures. See also Sections III.C.11.n.iv and III.D. 6 and 7.
2. An appeal of suspension or expulsion from the School and University must be submitted in writing to the Dean of the Tandon School of Engineering within 7 business days from the date on which the decision was sent to the student.
3. The appeal must cite one or more of four of the following grounds as the basis for the appeal; it must include evidence to support the allegation; and it must specify the remedy sought by the appellant:
  - That the proceedings were conducted in an arbitrary or unfair manner not in accordance with the policies and procedures described above.
  - That the outcome or decision was unreasonably disproportionate to the nature of the behavior in which the student was determined to have engaged.
  - That the administrator or panel that reviewed the matter was unfairly biased or that there was a significant conflict of interest that reasonably could have resulted in a different outcome.
  - That there is new, substantial, and relevant evidence that was unavailable at the time of the hearing.
4. The appeal will be reviewed by the Dean of the Tandon School of Engineering or, at the Dean's discretion, by a panel consisting of two faculty members and one administrator appointed by the Dean. The Dean will exclude any potential faculty member who may have a substantive conflict of interest in the case, including being a member of the same academic department as the respondent.
  - The Dean or the panel considering the appeal may stay the sanction pending the outcome of the appeal.
  - An appeal does not consist of a new hearing. Rather, it involves a review of the letter of appeal and the related documents of the case. The Dean or the panel may request additional information from the appellant and/or the original hearing, as needed.
  - The Dean or the panel may reach one of the following conclusions:
    - That there is an insufficient basis to support the appeal and leave the original sanctions in place as issued.
    - That there is a sufficient basis to support the appeal and remedy sought by the appellant.
    - That there is a sufficient basis to support the appeal and mandate that a new hearing or proceeding be conducted on the matter by a new committee of three faculty members, and four students, two of whom are graduate students and two of whom are undergraduate students, appointed by the Dean and not involved in the original SAC hearing. The Dean will exclude any potential student member and faculty who may have a substantive conflict of interest in the case, including being a member of the same academic department

as the respondent. The new hearing or proceeding shall be conducted within a reasonable time frame.

- The Dean shall notify the appellant of the panel's decision generally within 15 business days of the date the appeal was received.
- There is no further opportunity for appeal beyond the procedure described in this Code

## School Compliance and Other Guidelines

Most issues of compliance are adjudicated through the Office of Community Standards. Please consult the following links: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/governance-legal.html> (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/governance-legal.html>). You will find a number of links, alcohol and drugs, for example, which you can then follow.

Please note that any issues of sexual misconduct have their own link: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html> (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-policy.html>).

Academic misconduct is handled at the Tandon School of Engineering, and is usually initiated at the departmental level. Please check: <http://engineering.nyu.edu/life/student-affairs/code-of-conduct> (<http://engineering.nyu.edu/life/student-affairs/code-of-conduct/>). The contact person is Deanna Rayment ([deanna.rayment@nyu.edu](mailto:deanna.rayment@nyu.edu)): [deanna.rayment@nyu.edu](mailto:deanna.rayment@nyu.edu).

## Redress of Grievances

NYU Tandon follows the University Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

## Internships

Graduate internships provide an opportunity for students to pursue practical work experience in their field of study, to enhance and augment classroom learning, while also enhancing their overall educational experience.

### Eligibility and Requirements: Students

F-1 international students are required to complete at least two semesters of full-time study in the United States (U.S.) to be eligible for internship authorization. This may include time spent studying at another U.S. institution, including completion of a bachelor's degree immediately prior to studying at NYU. Please contact the Office of Global Services for details on F-1 internship eligibility (<http://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/curricular-practical-training.html>).

All graduate students must have a cumulative grade point average (GPA) of at least 3.0, as reflected on their academic transcript. Students cannot enroll in internship courses if they have an incomplete grade (I) in any course from a prior semester. Students cannot enroll in a subsequent internship course if they have an incomplete or a fail grade (F) from a previous internship course. Students cannot be approved for an internship via thesis, dissertation, or any other course, if they have received a Time Extension for their current degree program. As stated

above in the Graduation Requirements section for Master of Science, MS students may use no more than 3 credits of internship toward fulfillment of MS degree requirements.

### Eligibility and Requirements: Work Experiences

During the academic year, work experiences must be at least 12 weeks long. During the summer, they must be at least 8 weeks long. Additionally, the work experience must be a minimum of 240 hours. Start and end dates need not coincide with the first and last day of the semester, but must fit within the semester in order to ensure that final reports may be submitted and grades may be submitted in a timely manner.

During the academic year, students cannot work more than 20 hours per week while classes are in session. Internships requiring more than 20 hours of participation per week are considered full-time. Students who are in their final semester of study and who require, and are registered for, no more than 3 non-internship credits plus 0.5 to 3 internship credits – for a total of 3.5 to 6 credits for the term – may be approved for a full-time internship. During the summer, students are permitted to work full-time, provided that they are not also taking more than 3 non-internship credits for the summer term. Work hours must be consistent with the organization's regular work schedule.

Work experiences must comply with the Fair Labor Standards Act (<http://www.dol.gov/whd/flsa/>). As such, students must be paid at least minimum wage unless specific exceptions apply. The Department of Labor outlines a test regarding unpaid internships (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>). Employers should consult their legal counsel for more information.

Students must be hired as employees of the participating organization and must be paid directly by the organization using a W-2 form. Employers cannot pay students as independent contractors using an IRS 1099 form.

Employers must agree to assign a responsible, ranking employee as the student's supervisor. This individual will provide appropriate supervision and mentoring, including establishing clear goals and expectations regarding tasks and projects. Employers must be willing to submit written midterm and final evaluations of the student's work. Experiences will not be approved for companies that are not permitted to submit written evaluations. Employer supervisors must review the student's final report so that proprietary and/or confidential information can be removed.

### Procedures

Students must obtain an offer letter on organization letterhead from the prospective employer. This letter must identify the company, its address, contact information, the student's job title, and start and end dates of the internship.

Students must update their placement information through their NYU CareerNet account Profile, per instructions provided by the Wasserman Center for Career Development.

Prospective employers must complete the Employer Registration Form, which includes a detailed job description.

Students will submit their offer letter, Employer Registration Form, and printed NYU CareerNet Profile to their departmental advisor who will identify a suitable faculty advisor. The faculty advisor will be responsible for all academic matters related to the work experience. The faculty advisor will evaluate the relevancy of the work experience and, if approved, will direct the student to register for the appropriate CP course.

For approved International Students, the faculty advisor will provide the Office of Global Services (OGS) (<http://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/university-life/office-of-studentaffairs/office-of-global-services.html>) with all relevant information in order to process work authorization. International Students cannot begin working until they have received work authorization.

The company supervisor must provide a mid-term evaluation and a final evaluation to the faculty supervisor. The student will submit a project report at the end of the term. Some departments or programs may also require a presentation. The report (and presentation, if required) will be included as a part of the assessment for the student's grade. Faculty advisors will provide guidelines for the reports. All CP courses will be graded as Pass (P) or Fail (F).

With the faculty advisor's approval, consecutive work experiences may be completed with the same employer. Students must complete the same registration process and follow all procedures for re-applying and enrolling in another CP course. International Students must obtain prior permission from OGS for every period of employment. Students are not authorized to work during the interim period between the end of their prior CPT and the beginning of their next even if they will have an internship with the same company; this jeopardizes their visa status.

### **Anti-Renege Policy**

NYU Tandon does not permit graduate students to renege on internship offers, as it is unfair to companies, harms the school's reputation, and discourages companies from continuing to hire current and future students. Even when at-will laws apply, students may not renege on an internship offer once accepted. Students may turn down an offer if it is not to their satisfaction. However, once an offer has been accepted, students are expected to and required to honor their agreement with that company, even if they should later receive a better offer from a different company. Once an internship has been approved by a student's department for academic credit, no other internship will be approved for the same student in the same semester. Students must complete their internships; leaving an internship before the end date is prohibited.

Penalties for violating the anti-renege policy include, but are not limited to: receiving an *F* for the internship course and not being permitted to do another internship. For international students, this means no further CPT will be approved.