

ACADEMIC POLICIES

Residency Requirements

Students in the MPH program must complete 46 credits for their degree requirements. A minimum of 25 credits, including 12 credits of core courses, 9 credits of concentration courses, and 4 credits of the culminating experience must be taken at GPH. Electives may be taken outside GPH¹ but require approval of the Chair or Program Director, unless already on the pre-approved list of electives for that particular concentration. See below for transfer credit policy.

Students in the MS Biostatistics program must complete 46 credits for their degree requirements. A minimum of 28 credits, including 12 credits of core courses, 12 credits of selective courses, and 4 credits of the culminating experience must be taken at GPH. Electives may be taken outside GPH¹ but require approval of the Chair, unless already on the pre-approved list of electives. See below for transfer credit policy.

Students in the MS Epidemiology program must complete 46 credits for their degree requirements. A minimum of 28 credits, including 24 credits of required courses and 4 credits of the culminating experience, must be taken at GPH. Electives may be taken outside GPH¹ but require approval of the Program Director. See below for transfer credit policy.

Students in the MA program must complete 32 credits for their degree requirements. A minimum of 8 credits, 6 credits of required courses and 2 credits of practicum, must be taken at GPH. Electives may be taken outside GPH¹ but require approval of the Chair, unless already on the pre-approved list of electives.

Students in the DrPH program must complete 42 credits for their degree requirements. A minimum of 16 credits of required courses, must be taken at GPH. Per the GPH transfer credit policy, students may transfer in up to 9 credits of approved coursework from an accredited school or program. Electives may be taken outside GPH¹ but require approval of the Director.

Students in the PhD program who matriculated in Fall 2020 or later must complete 72 credits for their degree requirements. A minimum of 66 credits, including 18 credits of required courses, and 6 credits of concentration courses, must be taken at GPH. Students in the PhD program who matriculated prior to Fall 2020 must complete 39 credits for their degree requirements. A minimum of 33 credits, including 18 credits of required courses and 6 credits of concentration courses, must be taken at GPH. Per the GPH transfer credit policy, students may transfer in up to 9 credits of approved coursework from an accredited school or program. Electives may be taken outside GPH¹ but require approval of the relevant Concentration Director.

Note: exception to residency requirements may be made in extraordinary circumstances and must be approved by the relevant Chair or Program Director.

¹ Outside GPH, but within NYU.

Graduation

Students at the School of Global Public Health may officially graduate in August, January, or May. In order to graduate in a specific semester (i.e. the semester in which all degree requirements will be completed), students must apply for graduation within the application deadline

period. See below for the application deadline for the semester in which you intend to graduate.

If you complete your degree requirements in the Fall 2025 semester, you will need to apply for January graduation.

- Deadline to apply is **October 15th**.

If you complete your degree requirements in the Spring 2026 semester, you will need to apply for May graduation.

- Deadline to apply is **February 15th**.

If you complete your degree requirements in the Summer 2026 semester, you will need to apply for August graduation.

- Deadline to apply is **June 15th**. Students who graduate in the Summer are invited to University Commencement only if they apply by a certain date, which may be found on the Commencement website (<https://www.nyu.edu/life/events-traditions/commencement.html>).

All students, including graduate, doctoral, and certificate students, must also apply for graduation. Students in dual degree programs must submit an application for each of the Schools in which they are enrolled.

Applying for Graduation

All students must apply for graduation (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/graduation/apply-for-graduation.html>) via your NYU Albert Account

1. Log in to Albert (http://albert.nyu.edu/albert_). On the Home page go to the Academics section and click the Apply to Graduate button.
2. Select your Academic Program
3. Select the term you expect to graduate. If there are no terms available you are not eligible to apply or you have already applied.
4. Verify your information and submit your application.
5. Confirm or change your diploma name, delivery address and method using the Diploma Options (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/graduation/diploma-options.html>) link.

IMPORTANT NOTE | Note that if you do not apply for graduation, you will not be able to attend the Commencement ceremony.

Already applied? (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/graduation/check-graduation-status.html>) Check your application status on Albert on the Academics page under Graduation.

Expected Term of Graduation

The term in which you expect to graduate is an important part of your student record, especially if you receive any form of financial aid.

Make sure to verify or update your expected date (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/graduation/update-expected-grad-term.html>) of graduation on Albert (http://albert.nyu.edu/albert_) in the Academics section under Graduation.

Transfer and Articulation Agreements

Doctoral Programs

Upon matriculation, students enrolled in the DrPH or PhD program will be allowed to transfer in a maximum of 9 credits of approved graduate courses from an accredited school or program. Transfer of up to 9 credits for will only be approved if:

- a grade of a C- or better was obtained;
- the course(s) was taken at an accredited school or program within the last 5 years;
- the course(s) did not count towards a prior degree or certificate;
- the course(s) is either equivalent to a required course or relevant to the student's area of focus; and
- the transfer syllabus was evaluated and approved by the relevant core course instructor and chairperson/program director.

students seeking approval for transfer of credits should complete a Doctoral Transfer Credit Form (<https://nyu.app.box.com/s/ao9se1fkbqyivx9nmrl04eki3u8dtc07/>), and send it along with (1) an academic transcript showing course name, dates taken, letter grade obtained; and (2) course syllabus, to the Director of Registration & Academic Services, who will send it to the relevant instructor and chair/program director for approval.

MPH Program

Upon matriculation, students enrolled in the MPH program will be allowed to transfer in a maximum of 9 credits of approved graduate courses from a CEPH accredited school or program in public health. Of these, 9 transfer credits, only 6 transfer credits may count toward core courses in the MPH program (the core courses include Biostatistics for Public Health, Epidemiology, Health Care Policy/Public Health Management & Leadership, Global Environmental Health and Global Issues in Social and Behavioral Health). Individuals who complete MPH coursework at NYU as non-matriculated students will also be permitted to transfer up to 9 credits of coursework into the MPH program. Transfer credit may not be applied towards Applied Practice Experience or Thesis.

Transfer of up to 6 credits for core courses will only be approved if:

- a grade of a C- or better was obtained;
- the course(s) was taken at a CEPH-accredited school or program within the last 5 years;
- the course(s) was not counted towards a prior degree or certificate; and
- the transfer syllabus was evaluated and approved by the relevant core course instructor and chairperson/program director.

Transfer of credits for general electives will only be approved if:

- a grade of a C- or better was obtained;
- the course(s) was taken at any accredited institution within the last 5 years; and
- the course(s) was not counted towards a prior degree or certificate.
- They are relevant to the student's MPH concentration, as decided by the student's Chair/Program Director

Students seeking approval for transfer of credits should complete a Transfer Credit Request form (https://www.google.com/url/?q=https://docs.google.com/forms/d/e/1FAIpQLScdgwSgE33byjUHKjgqms3NwYOY7DFdRSw4gBHmbrUQppxGTw/viewform&sa=D&source=docs&ust=1745981063221360&usg=AOvVaw20fNFmnpj7R_nj0se),

and send it along with: (1) an academic transcript showing course name, dates taken, letter grade obtained; and (2) course syllabus to the Director of Registration & Academic Services. The Director will review the syllabi and send it to Chairs, Program Directors, or specific faculty, for review, if needed. Any course from a CEPH-accredited institution may transfer in as long as the student earned a C- or better. If the course is accepted for transfer, the Director will process the transfer and alert the student and their advisor. Students who complete the Advanced Certificate in Public Health and transfer into the MPH program will have their credits transferred in and their GPA will roll over. Under special circumstances and with approval from the Director of the Advanced Certificate, a student's GPA may be reset which the Director of Registration & Academic Services can do by submitting a request to the registrar.

Per CEPH's updated requirements, a transfer course must cover the same CEPH competencies and learning objectives as the equivalent GPH core course.

MS Biostatistics Program

Students enrolled in the MS Biostatistics program are allowed to transfer in a maximum of 9 credits of graduate courses from an accredited institution. Transfer credit may not be applied towards Thesis. Transfer of up to 9 credits for core will only be approved if:

- a grade of a C- or better was obtained;
- the course(s) was taken at an accredited school or program within the last 5 years;
- the course(s) was not counted towards a prior degree or certificate; and
- the transfer syllabus was evaluated and approved by the Bioethics chairperson.

Students seeking approval for transfer of credits should complete a Transfer Credit Request form (<https://nyu.app.box.com/s/v0ex3zx221fu9hdfhub2x6u8ibgg8j4g/>), and send it along with: (1) an academic transcript showing course name, dates taken, letter grade obtained; and (2) course syllabus to the Director of Registration & Academic Services. The Director will review the syllabi and send to the Biostatistics Chair for review, if needed. If the course is accepted for transfer, the Director will process the transfer and alert the student and their advisor.

MA Bioethics Program

Upon matriculation, students in the Bioethics program may transfer in up to 12 credits of elective course work. Transfer of up to 12 credits will only be approved if:

- a grade of a C- or better was obtained;
- the course(s) was taken at an accredited school or program within the last 5 years;
- the course(s) was not counted towards a prior degree or certificate; and
- the transfer syllabus was evaluated and approved by the Biostatistics chairperson.

Students seeking approval for transfer of credits should complete a Transfer Credit Request form (<https://nyu.app.box.com/s/v0ex3zx221fu9hdfhub2x6u8ibgg8j4g/>), and send it along with: (1) an academic transcript showing course name, dates taken, letter grade obtained; and (2) course syllabus to the Director of Registration & Academic Services. The Director will review send the syllabi to the

Bioethics Chair for review. If the course is accepted for transfer, the Director will process the transfer and alert the student and their advisor.

Advanced Certificate in Public Health

Students enrolled in the Advanced Certificate in Public Health are allowed to transfer in a maximum of 3 credits of approved graduate courses from a CEPH-accredited school or program in public health.

Transfer of credits will only be approved if:

- a grade of a C- or better was obtained;
- the course(s) was taken at a CEPH-accredited school or program;
- the course was taken within the last 5 years; and
- the course was not counted towards a prior degree.

Students seeking approval for transfer of credits should complete a Transfer Credit Request form (<https://nyu.app.box.com/s/v0ex3zx221fu9hdfhub2x6u8ibgg8j4g/>), and send it along with: (1) an academic transcript showing course name, dates taken, letter grade obtained; and (2) course syllabus to the Director of Registration & Academic Services. The Director will review the syllabi. Any course from a CEPH-accredited institution may transfer in as long as the student earned a C- or better. If the course is accepted for transfer, the Director will process the transfer and alert the student and their advisor.

Transferring Coursework from the MPH to the Advanced Certificate in Public Health

Students who began the MPH program but did not complete it, and would like to transfer in their completed core credits into the GPH Advanced Certificate in Public Health may do so under the following restrictions:

- the student must have taken the course(s) within the last 5 years;
- the student must have earned at least a C-.

Students may submit this request to the Director of Registration and Academic Services who will process the transfer.

Course Waivers

MPH students may waive the requirement to take certain core and concentration courses as indicated below, based on the following conditions:

1. A core course (Epidemiology, Biostatistics, Environmental Health, Health Policy and Management, Social and Behavioral Health, or Essentials of Public Health Biology) may be waived only with a similar core course taken at a CEPH-accredited MPH program/school.

Up to 9 credits of course work may be waived if the following conditions are met:

- a grade of a C- or better was obtained;
- the core course(s) was taken at a CEPH-accredited school or program within the last 5 years;
- an elective course(s) was taken at an accredited institution within the last 5 years;
- the syllabus for the waiver course was evaluated and approved by the relevant course instructor and/or chairperson/program director.
- Transfer of elective courses may be processed as long as the elective was taken at an accredited institution.

All requests for a course waiver must be filed upon matriculation in the student's first semester of enrollment in the program using

the Graduate Course Waiver Form (<https://nyu.app.box.com/s/ymtqz9eejbdgt95w9t1t9uo8x2uogksg/>) (found here (<https://publichealth.nyu.edu/students/resources-forms-policies/#graduatecoursewaiver>)). Students in the Biostatistics MPH or MS programs should use the Biostatistics Course Substitution form found on the landing page of each program.

Course Waivers for Biostatistics Students

Biostatistics (MPH and MS) may choose to substitute the any of following courses upon approval of the Chair:

- GPH-GU 2995 Biostatistics for Public Health
- GPH-GU 2353 Regression I: Linear Regression and Modeling
- GPH-GU 2354 Regression II: Categorical Data Analysis
- GPH-GU 2286 Introduction to Data Management and Statistical Computing
- GPH-GU 2182 Statistical Programming in R
- GPH-GU 2225 Psychometric Measurement and Analysis in Public Health Research and Practice
- GPH-GU 2387 Survey Design, Analysis, and Reporting
- GPH-GU 2480 Longitudinal Analysis of Public Health Data
- GPH-GU 2368 Applied Survival Analysis

After speaking with the Biostatistics Chair, students should complete the Biostatistics Course Substitution Petition (<https://nyu.app.box.com/s/r1ws0hw13m483io3ehtba83nwnnrxscc/>) form and send it to the Chair, along with a copy to the Director, Registration & Academic Services.

Grading Grading Scale

The GPH grading scale is defined as follows:

A: 94-100
A-: 90-93
B+: 87-89
B: 83-86
B-: 80-82
C+: 77-79
C: 73-76
C-: 70-72
F: <69

Incomplete Grades

GPH students are expected to complete all course requirements on time. Under extraordinary circumstances (such as a medical emergency or family crisis), the temporary grade of "I" (Incomplete), may be recorded for a student who is unable to complete course requirements. A grade of "I" does not factor into the GPA, nor do the units for the course count as earned credit toward the degree while the "I" remains on the transcript. The credits do count as attempted credits and therefore may impact financial aid eligibility. Questions regarding financial aid may be directed to financial.aid@nyu.edu.

To receive an incomplete grade, the student should make a formal request using the Incomplete Grade Request form (<https://nyu.app.box.com/s/3ms3dd8zsrfgv10it6r01fh3idzvcufj/>). The form serves as a contract between the student and course instructor and must be signed by both parties and submitted to the Director of Registration & Academic Services. The request will indicate the reason for the incomplete, the work to be completed, and the final deadline by which the work is to be submitted, to be stipulated by the instructor. 150 days after

the end of the semester in which the course was taken, the Incomplete will lapse to an “F”.

Pass/Fail Option

Matriculated students at the School of Global Public Health do not have the option to take courses toward their degree on a pass/fail basis (this does not include courses which are always graded on a pass/fail basis, including GPH-GU 3555, 5170, 5171). However, students may take a course P/F if it does not count towards their degree requirements. They must get permission of the instructor and then inform Lisa Kroin (lrk219@nyu.edu) to make sure the grading scale of the course is updated to reflect this.

Grading Components

All GPH courses have a rubric of grading components, indicating the breakdown of how the grade is calculated, as defined by the instructor. The grading components are outlined on the course syllabus.

Course Grade Minimums

The minimum grade required for all courses counted towards any graduate degree at GPH, with the exception of the applied practice related courses, is a C- or better.

For the applied practice related courses, students must receive a minimum grade of B. If a student receives less than a B, the course must be repeated.

These courses include:

- GPH-GU 2359 Applied Practice Experience Seminar/GPH-GU 5359 Applied Practice Experience ¹
- GPH-GU 2360 Integrative Learning Experience Seminar/GPH-GU 5360 Integrative Learning Experience ¹
- GPH-GU 2686 Thesis I: Practice and Integrative Learning Experiences ²
- GPH-GU 2687 Thesis II: Practice and Integrative Learning Experiences ²

¹ This applies to students in Community Health Science & Practice, Environmental Public Health Sciences, Global Health, Public Health Nutrition, and Public Health Policy & Management.

² This applies to students in Biostatistics (MPH and MS), Epidemiology (MPH and MS), and Social & Behavioral Sciences).

Course Repeat Policy

Credit will not be granted for courses in which a student receives an F. If the course is a required course for the degree, including concentration courses, it must be repeated. If a student received an F in an elective course, the student may choose to take an alternate elective the following semester¹.

When a course is repeated, both the original grade and second grade will be recorded on the student's transcript, but only the second grade will be included in the calculation of the student's GPA. If the second grade is lower than the original grade, or if the student does not achieve the minimum grade requirement upon taking the course a second time, under special circumstances, the student may take the course a third time pending permission of both the instructor and advisor.

Grade Appeals

Students who wish to request a change of their final course grade should follow the procedures outlined below.

Step 1

Within fifteen (15) calendar days from when the final course grade is posted in Albert, the student should consult with the instructor who assigned the grade to discuss the requirements for the course and how the grade was determined. Following this discussion, the instructor will make a determination whether to change the grade and issue a decision to the student via email (the “Step 1 Decision”).

Step 2

If the student wishes to appeal the Step 1 Decision, they must submit a formal written appeal (“Appeal”) via email within ten (10) calendar days of the Step 1 Decision being sent. The Appeal should include a written statement explaining the grounds for the appeal and why the course grade provided by the instructor should be re-assessed.

Appeals will be decided by the Department Chair / Program Director* of the department / program where the course is housed or by their designee, who shall be an appropriate academic administrator equivalent to a Department Chair / Program Director. If the Appeal is from the grade in a course taught by the Department Chair or Program Director, the Appeal will be decided by the Interim Assistant Dean of Master's Education, Certificate Programs, and Teaching Excellence. If the Appeal is from the grade in a course taught by the Interim Assistant Dean of Master's Education, Certificate Programs, and Teaching Excellence, the Appeal will be decided by the Vice Dean for Faculty Affairs.

The Step 2 decision maker will independently review the grade(s), collect relevant information pertinent to the course grade and the Appeal, and will issue a decision via email (the “Step 2 Decision”).

Step 3

If the student wishes to appeal the Step 2 Decision, they must submit a formal written appeal (“Final Appeal”) via email within ten (10) calendar days of the Step 2 Decision being sent.

The Final Appeal will be decided by the Interim Assistant Dean of Master's Education, Certificate Programs, and Teaching Excellence. If the First Appeal was decided by the Vice Dean for Faculty Affairs, the Final Appeal will be reviewed by the Dean.

The Step 3 decision maker will independently review the grade(s), collect relevant information pertinent to the course grade and Final Appeal, and will issue a final decision via email. No further appeals are permitted.

Academic Standing and Progress

A cumulative grade point average (GPA) of 3.0 is required for graduation from all GPH master's programs. Students are expected to maintain a cumulative GPA of 3.0 throughout their academic career. Students who fall below the required GPA during any semester are placed on academic probation and monitored closely for academic progress. Students who are on academic probation may be restricted in the number of courses taken during a given semester. A student whose GPA falls below the required minimum for 2 consecutive semesters will be required to petition to remain in the program. Please note that failure to satisfy the conditions of academic probation may result in future academic sanctions up to possible dismissal from the University.

Academic Standing and Financial Aid

Students should know that a cumulative GPA below the required minimum and/or courses that are not completed on time can have implications for financial aid eligibility. Students should carefully read the graduate student information (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html>) regarding NYU's Satisfactory Academic Progress (SAP) standards.

Withdrawals

Leave of Absence/Term Withdrawal/Total Withdrawal Leaves

A Leave is an approved temporary break from University studies for one or more terms with the intent to return for a future term. A leave of absence must be requested prior to the semester in which the leave is taken but no later than the Add/Drop deadline (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>) for that term. Students granted a leave of absence are still required to complete all degree requirements within the specified time of initial enrollment. A leave does not extend the specific time period for obtaining a degree.

There are 3 types of leaves:

1. Leave of Absence (LOA) (<https://publichealth.nyu.edu/students/resources-forms-policies/matriculation-leaves-and-withdrawals/#LOA>)
2. Medical Leave of Absence (MLOA) (<https://publichealth.nyu.edu/students/resources-forms-policies/matriculation-leaves-and-withdrawals/#MLOA>)
3. Non-sanctioned Leave of Absence (<https://publichealth.nyu.edu/students/resources-forms-policies/matriculation-leaves-and-withdrawals/#NonLOA>)

Please Note | If you are an international student, in addition to following these steps, you are required to contact NYU Office of Global Services (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/contact-us.html>) to discuss your leave plans. A personal or medical leave of absence can impact your eligibility for F-1 or J-1 benefits such as CPT or OPT. Please refer to the International Students Taking a LOA/MLOA (<https://publichealth.nyu.edu/students/resources-forms-policies/matriculation-leaves-and-withdrawals/#international>) section below for more information.

The NYU Office of Student Success (<https://www.nyu.edu/students/student-success.html>) is here to help you make the most of your leave and ease your transition back to NYU. Please refer to the Support for Students on a Leave (<https://publichealth.nyu.edu/students/resources-forms-policies/matriculation-leaves-and-withdrawals/#support>) section below for more information.

What is a Personal Leave of Absence (LOA)?

A personal leave of absence is a request for reasons unrelated to medical or counseling conditions. Personal leaves are voluntary and apply to issues related to personal circumstances, such as a financial issue, a military leave, or academic reasons. A personal leave can only be granted for a maximum of two semesters, not including summer.

How to apply for a Personal Leave of Absence (LOA)?

1. Schedule a meeting with your Program Advisor (<https://publichealth.nyu.edu/students/current/academic-services/#advising>). Your advisor can explain the pros and cons of taking a leave.
2. Apply for a leave of absence in Albert (https://albert.nyu.edu/albert_?tab) by selecting "Request Leave of Absence" under the academics tab. Follow the prompts to indicate when your leave will begin, when you plan to return, and the reason for your leave.
3. Once your leave has been approved, you will receive an email notification.

What is a Medical Leave of Absence (MLOA)?

NYU recognizes that it is sometimes necessary or desirable for a student to take a leave from enrollment for a period of time due to unforeseen medical occurrences/issues.

How to apply for a Medical Leave of Absence (MLOA)?

1. Schedule a meeting with your Program Advisor (<https://publichealth.nyu.edu/students/current/academic-services/#advising>).
2. Apply for a leave of absence in Albert (https://albert.nyu.edu/albert_?tab) by selecting "*Request Leave of Absence*" under the academics tab, indicating that your leave is for *health-related reasons*.
 - a. For a MLOA for mental health concerns, you are required to have an assessment by a counselor in NYU Counseling & Wellness Services. (<https://www.nyu.edu/students/health-and-wellness/services/counseling-services.html>) You can make an appointment for an assessment by calling 212-998-4780 or emailing wellness.exchange@nyu.edu.
 - Return to NYU: Students returning from MLOA for mental health concerns must also contact NYU Counseling & Wellness Services (CWS). (<https://www.nyu.edu/students/health-and-wellness/services/counseling-services.html>) for an evaluation or assessment and submit a NYU CWS | Certificate of Readiness to Return (<https://nyu.box.com/s/k4gzcz7mbtvj74ncy96xkwj81ai8wgqq/>)
 - b. For a MLOA for physical reasons, please refer to NYU SHC MLOA | Instructions for Physical Related (<https://nyu.box.com/s/h589fk66l7jc6bhezqz26xbeiylfgad7/>). For questions about this please contact the SHC at 212-443-1000.
 - Return to NYU: Students returning from a MLOA for physical reasons must contact the Student Health Center (<https://www.nyu.edu/students/health-and-wellness/services/medical-services.html>) and submit an NYU SHC MLOA Certificate of Readiness to Return | Physical Health (<https://nyu.box.com/s/l82fjhcj08fc1683tjfo6tysinh29eo/>)
3. Once you have applied for a MLOA in Albert and followed the steps above with either the NYU Student Health Center or NYU Counseling & Wellness Services, you will receive a formal letter approving your MLOA which will include the required steps on how to return from your MLOA

What is a Non-sanctioned Leave of Absence?

Any student who is inactive — has not enrolled in courses for a semester, has not maintained matriculation or been approved for a leave of absence in Albert — will be placed on a non-sanctioned leave of absence for one term.

While on a non-sanctioned leave of absence you are not eligible for NYU student health insurance and lose access to all NYU facilities and resources.

In the term immediately following the term of inactivity (non-sanctioned leave), a student must enroll in courses without exception prior to the Add/Drop deadline (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>). An inactive student who does not enroll in classes prior to the Add/Drop deadline of the subsequent term will be formally deactivated from the program.

International Students Taking a LOA/MLOA

If you are requesting a LOA or MLOA in addition to following the steps outlined above you are required to contact the NYU Office of Global Services (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/contact-us.html>) to discuss your immediate plans and any plans you may have to return.

A personal or medical leave of absence can impact your eligibility for F-1 or J-1 benefits such as CPT (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/curricular-practical-training.html>), OPT (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/optional-practical-training.html>), or Academic Training (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/off-campus-employment/academic-training.html>). More information can be found on the OGS website (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/visa-and-academic-changes/take-a-leave-of-absence.html>).

Support for Students on a Leave

Even while you are taking a leave of absence, you are an important part of the NYU community. The NYU Office of Student Success (<https://www.nyu.edu/students/student-success.html>) is here to help you make the most of your leave and ease your transition back to NYU.

Learn more about their resources on the Support for Students on a Leave of Absence (<https://www.nyu.edu/students/student-success/resources-for-student-success/support-for-students-on-a-leave-of-absence.html>) webpage.

Withdrawals

There are two types of withdrawals: Term Withdrawal and Total Withdrawal.

What is a Term Withdrawal?

A term withdrawal means you intend to withdraw from all of your classes for a term. With a term withdrawal, you are not eligible for a refund and you will have a "W" on your transcript for each class.

What is a Total Withdrawal?

A total withdrawal means you intend to withdraw from the University permanently before completing your program, and do not intend to return for a future term.

A total withdrawal requested after the drop/add deadline of the term will result in W grades on your transcript and you will not receive a full refund.

How to apply for a Term or Total Withdrawal?

1. Schedule a meeting with your Program Advisor (<https://publichealth.nyu.edu/students/current/academic-services/#advising>).
2. Apply for Term or Total Withdrawal in Albert (<https://albert.nyu.edu/albert/?tab>) by selecting "*Request for Term/Total Withdrawal*" under the academics tab.
3. An email confirmation will be sent to your NYU email address after you submit your request.

NOTE | If your Term Withdrawal is due to medical reasons (either mental health or physical); there is an option to choose "*Term Withdrawal for medical reasons*". In this scenario you are required to follow the additional steps below:

1. For mental health concerns you are required to have an assessment by a counselor in NYU Counseling & Wellness Services (<https://www.nyu.edu/students/health-and-wellness/services/counseling-services.html>). You can make an appointment for an assessment by calling 212-998-4780 or emailing wellness.exchange@nyu.edu.
 - Return to NYU: Students returning from this leave must also contact NYU Counseling & Wellness Services (CWS). (<https://www.nyu.edu/students/health-and-wellness/services/counseling-services.html>) for an evaluation or assessment and submit a NYU CWS | Certificate of Readiness to Return (<https://nyu.box.com/s/k4gzzc7mbtvj74ncy96xkwj81ai8wgqq/>)
2. For physical reasons, please refer to NYU SHC MLOA | Instructions for Physical Health (<https://nyu.box.com/s/h589fk66l7jc6bhezqz26xbeiylfgad7/>). For questions about this please contact the SHC at #212-443-1000.
 - Return to NYU: Students returning from this leave must contact the Student Health Center (<https://www.nyu.edu/students/health-and-wellness/services/medical-services.html>) and submit an NYU SHC MLOA Certificate of Readiness to Return | Physical Health (<https://nyu.box.com/s/l82fjhcj08fc1683tjfo6tysinh29eo/>)

Maintenance of Matriculation (MoM)

A degree can only be awarded to a student who has been continuously matriculated for each Fall and Spring term since entering the program. In order to maintain matriculation, students must either register for at least one course each Fall and Spring, or pay apply for maintenance of matriculation, which incurs a fee of \$1119, as of Fall 2024.

MA, MPH, and MS students who maintain matriculation are still required to complete all degree requirements within 6 years. Doctoral students who maintain matriculation are still required to complete all degree requirements within 7 years.

Students on Maintenance of Matriculation will retain access to their NYU email account, NYU facilities, etc.

How to apply for a Maintenance of Matriculation (MoM)?

1. Download and complete the Maintenance of Matriculation Form (<https://nyu.box.com/s/8myl055q7g32gudpji83brlxnh2ioe02/>).
2. Schedule a meeting with your Program Advisor (<https://publichealth.nyu.edu/students/current/academic-services/#advising>) to discuss this and obtain their signature for the form.
3. Email the signed and completed form to: gph.registration@nyu.edu.

Important Information About Leave(s) and Withdrawal(s)

Remember that:

- When requesting a leave or withdrawal, you accept financial responsibility for all charges, including collection of fees associated with your request, according to the University Refund Policy (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>).
- Withdrawing can impact your financial aid, including eligibility for federal student aid refunds. Financial aid recipients should contact the (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/content/nyu/en/admissions/financial-aid-and-scholarships.html>) Office of Financial Aid with questions.
- Taking a leave or withdrawing can impact your visa eligibility. International students should contact the Office of Global Services (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/visa-and-academic-changes/take-a-leave-of-absence.html>) with questions.
- While on non-sanctioned leave, you are not eligible for NYU student health insurance and lose access to all NYU facilities and resources.
- If you do not request an approved leave of absence or enroll after one term of non-sanctioned leave, you will be deactivated from NYU.
- A term withdrawal or total withdrawal requested after the drop/add deadline of the term will result in W grades on your transcript.
- A leave of absence or withdrawal may affect your campus housing. Contact the Office of Residential Life and Housing Services at housing@nyu.edu for more information.
- Additional information and instructions for taking a Leave or Withdrawal are on the NYU Registrar Website (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/leaves-term-total-withdrawals.html>)

Do not submit a request for leave or term/total withdrawal if:

- You want to drop individual classes after the add/drop deadline, but will remain registered in other classes. Instead, submit a class withdrawal request (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/registration/request-class-withdrawal.html>).
- You intend to complete the remaining degree or research requirements that do not require registration for additional credit-bearing classes.

See our FAQ Page (<https://publichealth.nyu.edu/students/resources/forms-policies/matriculation-leaves-and-withdrawals/>) for more information about Leaves and Withdrawals.

International students: contact the Office of Global Services (<https://www.nyu.edu/content/nyu/en/students/student-information-and-resources/student-visa-and-immigration/current-students/visa-and-academic-changes/take-a-leave-of-absence.html>) with questions.

Financial Aid recipients: contact the Office of Financial Aid (<https://www.nyu.edu/content/nyu/en/admissions/financial-aid-and-scholarships.html>) with questions.

Standards of Conduct

Academic Integrity

The NYU School of Global Public Health values both open inquiry and academic integrity. Students in the program are expected to follow standards of excellence set forth by New York University and

stated in the NYU Academic Integrity Policy Statement (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html>). Such standards include respect, honesty and responsibility. GPH does not tolerate violations to academic integrity including:

- Plagiarism
- Cheating on an exam
- Submitting your own work toward requirements in more than one course without prior approval from the instructor
- Collaborating with other students for work expected to be completed individually
- Giving your work to another student to submit as his/her own
- Purchasing or using papers or work online or from a commercial firm and presenting it as your own work

Students are expected to familiarize themselves with the GPH Statement of Academic Integrity (<https://nyu.box.com/s/qejzmctzmpgo67j5zvl4jkyoefdglo/>) and NYU University's policy on academic integrity (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html>) as they will be expected to adhere to such policies at all times – as a student and an alumni of New York University.

Student Conduct Policies - Non-Academic

If students have any questions regarding the following policies and procedures they are strongly encouraged to meet with the GPH Associate Dean of Student Affairs.

Allegations of non-academic misconduct, as outlined in the University Student Conduct Policy (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/university-student-conduct-policies.html>), against a student of the School of Global Public Health, shall be addressed pursuant to the procedures set forth in the NYU Student Conduct Procedures and administered by the Office of Student Conduct and Community Standards under the authority of the Senior Vice President of Student Affairs. Allegations of academic misconduct (plagiarism, cheating) against a student of the School of Global Public Health shall continue to be addressed by the school in accordance with established procedures listed above.

Student Conduct Procedures

Matters involving allegations of non-academic misconduct are managed under the NYU Student Conduct Procedures (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductprocedures.html>).

Student Conduct Forum for Resolution

As described here (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductforums.html>), the Office of Student Conduct recognizes that, during the college years, some students will have missteps and hit rough patches. We truly believe these experiences can be opportunities for a student to reflect on their education, correct course, and focus toward success. At the same time, students must also be held accountable when their conduct violates the standards of community membership.

While many situations can be addressed through conversational and colloquial measures, other matters may necessitate more formal procedures depending on the severity of the alleged conduct and potential sanctions. Upon receipt of a report, the Office of Student

Conduct shall review the matter and determine an appropriate forum for resolution. All forums, as outlined below, are administered to ensure that any student accused of violating University policy (the “respondent”) is afforded a fair and impartial process.

Non-Discrimination and Anti-Harassment

New York University is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the University is committed to enforcing this Non-Discrimination and Anti-Harassment Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/harassment-and-discrimination.html>) and Complaint Procedures (<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/harassment-and-discrimination.html>) at all levels in order to create an environment free from discrimination, harassment, retaliation and/or sexual assault. Discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis is unlawful and undermines the character and purpose of the University. Such discrimination or harassment violates University policy and will not be tolerated.

The Office of Equal Opportunity (<https://www.nyu.edu/about/leadership-university-administration/office-of-the-president/chief-of-staff/equal-opportunity.html>) is the University’s neutral unit charged with investigating allegations of discrimination and harassment in the working and learning environments in accordance with the University’s Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees.

Bias Response Line

The New York University Bias Response (<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/bias-response.html>) Line provides a mechanism through which members of our community can share or report experiences and concerns of bias, discrimination, or harassing behavior that may occur within our community. Experienced administrators in the Office of Equal Opportunity (OEO) receive and assess reports, and then help facilitate responses, which may include referral to another University school or unit, or investigation if warranted according to the University’s existing Non-Discrimination and Anti-Harassment Policy. The Bias Response Line is designed to enable the University to provide an open forum that helps to ensure that our community is equitable and inclusive.

Title IX

New York University is committed to complying with Title IX (<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/title9.html>) and enforcing University policies prohibiting discrimination on the basis of sex. NYU does not discriminate on the basis of sex or gender and is committed to complying with Title IX and related laws and guidance, enforcing University policies prohibiting discrimination, and maintaining a safe learning, living, and working environment. University policy specifically prohibits sex discrimination in any education program or activity that NYU operates, as required by Title IX; this requirement extends to admission and employment, as well as prohibiting retaliation against someone for filing a complaint of sex discrimination.

To these ends, the responsibilities of NYU’s Office of Equal Opportunity (OEO) include managing the University’s response to reports of discrimination and harassment, including alleged violations of NYU’s Sexual Misconduct, Relationship Violence, and Stalking Policy (“Sexual Misconduct Policy” or “the Policy”). OEO also serves as a resource for any questions or concerns about sex discrimination, sexual harassment,

sexual violence, or other forms of intimate/sexual misconduct, and is available to discuss your rights and judicial options.

For more information about NYU’s procedures, how to report information under Title IX and applicable policies, or to make a Formal Complaint, please see the linked webpages below or contact title9@nyu.edu. Please note that any questions about the application of Title IX to NYU may be referred to NYU’s Title IX Coordinators, the Office for Civil Rights, or both. Additional information is available at the U.S. Department of Education’s Title IX website and New York State’s “Enough is Enough” legislation page.

Redress of Grievances

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

Academic Misconduct Procedures

Introduction

Pursuant to the New York University By-laws and Student Conduct Procedures, the faculty of the GPH School of Global Public Health adopts the following procedures for allegations relating to academic misconduct as defined below (the “GPH Academic Misconduct Procedures”). The GPH Academic Misconduct Procedures are not exclusive and are not intended to prevent informal resolution.

Allegations of 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>), against a student of GPH will be addressed pursuant to the procedures set forth in the NYU Student Conduct Procedures (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductprocedures.html>) and administered by the Office of Student Conduct under the authority of the Senior Vice President of Student Affairs.

Allegations of sexual assault, harassment, and other forms of sexual misconduct against a student of GPH will be addressed under the New York University Sexual Misconduct, Relationship Violence, and Stalking Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct-relationship-violence-and-stalking-policy.html>).

Academic Misconduct

Students of the GPH and New York University have joined an academic community that presumes certain behaviors and norms. As members of this community, students are expected to conduct their academic work with the highest integrity and to avoid any behaviors that jeopardize the well-being of others or disrupt educational activities.

All students are required to review and acknowledge GPH’s online Statement of Academic Integrity (<https://publichealth.nyu.edu/students/resources-forms-policies/#statement>) explaining these policies and procedures prior to the beginning of classes. Each student affirms that they have read the Statement of Academic Integrity, indicating an understanding of the academic code, resources to consult regarding academic integrity, and potential ramifications of violations. Student Affairs administrators maintain date and time stamped records of each student’s electronic affirmation.

Academic Misconduct includes: cheating on exams or assignments, submitting your own work towards requirements in more than one class

without the explicit prior permission of the instructors, providing your work for someone else to submit as his or her own, collaborating on work intended to be done individually, using generative artificial intelligence applications without attribution or when the instructor/syllabus indicates it is not allowed, forgery of academic documents, and plagiarism. Academic misconduct is based on actions rather than intent.

Cheating consists of violating the course rules for taking exams or working on assignments including copying others' work, using unauthorized aids, and using external material on closed book exams.

Plagiarism consists of presenting ideas or words without adequate acknowledgment of their source. Any of the following acts constitutes plagiarism:

1. Using a phrase, sentence, or passage from another person's work without quotation marks AND attribution of the source. (Both quotations and attribution are necessary.)
2. Using text from a source that is rearranged, paraphrased, or discussed without attribution to the source;
3. Submitting work where a central idea for a section/paragraph is taken from a source, written in the student's own words, and not cited in the text;
4. Submitting work completed by another (including work that was accessed via the internet) copied in its entirety or modified without attribution to the source.

In addition to the examples of plagiarism noted above, below we provide several websites that discuss plagiarism further. Consult these resources for understanding and avoiding plagiarism:

1. Citing Sources, New York University Libraries, (<https://guides.nyu.edu/citations/>)
2. "Plagiarism: What is It and How to Recognize and Avoid It," The Writing Center at Indiana University, (<https://wts.indiana.edu/acc-docs/writing-guides/plagiarism-how-to-avoid.pdf>)
3. "Principles Regarding Academic Integrity," Northwestern University, (<https://www.northwestern.edu/provost/policies-procedures/academic-integrity/principles.html>)
4. "Sources," Dartmouth College (<https://writing-speech.dartmouth.edu/learning/materials/sources-and-citations-dartmouth/#1>)

Disciplinary Procedures

An allegation of Academic Misconduct ("Complaint") can be filed by faculty members, students, or administrators ("Complainant") against a GPH student ("Respondent"). Complaints should be made to the Department Chair / Program Director where the course is housed (hereinafter the 'Department Chair') and the Interim Assistant Dean of Master's Education (hereinafter the 'Assistant Dean').

Upon receiving a Complaint, the Assistant Dean will determine whether the Respondent has previously been found responsible for Academic Misconduct ("Prior Offense") and whether there are other pending Complaints against Respondent.

Informal Resolution

The Assistant Dean, with guidance from the Department Chair, may attempt to resolve the Complaint informally and by mutual consent between the Respondent and the faculty member responsible for the academic setting of the Complaint. Where the Respondent admits to

Academic Misconduct, the Vice Dean will log the Complaint and the resolution and inform the Respondent.

If informal resolution by mutual consent is not possible for any reason, the matter will be referred to an ad hoc Disciplinary Hearing Panel for a formal hearing.

Academic Misconduct Hearing

If the Assistant Dean, with guidance from the Department Chair, determines that the Complaint warrants proceeding with a formal hearing, the Vice Dean will notify the Respondent in writing of the Complaint(s). The notice shall specify the alleged misconduct and policy violation.

The Department Chair will create a Hearing Panel to consider the case.

The Hearing Panel will be ad hoc and composed of:

- the Interim Assistant Dean of Master's Education (as the Presiding Panelist)
- one faculty member (not the course instructor); and
- the Department Chair in which the course is housed.

If the Department Chair or Assistant Dean is the course instructor, the Disciplinary Hearing Panel will be composed of two faculty members and one senior administrator (i.e., Interim Assistant Dean of Public Health Practice and Doctoral Programs or Vice Dean of Faculty Affairs), who will serve as the Presiding Panelist.

The Complainant(s) and Respondent shall be provided the names of the Hearing Panel members at least three days prior to the hearing and may challenge their participation on the basis of conflict of interest or bias. Hearing Panelists should recuse themselves if they have a conflict of interest or bias.

The parties may request the presence of a reasonable number of witnesses on their behalf and shall submit the names of all witnesses that they would like to testify at the hearing at least one week prior to the Hearing. The Hearing Panel has the discretion to limit the number of witnesses appearing at the hearing or to request that additional witnesses appear and testify. The Hearing Panel does not have the authority to compel the attendance of any witness.

In advance of the hearing, the Presiding Panelist will present the case materials to the Hearing Panel.

Hearings

The Hearing Panel shall control the conduct of the hearing proceedings, which are not governed by formal rules of evidence. Hearings are confidential; hearings will not be advertised publicly and members of the hearing panel will only discuss the hearing findings in compliance with FERPA guidelines. An audio recording of the hearing shall be made.

Following the hearing, the Hearing Panel shall meet in closed session. The Hearing Panel shall first vote on whether the Respondent has committed the alleged disciplinary infraction. If a majority of the Hearing Panel determines that the Respondent has committed a disciplinary infraction, the Hearing Panel will decide the disciplinary sanction to be imposed. A majority vote of the Hearing Panel is necessary for a valid decision.

The Hearing Panel shall prepare a written decision which shall include:

1. A short statement of the charge against the Student;
2. A summary of the findings of fact and conclusions made by the Hearing Panel;
3. A statement of the decision of the Hearing Panel; and
4. The penalty imposed by the Hearing Panel.

The Presiding Panelist shall inform the Dean of the Hearing Panel's findings. The Dean shall promptly provide the Student with a copy of the Hearing Panel's decision, and all appropriate notations in the Student's record shall be made.

Rights of the Respondent

The Respondent has the right to be informed in writing of the charge(s) against him or her and the name(s) of the person(s) who filed the complaint.

The Respondent has the right to consult with an adviser or counsel of their own choosing (who may be an eligible and consenting faculty member) to assist them in the preparation of the defense. No member of the Hearing Panel or Dean shall be eligible to serve as an adviser under this section. The adviser or counsel may assist the Respondent in the preparation of the Respondent's case for the initial hearing and any appeal. The adviser or counsel may also appear at any pre-hearing conference or at the Hearing and shall have the right to examine witnesses by putting questions directly to the witness directly, or by asking questions through members of the Hearing Panel. The method shall be determined by the Hearing Panel and may be altered by it at any time.

Disciplinary Sanctions

Academic penalties may be imposed by the faculty member in whose course or assignment the infraction was made if the Hearing Panel find the Student responsible. These may include failing the assignment, failing the course, requiring additional academic work, lowering the student's overall grade, or some combination.

At the discretion of the Hearing Panel, additional sanctions may be imposed beyond the academic penalties – whether the case was heard by informal resolution or through a formal hearing. Such decisions based on current findings and any record of prior infractions, may include any one or more of the following disciplinary sanctions:

- **Warning:** Notice to the Student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.
- **Censure:** Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction of another violation of a University regulation within a period of time stated in the reprimand.
- **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation. Notification that a more severe disciplinary sanction may be imposed if the Student commits a second disciplinary offense while on disciplinary probation.
- **Suspension:** Exclusion from classes and other privileges or extracurricular activities as set forth in the notice of suspension.
- **Dismissal:** Termination of student status for an indefinite period. The conditions for readmission, if any permitted, shall be stated by the panel in the order of dismissal.
- **Expulsion:** Permanent termination of a student's status.

Appeals

Appeals of the Hearing Panel's decision shall be brought to the Dean of the School. The Student may appeal from any adverse determination but only on the grounds that (i) the procedure followed at the hearing deprived the respondent of a fair opportunity to respond adequately to the complaint or (ii) the evidence in the record taken as a whole does not substantially support the Hearing Panel's action.

The appeal must be in writing, must state the basis for the appeal, and must be sent by electronic mail to the Dean within 20 working days of the date on which the final report of the Hearing Panel was given to the Student. The appeal shall be limited to a review of the record of the Hearing, including the Hearing Panel's decision, and of any materials presented as evidence at the hearing.

The Dean's decision shall be made within 20 working days of the date on which the Student's appeal was received. The Dean has the discretion to stay the sanction imposed by the Hearing Panel pending the appeal. The Dean shall prepare a written decision on the appeal and may affirm the Hearing Panel's action, modify it in any respect (including the imposition of a more or less severe sanction), reverse it, or remand the case for further proceedings by the Disciplinary Hearing Panel.

Any decision by the Dean, other than a remand, shall be final and binding.

Criminal Investigations/Convictions

The GPH recommends that students receive degrees upon the faculty's certification to the President that students are qualified to earn them. The President recommends qualified candidates to the Board, which ultimately confers all degrees. GPH reserves the right to withhold, delay, or rescind its certification of qualification in the case of any student who has not complied with GPH's academic integrity and conduct standards, University rules, or federal, state or local law while enrolled as a student at GPH. Where the facts are beyond legitimate dispute, such as when a student has committed a crime as evidenced by the student having entered a guilty plea, plea of nolo contendere or similar plea, or having been convicted of a crime, GPH may withhold, delay, or rescind a degree following a faculty vote without further proceedings. In other cases, the student may request a hearing under the procedures set forth above before the faculty considers whether to withhold or confer a degree or rescind its prior recommendation to confer a degree. If there is insufficient time for the hearing prior to the date the degree would otherwise be awarded, the GPH may, at the discretion of the Dean, withhold the degree pending the completion of the disciplinary process and the faculty's consideration of that process. Similarly, where a student is involved in a matter that is expected to be resolved, such as judicial proceedings that are expected to result in a judicial resolution of a charge of crime or fraud, the GPH may, at the discretion of the Dean, defer consideration of whether to withhold or confer a degree or rescind its prior recommendation to confer a degree, pending the resolution of such charges, even if this may delay the faculty's consideration of a candidate beyond their expected graduation date.

All students are required to advise the Dean of any criminal investigation or conviction, or any investigation or legal judgment for civil fraud. Students need not advise the Dean of misdemeanor offenses. Notice must be given in writing, no later than two weeks after the student learns of the investigation, conviction, or legal fraud judgment. A failure to provide such notice may itself constitute grounds for withholding, delaying, or rescinding a degree.

Recording/Record Keeping

The records of all Academic Misconduct allegations, preliminary assessments, and Hearings shall be kept and maintained by the Vice Dean for Academic Affairs. Student files, at a minimum, shall reflect any affirmative findings of a disciplinary infraction made by a Hearing Panel (and, where appealed, affirmed by the Dean) for conduct during the Student's enrollment at GPH.

The Vice Dean will maintain a log of all instances of Academic Misconduct.

The Vice Dean shall be responsible for preparing an annual reporting summary to ensure that the GPH community is made generally aware of the outcomes of Academic Misconduct proceedings. Annual reports shall omit Personally Identifying Information.

Adapted from NYU Wagner (<https://wagner.nyu.edu/portal/students/policies/code/#sec-A>).

Internships Applied Practice Experience

The NYU Master of Public Health program requires all students to complete an Applied Practice Experience Program (APE) which includes 180-hours of hands-on public health practice and two courses taken in the final year of the academic program. The APE provides students the opportunity to become familiar with the kinds of organizations that put into practice the theory, concepts, and methods taught in the MPH program. Students will be able to choose their own field placement with NGOs, governmental agencies, multilateral institutions, community-based organizations, or private sector companies based within the US and overseas.

The course you will complete depends on your concentration:

- CHSP, ENV, GH, PHN, PHPM, and SDG students complete GPH-GU 2359 Applied Practice Experience Seminar and GPH-GU 2360 Integrative Learning Experience Seminar; these courses may be taken in the same semester or across two semesters.
- BIOS, EPI, and SBS students complete GPH-GU 2686 Thesis I: Practice and Integrative Learning Experiences in the Fall and GPH-GU 2687 Thesis II: Practice and Integrative Learning Experiences in the Spring. Additional information about Thesis may be found here (<https://publichealth.nyu.edu/programs/applied-practice/completing-ape/thesis-track/>).

Students in the Biostatistics MS program are *highly recommended* to complete an APE during the summer and possibly through the fall semester. This experience will best prepare students for their Thesis, a required component of the MS program.

Students in the Epidemiology MS program must complete an Applied Research Experience (ARE), which is an internship with a *strong research focus*. This includes projects focusing on analyzing, interpreting, and modeling data from public health, health care, biomedical, clinical, and population-based studies. The experience can be completed during the summer and possibly through the fall semester. This experience will best prepare students for their Thesis, a required component of the MS program.

Additional information and registration deadlines can be found at the Applied Practice Experience website (<https://publichealth.nyu.edu/>

master-public-health/applied-practice/). For questions, please reach out to the GPH Office of Practice at gph.practice@nyu.edu.

Placement Exams

The computing requirement for MPH and MS students in Biostatistics is the successful completion of GPH-GU 2182 Statistical Programming in R **OR** GPH-GU 2286 Introduction to Data Management and Statistical Computing. This requirement must be completed in the first year of the degree program. Students who feel they know the material in GPH-GU 2182 Statistical Programming in R sufficiently well are eligible to take an online exam to waive one the course. The exam is offered shortly before the start of the Fall semester and students will be emailed with exact dates, along with a form to sign up for the exam. The material covered in this course includes R objects, data visualization, data import & export, and data manipulation, organizing and modifying data, operating on various data object types, creating functions and iterations for statistical simulations, and writing high-quality reports with R Markdown.

Questions about the exam may be directed to gph.bsadmin@nyu.edu.