

ACADEMIC POLICIES

Graduation

Graduation Dates

The official NYU graduation dates occur in August, January and May each year. Students are responsible to know and follow all NYU Meyers and University graduation procedures and deadlines.

Graduation After Defense

Doctoral students may graduate no later than the second graduation date subsequent to the defense of the dissertation. Failure to do so will make the defense null and void.

Incomplete Grades

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

Teaching Residency and Research Residency

All students must complete 60 hours of Teaching Residency and 1200 hours of research residency as graduation requirements.

Administrative Procedures

Graduation Tracking in SIS

Graduation Tracking records are created in SIS for each student who has applied for graduation, by the Office of the University Registrar. The PhD Program Office is responsible for the following:

- The PhD Program Office must review the Graduation Tracking record in SIS. Additions or changes are to be noted on the Graduation Tracking record using Academic Memo Management System.
- Senior Associate Dean, Academic Affairs must approve the graduation on the Graduation Tracking record.
- The PhD Program Office should submit appropriate documentation where necessary or requested by the Registrar (e.g., comprehensive exam results, thesis reader sheets, language qualification reports, waivers, validation of coursework, etc.), using the Academic Memo Management System.
- Dissertation Committee Members not Part of the Full-Time Faculty of NYU Meyers: The Executive Vice Dean must approve any committee members who are not members of the full-time faculty of NYU Meyers by signing the Outside Dissertation Reader Approval Form. A C.V. for the outside reader must be attached and the form and C.V. must be made part of the student's permanent file and a copy must be forwarded to OAAS along with all other required material.
- Doctoral Oral Defense Procedure: The vote and approvals of a defense must be indicated on the Doctoral Thesis Oral Defense Form, which must be submitted to the NYU Meyers Assistant Registrar.
- Applying for Graduation: It is the student's responsibility to apply for graduation and it is recommended that students apply for graduation no later than the beginning of the semester in which all program requirements are expected to be completed. Waiting to receive end of term dissertation defense results before applying for graduation may result in a delay in graduation. Refer to the specific deadlines for the completion of requirements for each graduation available listed in Office of the University Registrar's Graduation website (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html>).

- Submitting the PhD Dissertation: A candidate for a PhD degree must follow the NYU Meyers doctoral dissertation guidelines on Submitting Your Dissertation in the Student Handbook and submit the forms there to the indicated offices. The guidelines outline the procedures and deadlines for preliminary and final submission of the dissertation, including necessary forms, payment, typography and pagination. Students should be aware that NYU Meyers deadlines precede University deadlines.

Proof of Degree Completion

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

Returning Dual Degree Eligibility

Rematriculating Dual Degree students (students who earned the BS degree in nursing at NYU Meyers and were previously accepted into and participated in the Dual Degree program) must notify the NYU Meyers Office of Student Affairs and Admissions of their intention to matriculate into the graduate program. This notification must be submitted by the early action application deadline of the term in which the student desires to continue the graduate program as a master's student. Dual degree students must matriculate into the master's program after gaining 1 year of experience as an RN and within two years of graduation from the BS program. If a dual degree student does not matriculate into the master's program within two years of graduation, they must re-apply to the graduate program and are not guaranteed admission.

Transfer and Articulation Agreements

The state approved progression plans for all NYU Meyers graduate programs function as required curricula and determine students' course requirements, sequencing of coursework and course progression. Students may transfer up to nine credits of relevant core requirements taken prior to their matriculation at NYU Meyers from accredited colleges and universities only. Coursework must have been completed within the last seven years with a grade of B or better and may not have been counted toward another degree. Students have until the end of the add/drop deadline of their first term at NYU Meyers to transfer in prior course credit. After this deadline, no additional courses may be transferred in, and matriculated students are expected to take all of their remaining course requirements at NYU Meyers. Complete the Graduate Program Transfer Credit Request form to determine your eligibility.

College Graduate Non-Accelerated (GRD): Any additional course(s) that was/were not included in an applicant's admissions application must be approved by the NYU Rory Meyers College of Nursing Asst. Director for Undergraduate Student Affairs and Admissions. Without prior approval, acceptance of any additional coursework for transfer credit is at the sole discretion of NYU Meyers administration. A second-degree non-accelerated student must complete at least one prerequisite course to the nursing clinical sequence at NYU Rory Meyers College of Nursing in their first semester of matriculation to NYU Meyers.

PhD

NYU Meyers PhD Programs accepts transfer credit from accredited graduate institutions.

- A student must apply for transfer credit, for courses taken prior to admission, within the first academic year of attendance as a matriculant.

- Students may transfer credit for courses taken at another institution while matriculated at NYU as long as the Senior Associate Dean, Academic Affairs has given written approval for the course(s) to be transferred in prior to the student's enrollment in those courses.
- Courses counted toward any doctoral degree that has been awarded and is not part of a registered dual degree program may not be applied to a NYU Meyers doctoral degree.
- A grade below B is not eligible for transfer credit.
- A pass/fail type grade such as P or S will be accepted for transfer at the discretion of the Senior Associate Dean, Academic Affairs.
- If transfer is requested for a three-credit course at another institution, then only a maximum of three credits will be granted by NYU up to the maximum amount allowed.
- An external credit earned on the quarter system is worth two-thirds of an NYU credit. Individual courses must be rounded down to the nearest half point.
- NYU Meyers awards international transfer credit in accordance with current guidelines regarding equivalency as determined annually by the Assistant Director of Graduate Student Affairs and Admissions and the PhD Admissions Committee.
- NYU graduate courses taken prior to enrollment in the NYU Meyers PhD Program, and not used to earn another degree, are eligible to count toward the degree and will not be counted as transfer credits with regard to the maximum level of transfer credit allowed or the minimum grade requirement. The PhD Program Director will be the final arbiter of which of these courses will count toward the degree.
- Transfer of credit for individual courses older than ten years will not be allowed.

Transfer of Program

In order to transfer from one MS program to another program, a student must do the following:

1. Meet with their current Program Director to inform them of intention to transfer to another program.
2. Ask if the Program they want to transfer to is accepting internal transfers.
3. If the program is accepting Internal Transfer students, please complete the Internal Transfer Form (<https://nursing.nyu.edu/forms/ms-internal-program-change/>).
4. Make an appointment with the intended Program Director and bring a completed curriculum progression sheet for the current program to the interview as well as the intended program transfer curriculum progression sheet.
5. Student must be accepted for a program transfer by the respective Program Director.
6. Students should file a revised matriculation agreement.

NOTE: Students are not automatically able to transfer from one program to another.

Grading

Master's and Advanced Certificate

Grading Scale

A = 92.45%
 A- = 89.45%
 B+ = 86.45%
 B = 82.45%
 B- = 79.45%

C+ = 76.45%
 C = 72.45%
 C- = 69.45%
 D+ = 66.45%
 D = 59.45%

Final Course Grade

Final course grades involving decimals will be rounded up to the next whole number when equal to 0.45 or greater. For example, 89.45 will be rounded to a 90.

Grade Point Average Requirements

To remain in good academic standing, a student must maintain a minimum GPA of 2.77. The scale of grades is based on a 4-point scale as follows:

A = 93 to 100 (4.0 points)
 A- = 90 to 92 (3.667 points)
 B+ = 87 to 89 (3.333 points)
 B = 83 to 86 (3.0 points)
 B- = 80 to 82 (2.667 points)
 C+ = 77 to 79 (2.333 points)
 C = 73 to 76 (2.0 points)
 C- = 70 to 72 (1.667 points)
 D+ = 67 to 69 (1.333 points)
 D = 60 to 66 (1.0 points)
 F = 59 & below (0 points)

- W = Official withdrawal. If a student is failing a course after the withdrawal deadline, they will not be allowed to withdraw from the course; the grade will be reported as F.
- R = Registered paid auditor, not graded.
- P = Pass, not counted in average.
- I = Incomplete.

Note: There are no A+, D-, or F+ grades.

Course Repeat Policy

If a student repeats a course after receiving a failing grade, both the first and the second grades are counted in the grade point average (GPA). Both grades remain on the transcript.

Incomplete Grades

At the discretion of a course instructor and only under exceptional circumstances a student can request an incomplete (I) grade. If the course instructor agrees to render a grade of incomplete for a particular course, the student must fill out an Incomplete Grade form with the faculty member rendering the incomplete grade. It is incumbent upon the student to bring the form to their faculty member. The Incomplete Grade form may be found on the NYU Rory Meyers College of Nursing website. The length of the contract period is determined by the course instructor, but cannot exceed six months after the close of the semester and students must complete at least 50% of the course requirements by the end of the semester of record. If outstanding work is not completed or submitted by the deadline indicated on the Incomplete Grade form, the I grade becomes an F. Nursing students will not be permitted to take any new courses if they have an unaddressed incomplete grade on their transcript.

Students with 9 credits or more of incomplete grades on their transcript at any one time will be considered as not making satisfactory progress in their programs of study and will be subject to probation. Students who have three probationary terms or two consecutive probationary terms will

be subject to dismissal. They will be subject to dismissal if they have 18 such credits on their transcripts at any one time. (Any N grade course that has been repeated with a passing grade will not be counted in these totals, nor will courses in which I grades are normally given.)

Please note the following:

- A GPA average of 2.77 is required for the master's degree and advanced certificate degrees
- The passing grade for master's program courses is 80% (B-).
- In population and specialty component courses with a theory and clinical component, the clinical component is taken pass/fail (P/F). A pass (P) is required in the clinical component and a minimum grade of 80% is required to pass this course.
- Population and specialty component practicum courses are taken pass/fail (P/F).

NOTE: NYU Meyers urges students taking courses in other schools and colleges to check with the respective schools for details of their grading policies because they may differ from those of the College.

Doctor of Nursing Practice (DNP)

Grading Scale

A = 92.45%
 A- = 89.45%
 B+ = 86.45%
 B = 82.45%
 B- = 79.45%
 C+ = 76.45%
 C = 72.45%
 C- = 69.45%
 D+ = 66.45%
 D = 59.45%

Final Course Grade

Final course grades involving decimals will be rounded up to the next whole number when equal to 0.45 or greater. For example, 89.45 will be rounded to a 90.

Grade Point Average Requirements

To remain in good academic standing, a DNP student must maintain a minimum GPA of 3.0.

The scale of grades is based on a 4-point scale as follows:

A = 93 to 100 (4.0 points)
 A- = 90 to 92 (3.667 points)
 B+ = 87 to 89 (3.333 points)
 B = 83 to 86 (3.0 points)
 B- = 80 to 82 (2.667 points)
 C+ = 77 to 79 (2.333 points)
 C = 73 to 76 (2.0 points)
 C- = 70 to 72 (1.667 points)
 D+ = 67 to 69 (1.333 points)
 D = 60 to 66 (1.0 points)
 F = 59 & below (0 points)

If a student repeats a course in which they have received a failing grade, the two course grades are averaged to determine the course GPA.

- W = Official withdrawal. If a student is failing a course after the withdrawal deadline, they will not be allowed to withdraw from the course; the grade will be reported as F.

- R = Registered paid auditor, not graded.
- P = Pass, not counted in average.
- I = Incomplete

NOTE: There are no A+, D-, or F+ grades.

Incomplete Grades

At the discretion of a course instructor and only under exceptional circumstances a student can request an incomplete (I) grade. If the course instructor agrees to render a grade of incomplete for a particular course, the student must fill out an Incomplete Grade form with the faculty member rendering the incomplete grade. It is incumbent upon the student to bring the form to their faculty member. The Incomplete Grade form may be found on NYU Meyers' website. The length of the contract period is determined by the course instructor, but cannot exceed six months after the close of the semester. If outstanding work is not completed or submitted by the deadline indicated on the Incomplete Grade form, the I grade becomes an F. Nursing students may not be permitted to take any new courses if they have an unaddressed incomplete grade on their transcript.

Students with 9 credits or more of "I" on their transcripts at any one time will be considered as not making satisfactory progress in their programs of study and will be subject to probation. Students who have three probationary terms or two consecutive probationary terms will be subject to dismissal. They will be subject to dismissal if they have 18 such credits on their transcripts at any one time. (Any I grade course that has been repeated with a passing grade will not be counted in these totals, nor will courses in which I grades are normally given.)

NOTE: The College urges students taking courses in other schools and colleges to check with the respective schools for details of their grading policies because they may differ from those of the College of Nursing.

PhD

Academic Good Standing

NYU Meyers requires students to maintain an overall GPA of 3.0 or higher and must obtain a grade of at least 80% (B-) in all required courses. Courses with grades of "I", "N", "NR", "W", and "F" are not considered successfully completed. Students also must be within time to degree limits. These standards are minimal requirements for academic good standing.

- PhD students are required to complete the degree within 7 years of the date of matriculation (indicated on each student's statement of requirements).
- Transferred credits are not figured into GPA at NYU.
- Coursework may be completed in full- or part-time study.
- Students who do not meet the GPA requirements will be placed on academic notice.

Grades

The scale of grades is based on a 4-point scale as follows:

A 93 and above (4.0 points)
 A- 90-92 (3.7 points)
 B+ 87-89 (3.3 points)
 B 83-86 (3.0 points)
 B- 80-82 (2.7 points)
 C+ 77-79 (2.3 points)
 C 73-76 (2.0 points)
 C- 70-72 (1.7 points)
 D+ 67-69 (1.3 points)

D 60-66 (1.0 points)

F 59 and below (0 points)

Pass/Fail (Both count for credit. P does not count in GPA; F counts in GPA)

- P Pass
- F Fail

Audit (Does not count in GPA or for credit)

- R Audit

Incomplete Grades

- I Incomplete
- NR No Grade Submitted
- W Withdrawal

NOTE: There are no A+, D-, or F+ grades.

Grading policy updated for fall 2016 and beyond as voted upon by the NYU Meyers Curriculum Committee, and ratified by the NYU Meyers Baccalaureate, Master's, and PhD workgroups.

If a student repeats a course in which they have received a failing grade, both the first and second grades are counted in the grade point average (GPA).

Abbreviations:

- W = Official withdrawal. If a student is failing a course after the withdrawal deadline, they will not be allowed to withdraw from the course; the grade will be reported as F.
- R = Registered paid auditor, not graded.
- P = Pass, not counted in average.
- N = Not counted (see note below).
- I = Incomplete; may be made up within time limits. If not made up, grade lapses to F. The F will be calculated into the GPA.

NOTE: NYU Meyers PhD Program urges students taking courses in other schools and colleges to check with the respective schools for details of their grading policies because they may differ from those of NYU Meyers.

Change of Grades

Only an incomplete grade, "I" or "NR" may be changed unless the original grade resulted from a programmatic clerical error in recording. No change of grade will be awarded to any student for work submitted after graduating, withdrawing, or being terminated; for submitting additional coursework; or by who audits the course, officially or unofficially, after a grade has been submitted.

Incomplete Grades

Under exceptional circumstances and at the discretion of the course instructor, an incomplete (I) may be granted, based on the student's performance throughout the course of the semester. The length of the contract period for the completion of the course is fixed by the instructor, but may be no longer than 6 months after the close of the semester (this time limit does not apply to NURSE-GN 3313 Dissertation Proposal Seminar Nsg). If outstanding work has not been completed by the end of the agreed upon time, an "I" becomes an "N" (no credit) on the student's academic record. If the outstanding requirements for the course have been completed within the specified time period, that work will be considered along with the remainder of the course performance to determine the student's

earned grade. No extension will be granted beyond the end of the contract date specified on the Incomplete Grade Form.

- Students may not audit the course, officially or unofficially, as a means of completing an incomplete grade.
- If a student is approved for a leave of absence (see 4.8), any time the student spends on that leave of absence will not count toward the time allowed for completion of the coursework when a grade of "I" has been submitted.
- If a student permanently separates from the PhD Program either through withdrawing or graduating, the PhD Program may request that the student be withdrawn from any course in which the student has an incomplete grade, "I" or "NR", at the time of the withdrawal. Such a request may only be filed within one semester of the student's separation.

Pass/Fail Option

NYU Meyers PhD students may opt to take a course with standard letter grading under pass/fail grading with the permission of the course instructor and the student's adviser. The student must apply prior to the end of the ninth week of the semester to have pass/fail grading for a fall or spring term course and prior to the ninth meeting of a summer or special session course. The pass grade "P" counts for credit but does not affect the GPA. The fail grade "F" is identical to an "F" in the standard letter grading system with regard to credit and GPA. Students matriculated in NYU Meyers apply for the pass/fail option through NYU Meyers regardless of the school offering the course. A student matriculated in another school at NYU must apply through the student's home school for and abide by the rules of the home school governing the pass/fail option if the student wishes to take a NYU Meyers course under pass/fail grading.

NYU Meyers PhD students may elect to take a total of 6 additional credit hours pass/fail other than the 4 total hours of NURSE-GN 3313 Dissertation Proposal Seminar Nsg Dissertation Proposal Seminar and the PhD Forum courses NURSE-GN 3361 PhD Forum I, NURSE-GN 3362, NURSE-GN 3363, NURSE-GN 3364, all of which are taken pass/fail.

- Students may NOT take the following courses pass/fail: NURSE-GN 3325 Conceptual Approaches to Health Equity, NURSE-GN 3351 Contemp Design & Meth I, NURSE-GN 3352 Contemp Design & Meth II, NURSE-GN 3353 Synthesis of Evidence: Principles, Approaches, and Methods, NURSE-GN 3350 Philosophical & Theor Perspetvs or Nursing, NURSE-GN 3501 Biostatistics I, or NURSE-GN 3502 Biostatistics II. When taking a course pass/fail, if the student passes, the grade does not figure into the GPA. If the student fails the course, that grade is figured into the GPA.
- Pass/fail option forms must be filed prior to the end of the ninth week of the semester for fall and spring semester courses. The academic adviser or dissertation chairperson must approve via email.
- The decision to use the pass/fail option cannot be changed after the pass/fail option form has been filed (a letter grade will not be recorded).

Auditing

Students officially auditing a NYU Meyers course pay full tuition and fees for the course but receive neither a grade nor academic credit. Forms must be filed by the first week of classes. Individuals who are not officially enrolled at NYU may not attend NYU Meyers courses in any manner.

Final Cumulative GPA

GPA is final after the dissertation requirement is met.

Academic Standing and Progress

Master's

Leave of Absence, Withdrawal and Maintenance of Matriculation

Master's students who are taking a leave of absence are referred to their academic adviser to discuss their request for a Leave of Absence (LOA) or Official University Withdrawal (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/leaves-term-total-withdrawals.html>). A leave of absence (personal or medical) may be taken for a maximum of two semesters; that is, two continuous semesters equaling one academic year or two separate LOA semesters, each taken in different academic years. Two LOAs are the maximum in the lifetime of a degree. Students must also complete an online withdrawal form, which is University based, and is found in their Student Center Directions for submitting an LOA, Semester Withdrawal or Complete withdrawal are posted on the Registrar's website (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation.html>).

Please note that leave of absence requests for medical reasons are assessed by the NYU Student Health Center prior to approval.

For students who are requesting an LOA, please review the Maintenance of Matriculation information.

Students should also consult the Bursar's Refund Schedule (<http://www.nyu.edu/bursar/refunds/schedule.html>) to determine the financial implications of taking an LOA or University Withdrawal.

NYU Rory Meyers College of Nursing adheres to the policy that continuous maintenance of matriculation (MM) is required. After two leave of absence semesters (LOA), if a graduate student does not enroll in classes, the student must transition to enrollment of Maintenance of Matriculation. The MM fee is the cost of tuition for one graduate nursing credit plus a nonrefundable registration and services fee. Registration procedures for MM are the same as any credit-bearing course. If these steps are not taken and the student does not register for MM, the student must reapply to the program and will be billed for past MM fees when they reappear to register or re-enroll.

There is a maximum of two semesters of maintenance of matriculation permitted. All course requirements must be completed within six years from the date of matriculation. Continuous maintenance is required.

GPA and Grade Requirements

Students who do not meet the course grade or GPA requirements will be placed in academic jeopardy.

There are two levels of academic jeopardy:

Academic notice:

1. If one course is below 80%, regardless if the cumulative GPA is 2.77 or above*
2. If one course is below 80% and the cumulative GPA falls below a 2.77*
3. Occurs after the second consecutive semester a student falls below a cumulative GPA of 2.77.

*Students are required to register for a failed course the next semester in which it is offered and must complete the course; the student will not be permitted to withdraw from the course.

Dismissal: Occurs for one of the following reasons:

1. Upon failing a repeated course regardless if the cumulative GPA is 2.77 or above.
2. Upon failing a 2nd course regardless if the cumulative GPA is 2.77 or above.
3. After the third consecutive semester a student falls below cumulative GPA of 2.77

Application for Readmission Following Dismissal

Students who are dismissed from Rory Meyers College of Nursing may apply for readmission one year from the date of their dismissal. A student may reapply to any master's program, including the program from which the student was dismissed. The decision for readmission is based on review of a student's academic record and the student's written statement detailing any changes or progress that show promise for success in the program. If readmitted, students are automatically placed on academic notice and will be provided with a student action plan for success that may include repeating previous coursework. Failure of any subsequent coursework or failure to comply with the student action plan may result in a second dismissal from the College.

Student Access to Records and Advising Files

Current and former students desiring to review or access information or records contained in their Advising File should be directed to the Office of the University Registrar to complete a record request form. For information on how to obtain and submit a record request form, please contact the Office of the University Registrar (registrar@nyu.edu). Students may only obtain copies of their clinical evaluations from the Rory Meyers College of Nursing Office of Graduate Programs by submitting a request via email at nursing.graduate@nyu.edu.

Steps for Academic Jeopardy Identification and Student Notification

The Senior Associate Dean, Academic Affairs will notify the student of their academic jeopardy status or dismissal from the College via email by attaching the formal notification letter in PDF format with return receipt. The following individuals will be copied on the letter: a) the student's adviser, b) the Executive Vice Dean, c) the Associate Dean, Student Affairs and Admissions, d) the Vice Dean, Enrollment Management, Student Success, and Inclusion, e) the Assistant Registrar, and f) the respective program director.

DNP

Leave of Absence, Withdrawal, and Maintenance of Matriculation

DNP students who are taking a leave of absence are referred to their academic adviser to discuss their request for a Leave of Absence (LOA) or Official University Withdrawal. A leave of absence personal or medical may be taken for a maximum of two semesters; that is, two continuous semesters equaling one academic year or two separate LOA semesters each taken in different academic years. Two LOAs are the maximum in the lifetime of a degree. Students must also complete an online withdrawal form, which is University based, and is found in their Student Center.

Please note that leave of absence requests for medical reasons are assessed by the NYU Student Health Center prior to approval.

Directions for submitting an LOA, Semester Withdrawal or Complete withdrawal are posted on the Registrar's website (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/leaves-term-total-withdrawals.html>).

For students who are requesting an LOA, please review the Maintenance of Matriculation information.

Students should also consult the Bursar's refund schedule (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals.html>) to determine the financial implications of taking an LOA or University Withdrawal.

NYU Rory Meyers College of Nursing adheres to the policy that continuous maintenance of matriculation (MM) is required. After two leave of absence semesters, if a DNP student does not enroll in classes, the student must transition to enrollment of Maintenance of Matriculation. The MM fee is the cost of tuition for one graduate nursing credit plus a nonrefundable registration and services fee. Registration procedures for MM are the same as any credit-bearing course. If these steps are not taken and the student does not register for MM, the student must reapply to the program and will be billed for past MM fees when they reappear to register or re-enroll.

All course requirements must be completed within seven years from the date of matriculation. Continuous maintenance is required.

GPA and Course Grade Requirements

To remain in good academic standing, a DNP student must maintain a minimum GPA of 3.0. All students must earn a minimum of a 80% (B-) or better in every required DNP course. Failure to meet the GPA requirements places a student in academic jeopardy.

There are three levels of academic jeopardy:

NOTE: occurs after the first semester a student meets the following criteria:

1. Has 9 credits or more of IP, IF, or N on their transcripts at any one time.
2. Falls below a cumulative GPA of 3.0. If the cumulative GPA of 3.0 or better is achieved by the following term, academic jeopardy is terminated.
3. Obtains less than a 80% in a required course. The student is required to re-take the course the next time it is offered. If at least an 80% is obtained in the required course, academic jeopardy is terminated.

Probation: After the second consecutive semester of meeting #1 or #2 above.

Dismissal: Occurs for one of the following reasons:

1. If a repeated required course receives less than 80%.
2. Two outcomes of fail on the proposal defense.
3. Two outcomes of fail on the DNP project defense.
4. Expiration of the seventh year for DNP matriculation period without an approved extension.
5. Expiration of an approved extension.
6. Three terms on academic notice or two consecutive terms on academic notice
7. Receiving a course grade of less than 80% in two separate courses.

Application for Readmission Following Dismissal

Students who are dismissed from Rory Meyers College of Nursing may apply for readmission one year from the date of their dismissal. The decision for readmission is based on review of a student's academic record and references. If readmitted, students are automatically placed on academic notice and will work with an academic advisor to develop an action plan that supports their success. Failure of any subsequent coursework "or failure to comply with the student action plan" may result in a second dismissal from the College.

Student Access to Records and Advising Files

Current and former students desiring to review or access information or records contained in their Advising File should be directed to the Office of the University Registrar to complete a record request form. For information on how to obtain and submit a record request form, please contact the Office of the University Registrar (registrar@nyu.edu). Students may only obtain copies of their clinical evaluations from the Rory Meyers College of Nursing Office of Graduate Programs by submitting a request via email at nursing.graduate@nyu.edu.

Steps for Academic Jeopardy Identification and Student Notification

The Senior Associate Dean of Academic Affairs will notify the student of their academic status or dismissal from the College via email by attaching the formal notification letter in PDF format with return receipt. The following individuals will be copied on the letter: a) the student's adviser, b) the Executive Vice Dean, c) the Associate Dean, Student Affairs and Admissions, d) the Vice Dean, Enrollment Management, Student Success, and Inclusion, and e) the Assistant Registrar.

PhD

Enrollment Policies

Students must maintain continuous enrollment in the PhD Program from the time of matriculation to graduation. To maintain enrollment in a degree program a student must enroll in that program each fall and spring semester until that degree is granted. There are two ways to maintain enrollment:

- Register for at least one credit or a fraction thereof.
- Enroll in NURSE-GN 3400 PhD Advisement. Any semester in which a student is not registered for at least one course, the student must register for NURSE-GN 3400 PhD Advisement.
 - If a student, who is still within their 7-year time period for degree completion, does not register each semester for either one course or for NURSE-GN 3400 PhD Advisement, their matriculation will lapse. With the approval of the student's academic adviser and the PhD Program Director, matriculation may be reinstated, at which time the student will be required to pay all missed tuition and fees. PhD Advisement is a 1-credit fee course. These credits will not count toward the student's total point requirement.
 - Any student who fails to maintain continuous matriculation must request reinstatement. All requests for reinstatement must be approved by the dissertation committee chairperson or academic adviser and the Senior Associate Dean, Academic Affairs, as indicated on the required form and are contingent upon satisfactory progress toward completion of the degree and payment of the PhD Advisement Fee, retroactively, for any and all semesters when the student was not registered for coursework (exclusive of summers). Students should note that reinstatement approvals are not automatic and such requests may be denied at the discretion of the Senior Associate Dean, Academic Affairs.

- Students may, however, request a waiver of the fee associated with PhD Advisement for a semester for maternity leave or for medical reasons. All such requests must be made in writing to the NYU Meyers PhD Program Office and must be accompanied by a doctor's note.
- Students who register for PhD Advisement may be given full-time equivalency if they are eligible according to the NYU Meyers regulations.

Applicants who are accepted and permitted to register and who wish to begin their study as part-time students may register during no more than two terms (for a maximum of 12 credits) prior to the establishment of official matriculation.

Upon entry, Students and Advisers sign a Matriculation Agreement.

The PhD Advisement course fee system is in effect for all NYU Meyers PhD students.

Conditions for Enrollment

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

Registration

All students are expected to be enrolled in either coursework or NURSE-GN 3400 PhD Advisement by the end of the University determined drop/add period. Failure to do so may result in the student being considered as not active for that term and any repercussions arising from that state.

- Late Registration: Requests for registration after the end of the drop/add period will be evaluated on a case-by-case basis. No course registration for a specific term will be allowed after the conclusion of that term.

Maintenance of Matriculation

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

- If the student has attempted enough credits for the degree, registration for NURSE-GN 3400 PhD Advisement is required during each fall and spring semester until the degree is conferred. Students who have completed coursework may maintain matriculation only up to the specified time limit of their degrees. Students beyond the specified 7 years to degree must secure the permission of Senior Associate Dean, Academic Affairs to extend time to degree in order to continue to maintain matriculation.
- A student who has not attempted enough credits for the degree may only enroll in NURSE-GN 3400 PhD Advisement with the approval of the Senior Associate Dean, Academic Affairs. These semesters count toward time to degree.

Waiver of the Maintenance of Matriculation Fee

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

- For funded doctoral students, waivers of Maintenance of Matriculation fees are awarded based on the terms and conditions of any award programs from which the funds arise.
- A waiver may be granted to students who have experienced extreme financial hardship. Application for this waiver must be submitted to Office of Advising and Academic Services (OAAS) and must include a statement of support from the Senior Associate Dean, Academic Affairs and documentation that the hardship is truly extreme, that other remedies such as loans are not available, and a plan for the student's completion of his or her degree.
 - The PhD Program Office must nominate students for a hardship waiver, which will be reviewed by OAAS. All requests must be made in writing by the Senior Associate Dean, Academic Affairs.
 - The PhD Program will be responsible for informing students of decisions regarding approval or denial of requests for maintenance waivers.

Academic Leave of Absence

A student who is obliged to temporarily suspend enrollment for national service, serious illness, or compelling personal reasons may request an academic leave of absence, which, if approved by the OAAS, retains the student's matriculation status in the program without the requirement of being enrolled.

Accepted Reasons for Academic Leave of Absence

The following summarize the only accepted reasons for taking an academic leave of absence:

- National Service: Military service, public health service, the Peace Corps or any comparable activity is deemed to constitute national service.
- Medical: Any condition that a physician or psychiatrist certifies is prohibitive to carrying on full- or part-time study.
- Compelling Personal Reason: Must be one outside the student's control and not a matter of choice. Difficulty maintaining academic good standing or conditions for enrollment does not qualify as a compelling personal reason. Examples of compelling personal reasons include serious family or legal crises. OAAS relies upon the Senior Associate Dean, Academic Affairs to review and support requests based upon compelling personal reasons and prefers that some justification be provided separately from the student's own request.

Maternal or Paternal Leave

An academic leave of absence will be allowed for maternal and paternal leaves of absence for childbirth and care for the newborn. Maternal or paternal leave may be considered a compelling personal reason or a medical leave depending on the circumstance.

Time to Degree

The period of an approved academic leave of absence counts toward time to degree.

Eligibility

Students are only eligible for an academic leave of absence after the first day of the first term in which they have been officially enrolled for courses.

Duration

An academic leave of absence can be approved for a period up to one year, except in cases of compulsory national service in which case the leave would be approved for the duration of the service.

Registration Fees

During an academic leave of absence, registration fees for the terms the leave is granted for do not accrue.

Enrollment Status

A student on an academic leave of absence is not eligible for full- or half-time equivalency.

International Students

The Office of Global Services (OGS) will be notified by the OAAS each time an international student is given an academic leave of absence. International students are advised to contact the OGS when considering an academic leave of absence.

Academic Leaves Initiated After Beginning of Term

When an academic leave involves withdrawal after a term has begun, the student will be withdrawn from all current courses. Furthermore, all current courses will be removed completely from the student's transcript and all tuition and fees for the current semester courses will be refunded to the student. Refund of health insurance fees may be exempt from this refund.

While on an academic leave a student may not make use of any University resources including, but not limited to the library, the gym, and any University academic space. Students may continue for a limited time in the Student Health Insurance plan at their own expense.

While on an academic leave a student may not enroll in any other universities for the purpose of transferring credit earned there toward the NYU degree.

In the event of curricular changes, students returning from a leave may elect to keep their original plan of study (if available) or to change to a new plan of study.

Academic Leave of Absence Requests

The student should submit a request for a Leave of Absence via their Student Center in Albert. Directions for submitting a leave of absence are posted on the Registrar's website. Please note that leave of absence requests for medical reasons are assessed by the NYU Student Health Center prior to approval.

- Departments will be responsible for informing students of OAAS' decisions regarding approval or denial of requests for an academic leave of absence.
- If a student requests an academic leave of absence for health reasons either through their own initiative or through Counseling and Wellness Services (CWS, for mental health issues) or the Student Health Center (SHC, for physical health issues), they must obtain written clearance to resume registration after evaluation from SCH or CWS. Students complete this request through the Student Center in Albert. The University will place a hold on the student's registration until a reentry evaluation has been done by either SCH or CWS.

Time to Degree

To remain in academic good standing, all full- and part-time students must complete their degree within 7 years.

Extension of Time to Degrees

The Senior Associate Dean, Academic Affairs will consider requests beyond the limits stated above for students who are making clear progress toward the degree. Only one request for extension of time to degree per student per degree program will be considered. This request must include a detailed plan for the completion of the degree with tangible goals which the student must meet during each semester of

extension requested. Should the student not meet one or more of these goals, the student must be terminated from their program. While NYU Meyers expects that any such extension should not exceed one year, extensions for a longer period will be considered as long as the Chair includes reasonable justification for the need of the additional time. The PhD Program Office will be responsible for warning the student of the deadline for completion of all requirements for the degree. No requests for extension of time to degree will be considered:

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

Extension of Time to Degree Requests

The PhD Committee Chair should submit a letter to OAAS providing a detailed plan for the completion of the degree and stating reasons for the recommendation of an extension of the time limit.

- The PhD Program Office will be responsible for informing students of decisions regarding approval or denial of requests for extension of time to degree.
- The PhD Program Office will be responsible for warning the student of the deadline for completion of all requirements for the degree, as approved by OAAS.
- The PhD Program Office must request OAAS's validation of all superannuated coursework for a student who has been granted an extension of time to degree.

Readmission

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

- All requests for readmission must be approved by the Office of Student Affairs and Admissions (OSAA) and PhD Admissions Committee. OSAA will not consider any request for readmission that is not first approved and submitted by the PhD Program Office.
- Readmitted students are responsible for filling out an application for admission as directed by OSAA and for paying the application fee.
- Readmitted students are responsible for payment of the PhD Advisement (Maintenance of Matriculation) fees and University Registration and Services fees for all lapsed semesters. Students will not be permitted to register until these fees are paid.
- Time to degree calculation begins with the first semester of the student's initial registration. OSAA will exercise discretion in extending the time limit for readmitted students.
- All lapsed semesters count toward time to degree.
- Readmitted students are required to comply with degree requirements in effect at the time of their readmission.
- Students who have been previously readmitted to the same degree program will not be considered for a second readmission.
- Students past time to degree will not be readmitted if all required coursework, exams and any other degree requirement other than the thesis has not been completed.
- Students with coursework that cannot be revalidated will not be readmitted.
- No degrees will be conferred unless all delinquent fees have been paid.

Extension of Matriculation

PhD matriculation expires seven years from the date of matriculation. In the event a student is unable to complete the degree within the seven-year matriculation period, his or her matriculation is automatically terminated without notice. If extraordinary circumstances prevent a student from completing the degree within the seven-year matriculation period, they may request an extension of matriculation (<https://nyu.app.box.com/s/vn2z0ptbsl2nhldvvg3p1siko7s1cq5x/>). The following policies apply to extending PhD matriculation beyond seven years:

- An extension of matriculation must be requested in writing prior to the end of the seventh year matriculation period. The form for requesting an extension can be obtained from the PhD Program Office, 433 1st Avenue.
- All requests for extension require the approval of the student's dissertation committee chairperson and the Senior Associate Dean, Academic Affairs as indicated on the above mentioned form.
- No request for extension will be considered if the student has not been admitted to degree candidacy and does not have an approved dissertation committee prior to enrollment in Dissertation Proposal Seminar.
- Students should also be aware that extensions are approved only if the student is making adequate progress toward the completion of the degree. For example, if by the end of the seven year matriculation period, the student does not have an approved dissertation proposal or the dissertation proposal no longer represents a current body of knowledge; it is unlikely that an extension will be granted.
- All requests for extension must be accompanied by a statement explaining the reasons for the inability to complete the degree within the matriculation period, a student copy of the transcript, a detailed description of remaining work, and a proposed timetable for the completion of that work including a projected date of graduation. This timetable must be considered reasonable by the dissertation committee and must include ample time for review of dissertation drafts prior to the dissertation filing deadline.
- Coursework and dissertation proposal must represent a currency of knowledge in the student's field at the time of graduation; therefore, any course completed more than seven years prior to the anticipated date of graduation, or any course completed within seven years with substantive changes in content, must be evaluated by the Senior Associate Dean, Academic Affairs. Any course not considered current in content must be repeated or an appropriate substitution must be completed.
- Students are only allowed to submit one request for extension of matriculation. If the request for extension is accepted, the student must graduate within the "Anticipated Date for Graduation" given on the request form. If the student does not complete requirements and graduate within that date, their matriculation is automatically terminated.
- The above-mentioned requirements are in addition to any eligibility requirements mandated by a student's department, program, or dissertation committee chairperson. Students are advised to discuss this matter with their program faculty well in advance of the expiration of matriculation.

Coursework Validation

At the time of completion of all requirements for the PhD degree, coursework of greater than ten years but less than fifteen years old must be validated by the PhD Program and approved by OSAA. No coursework older than ten years shall be validated.

Course Validation Requests

The PhD Program Office should send a memorandum to OAAS endorsing validation of superannuated coursework.

Full-Time Status

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

- Full-Time Status: A student must be enrolled in at least nine credits of coursework in any fall or spring semester unless the program the student is in is registered to have a lower amount count as full time. In the summer semester, a student must be enrolled in a total of nine credits over all that year's summer semester terms. Students taking the last credits needed for the degree in any semester are also considered to have full-time status even if they are only taking one point in that semester.
- Eligible students should apply for equivalency (<https://nyu.app.box.com/s/un8rmbcfy22kj8qf66jmrp2eqmhbhoe1/>) if they must maintain full- or half-time status to obtain student loans, defer repayment of student loans, or satisfy student visa requirements.
- Full-Time Equivalence: Working on research, examination preparation, internships, and/or coursework totaling 40 hours per week for the duration of the fall or spring semester or the entirety of the summer is required for a student to claim full-time equivalence for that semester or summer.
- There can be no full-time equivalency for students when they have full-time employment. Students are not eligible for equivalency if they are not registered for any credit-bearing coursework; therefore, students registered for maintenance of matriculation or zero credit courses will not be considered for equivalency. (Students who register for PhD Advisement may be given full-time equivalency if they are eligible according to the NYU Meyers regulations.) Certification of full-time study must be determined at the time of registration. The only way in which full-time equivalency can be officially established is by a fully completed equivalency form being filed. Information relating to both full-time and half-time equivalency status may be obtained from Rory Meyers College of Nursing Office of Advising and Academic Services (OAAS).

Maximum Time Allowed in Full-Time Status and Equivalence

The maximum amount of time allowed for a student to be considered full-time is 7 years.

Full-Time or Half-Time Equivalence Requests

Students must submit a form for full-time or half-time equivalence which must be approved by a student's advisor. This should be documented in the student's file. The OAAS/Assistant Registrar can enter an appropriate value in SIS. This action should be completed no later than the end of the second week of the semester, and must be done for each semester full- or half-time equivalence is granted. The PhD Program does not need to enter any change in SIS when a student is registered for 9 or more credits.

Visiting and Non-Degree Students

Students may be enrolled as visiting or non-degree students at the discretion of the PhD Program Office and with the approval of the Executive Vice Dean. Visiting or non-degree status allows a student to take courses in NYU Meyers without actively pursuing a degree.

Non-Degree Students

To qualify as a non-degree student, the applicant must show proof of a master's degree or its equivalent, with a grade point average of at least 3.0.

Visiting Students

Visiting student status requires current enrollment in a degree program at another accredited university. A potential visiting student must obtain written approval from the home institution prior to application at NYU Meyers.

Application and Enrollment for Non-Degree and Visiting Students

The PhD Program is not required to admit visiting or non-degree students. All prospective students applying for non-degree or visiting status must follow the Instructions for the Non-Degree Application for Admission and complete the application. Students who are accepted are eligible to register for up to twelve credits total in a period of time not to exceed one academic year (three consecutive semesters, including the summer).

Clinical Learning Experience

Off-Campus Clinical Opportunities

Students in the BS, MS, and Post-BS DNP programs have their off-campus clinical experiences in a variety of settings including: acute care hospitals, outpatient clinics, community healthcare agencies, shelters, and outreach programs throughout the New York tri-state area. In addition, MS students in primary care NP programs have clinical experiences in private practices. In concert with the College's mission, many of these clinical sites provide health care services to vulnerable and underserved populations.

The Office of Academic Clinical Affairs is responsible for managing aspects of the clinical placement process, including securing and maintaining affiliation agreements with healthcare agencies which makes it possible for students to be placed, and assuring that students have met the specific requirements of the clinical site (e.g., health clearance, and any other specific requirement for clinical placements).

Program Directors are responsible for determining the clinical placement sites for their students.

Sample List of Clinical Sites in New York City and Long Island

- Bellevue Hospital Center
- Community Healthcare Network of NY
- Coney Island Hospital
- Elmhurst Hospital Center
- Harlem Hospital
- Jacobi Medical Center
- James J. Peters VA Medical Center
- Kings County Hospital
- Maimonides Medical Center
- Memorial Sloan Kettering Cancer Center
- Metropolitan Hospital
- Montefiore Medical Center
- Mount Sinai Health System
 - Mount Sinai Downtown (New York Eye and Ear Infirmary of Mount Sinai)
 - Mount Sinai of Brooklyn
 - The Mount Sinai Hospital
 - Mount Sinai Queens

- Mount Sinai Morningside
- Mount Sinai West
- New York-Presbyterian
- New York-Presbyterian/Columbia University Irving Medical Center
 - NYP Allen Hospital
 - NYP Brooklyn Methodist Hospital
 - NYP Lower Manhattan Hospital
 - NYP Morgan Stanley Children's Hospital
 - NYP Queens
 - NYP Weill Cornell Medical Center
- North Central Bronx Hospital
- Northwell Health System
 - Cohen Children's Medical Center of New York
 - Lenox Hill Hospital
 - Long Island Jewish Medical Center
 - North Shore University Hospital
 - Plainview Hospital
 - South Oaks Hospital
 - South Shore University Hospital
 - Staten Island University Hospital
 - Syosset Hospital
 - Zucker Hillside Hospital
- NYU Langone Health
 - Family Health Centers at NYU Langone
 - Hassenfeld Children's Hospital
 - Kimmel Pavilion
 - NYU Langone Hospital — Brooklyn
 - NYU Langone Hospital — Long Island
 - NYU Langone Orthopedic Hospital
 - Tisch Hospital
- VA NY Harbor Healthcare System
 - Brooklyn VA Medical Center
 - Margaret Cochran Corbin VA Campus (Manhattan)
 - St. Alban's VA Medical Center
- The Visiting Nurse Service of NY (VNSNY)
- Woodhull Medical Center

The Office of Academic Clinical Affairs in coordination with the Program Director put a tremendous amount of effort into securing preceptors and clinical sites. The process for clinical placements involves the consideration of students' learning needs and course outcomes. Clinical placements are assigned and changes to placements will only be made for administrative reasons.

Clinical Simulation Learning Center

NYU Rory Meyers College of Nursing's 10,000-square-foot Clinical Simulation Learning Center (CSLC) is designed to simulate the hospital and outpatient environment for both undergraduate and graduate students. Each week more than 100 simulations sessions are conducted at the CSLC for 1,000 undergraduate BS and MS students. The CSLC allows students to enhance their clinical skills and nursing knowledge in a safe learning environment through the use of computerized manikins, standardized patients, task trainers and other high-tech hospital equipment. Students must use their clinical judgment, knowledge, communication, and teamwork skills during each simulation.

The CSLC is equipped with the most advanced computerized manikins that have realistic features such as blinking eyes with pupils that react to light, palpable pulses, and the ability to simulate normal and abnormal heart and lung sounds. The manikins are programmed to simulate real patient scenarios reflecting commonly occurring patient health problems such as diabetes and heart failure. In addition to the manikins, the CSLC uses Standardized Patients (SP's) who are actors who have been trained in a standardized manner to portray a patient during simulated patient encounters.

In the Clinical Simulation Learning Center (CSLC) scenarios as well as practice/skills mastery sessions are professionally videotaped and may be used for educational purposes (debriefing and/ or faculty development). The videos may be shared only with students, faculty, or the CSLC staff involved. Students are not permitted to remove, release, or make publicly available any recordings or photos of simulation sessions. New York University Meyers College of Nursing has the absolute rights and permission, with respect to the photographs and video recordings taken of me or in which I may be included with others. Photography and video recording on personal devices are prohibited by students and faculty in the CSLC. Video recordings of a formative simulation are erased after 120 days. High-stakes simulations (i.e. simulations that are associated with a grade) are kept for 5 years.

The framework for teaching/learning and evaluation of competencies are in concert with American Association of Colleges of Nursing's (AACN) Baccalaureate and Master's Essentials. Graduates are well prepared to enter the nursing workforce and demonstrate AACN's essentials for nursing practice with a particular emphasis on those related to: Quality and Safety Education for Nurses (QSEN), Interprofessional Education Collaborative (IPEC), and evidence-based practice (EBP).

AGPCNP and Nurse-Midwifery students use simulation as a learning strategy. Nursing Education students use the CSLC to gain valuable teaching experience through their teaching practicum hours working with our undergraduate students.

Clinical Course Requirements and Policies

The Clinical Requirements section of NYU Meyers' website (<https://nursing.nyu.edu/current-students/clinical-affairs/requirements/?tgid=nyunursing-tabs-13956&tid=ms-program>) contains current information pertaining to all clinical requirements and policies. Topics covered include:

- Criminal Background Checks and Drug Screens
- Undergraduate Dosage Calculation Exam Requirements
- On-Campus and Off-Campus Clinical Learning Experience Lateness Policy
- Health Clearance
- Punctuality for On and Off Campus Clinicals
- Attendance
- Medical Clearance After Clinical Absence due to Medical Condition
- Liability/Malpractice Insurance
- CPR/Basic Life Support Certification
- Nursing Supplies
- Nursing Uniform
- PDA/Smartphone
- Social Media Policy

Independent Study

An independent study requires a minimum of 10 hours of work per credit each week. To enroll in an Independent Study, a student must:

1. Get adviser approval to take the Independent Study course.
2. Identify a full-time faculty member able to sponsor the work or research.
3. Meet with the instructor to plan the coursework or research project.
4. Register for the appropriate numbers of Independent Study credits in Albert.

Attendance

Regulations governing required or voluntary class attendance in the College are determined by individual departments and instructors.

Withdrawals

The grade "W" represents official withdrawal from a course. It will appear on a student's transcript any time a student withdraws from a course after the second week of the fall or spring semester or according to the rules of the Office of the University Registrar if a special or summer term course. Dropping from a course before the deadline will purge that course from the student's official record. A student may withdraw from a course up to the end of the ninth week during the fall and spring semesters or according to the rules of the Office of the Registrar if a special or summer term course. Students can withdraw from the course in Albert Student Center (http://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/registering-on-albert/request_class_withdrawal.html.html). Students must get permission from their academic adviser and Office of Academic and Advising Services (OAAS) to withdraw from a course after the deadline for dropping (http://www.nyu.edu/registrar/pdf/Albert_DropAdd_form.pdf) and return appropriate form to the OAAS. Any tuition refund will be in accordance with the published refund schedule for that semester.

Please note that students may not withdraw from the same course more than once during their matriculation.

Drop/Add/Withdrawal

Courses added or dropped without adviser approval may be considered as not meeting degree requirements. Students and advisers are urged to monitor this procedure carefully.

Master's, advanced certificate, DNP, and PhD students are permitted to add to their program during the first two weeks of regular classes. A student wishing to add an additional course to the program during the third week of the term must have the approval of the instructor. A student may not add a course beyond the end of the third week of the term with the exception of courses that begin mid-semester. Students may register for mid-semester courses prior to the first meeting of the class.

No change in schedule is valid unless it is reported to the NYU Meyers Office of Advising & Academic Services on the forms provided or by using the Albert registration system. After the drop period has ended after the second week of classes, (consult the Academic Calendar for exact dates), you can request to withdraw (with a W) from eligible class(es) using the Class Withdrawal process in Albert.

Requests will be automatically sent to your department/adviser for review. You will be required to meet with your adviser to discuss your

class withdrawal request; your adviser and/or department will reach out to you if this is the case.

NOTE: In all cases, withdrawal requests will not be processed unless approved by an adviser. Before changing your class schedule, always remember to talk with your adviser and review the refund schedule. In addition, students will not be permitted to withdraw from the same course more than once in their academic career.

This online process replaces the paper Drop/Add form.

This process is not for dropping all of your classes. To drop all of your classes in a given term, you must use the Term Withdrawal form in Albert.

Review information regarding the term withdrawal process. (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/leaves-term-total-withdrawals.html>)

Review information on how to access the Class Withdrawal in Albert. (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/registering-on-albert.html>)

Courses officially dropped during the first three weeks of the term will not appear on the transcript. Those dropped from the beginning of the fourth week through the ninth week of the term will be recorded with a grade of W. After the ninth week, no one may withdraw from a course. Students should consult the University Refund Schedule for financial implications of dropped courses.

Tuition Refunds

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

- The date on which the student submits a drop/withdraw, NOT the last date of attendance, is considered the official date of withdrawal from the course.
- Nonattendance of a course does not constitute a drop or withdrawal; a student is liable for tuition charges for any course not formally dropped. Notification to the instructor does not constitute official drop or withdrawal.
- Stop payment of a check presented for tuition does not constitute a drop or withdrawal, nor does it reduce the indebtedness to the University.
- A student is entitled to a refund of tuition and fees if a course is canceled.
- Requests for exceptions to the published refund schedule should be made by the department in writing to the OAAS and must be accompanied by appropriate documentation regarding circumstances warranting a requested exceptional refund.

Standards of Conduct

Student Conduct

All students in the NYU Meyers community must abide by the University Student Conduct Policies.

Discrimination, Harassment, and Sexual Misconduct

All members of the NYU Meyers community must abide by the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students, the Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees, and its

Sexual Misconduct, Relationship Violence, and Stalking Policy which outline the policies and procedures regarding all forms of prohibited discrimination, harassment, and sexual misconduct.

Academic and Research Integrity

All students in the NYU Meyers community must abide by the University's policies on Academic Integrity for Students at NYU and its Principles and Procedures for Dealing with Allegations of Research Misconduct, as well as the policy on Retention of and Access to Research Data. In addition to University policies, all students must also abide by the NYU Meyers Statement on Academic Integrity and the NYU Meyers Statement on Technical Standards.

Non-Academic Misconduct

All students are expected to abide by the expectations set forth in the University-wide Student Conduct Policy. Allegations of non-academic misconduct against a student of NYU Rory Meyers College of Nursing shall be addressed pursuant to the NYU Student Conduct Procedures, administered by the Office of Student Conduct under the authority of the Senior Vice President of Student Affairs.

Allegations of academic misconduct (plagiarism, cheating, clinic/internship/field placement conduct, etc.) shall be addressed by NYU Rory Meyers College of Nursing in accordance with the established procedures as set forth below.

NYU Meyers Academic Integrity Policy

Students enrolled in the NYU Rory Meyers College of Nursing are expected to follow the university's policy for academic integrity including plagiarism and cheating. Nursing students are also expected to follow the guidelines of the NSNA Code of Ethics and Interpretive Statements from the National Student Nurses Association and the Code of Ethics for Nurses from the American Nurses' Association for professional conduct in and out of the classroom and in on and off campus clinical simulation experiences.

Nursing students must maintain high standards of honor in their academic and professional work. Violations of academic integrity may result in failure on a particular assignment, failure in a course, suspension or expulsion from the College or other penalties.

Disciplinary Measures

Jurisdiction

The New York University Rules for the Maintenance of Public Order (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/rules-for-the-maintenance-of-public-order.html>) govern the behavior of all NYU Rory Meyers College of Nursing (NYU Meyers) students. University Bylaw 80 provides that the faculty of each school has disciplinary authority over its students. The New York University Student Disciplinary Policies and Procedures (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html>) designate those cases for which the faculty of the school in which the student is enrolled has jurisdiction over student disciplinary proceedings and describe general procedures for disciplinary action.

Disciplinary Offenses

Disciplinary offenses in the jurisdiction of these rules include both academic misconduct and behavioral misconduct as defined below. Cases of behavioral misconduct include those that fall within the University's Non-Discrimination and Anti-Harassment Policy and

Complaint Procedures for Students. NYU Meyers does not have jurisdiction over cases that fall within the University's 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>).

Suspension Pending Consideration

As provided in University Bylaw 80, the Dean of a school or the Dean's representative may suspend a student pending consideration of a case. NYU Meyers urges that such action should only be taken to protect the physical or emotional safety and well-being of the student, the physical or emotional safety and well-being of other students, faculty, and/or University staff, the security of University property, the maintenance of public order or the effective continuation of the educational process. When such action does occur, the student shall be afforded the opportunity to expedite disciplinary proceedings. Any period of interim suspension shall be deducted from any final sanction involving suspension.

Academic Misconduct

All students in NYU Meyers are expected to follow the NYU Meyers Statement on Academic Integrity. Academic misconduct includes offenses such as plagiarism, cheating, and possession of or use of any prohibited notes, reference resources, or data processing or other devices in any class or examination.

Filing of a Program Complaint

If a student cheats or engages in plagiarism and/or other forms of academic misconduct, the faculty member with knowledge of the facts shall file a complaint with the Senior Associate Dean, Academic Affairs.

Student Notification by Program

Senior Associate Dean, Academic Affairs shall provide notice of the filing of the complaint to the student in writing within one (1) week of receipt of the complaint.

Meeting in Program

Senior Associate Dean, Academic Affairs or their designee shall meet with the student against whom a complaint has been filed, describe the complaint, and offer the student an opportunity to respond. The student shall be informed of their right to accept or reject a departmental resolution. After considering all relevant information, the Senior Associate Dean, Academic Affairs may inform the student of the terms, including where appropriate the imposition of a sanction upon which the Department is willing to resolve the matter. Where the student agrees in writing to the terms of a departmental resolution, a binding consensual resolution shall exist between NYU Meyers and the student. Where the Senior Associate Dean, Academic Affairs is unable to resolve the complaint by consensual resolution, the Senior Associate Dean, Academic Affairs shall forward the complaint to the Assistant Dean for Student Affairs and Admissions.

Behavioral Misconduct

Behavioral misconduct includes conduct that impedes, obstructs or threatens the maintenance of the public order, interferes with or disrupts the regular operations and activities of the University, or constitutes a denial of or an unreasonable interference with the complainant's rights. When activities undertaken by registered student organizations constitute a violation of this provision or violation of University rules or of public laws and regulations, a complaint may also be brought against such organizations as well as against the individual students belonging to such organizations.

Filing of a Complaint

In the case of misconduct a complaint shall be filed with the NYU Meyers Dean or the Vice Dean, Enrollment Management, Student Success, and Inclusion by any member of the NYU Meyers community who claims to have been injured or affected by the alleged misconduct.

Notification by the Vice Dean, Enrollment Management, Student Success, and Inclusion

The Vice Dean, Enrollment Management, Student Success, and Inclusion shall provide notice of the filing of the complaint to the student in writing within one (1) week of receipt of the complaint.

Meeting with the Vice Dean, Enrollment Management, Student Success, and Inclusion

The Vice Dean, Enrollment Management, Student Success, and Inclusion shall meet with the student against whom a complaint has been filed, describe the complaint, and offer the student an opportunity to respond. The student shall be informed of their right to accept or reject a resolution by the Vice Dean, Enrollment Management, Student Success, and Inclusion. After considering all relevant information, the Vice Dean, Enrollment Management, Student Success, and Inclusion may inform the student of the terms, including, where appropriate, the imposition of a sanction upon which NYU Meyers is willing to resolve the matter. Where the student and the Vice Dean, Enrollment Management, Student Success, and Inclusion agree to terms in writing, a binding consensual resolution shall exist between NYU Meyers and the student.

Penalty Guidelines

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

Cheating, plagiarism, or forgery of academic documents

- If the offense had not been detected, would it have had significant impact on the student's course grade?
- Was there an attempt to subvert a primary degree requirement, such as plagiarizing a PhD thesis?
- Was the offense spontaneous or premeditated and planned? Did the student act alone or were others knowingly involved?
- Was the offense an isolated incident or repeated?

Deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, or University property

- Did the student expect to profit academically from the offense?
- Was there damage to the academic materials of another student or of a faculty member?
- Were the materials of significant value to their owner?
- Can and should the student replace the materials or was the damage irreparable?

Disruption of an academic event

- Was the action spontaneous and brief or extensive?
- Did the academic event continue after the disruption or was it postponed or canceled?

- Was more than one individual involved? Were there repeated incidents on separate occasions?
- Was the disruption of a threatening or violent nature?

Actual or threatened violence or harassment

- Was the action premeditated?
- Was the threat repeated on separate occasions?
- Was human life threatened?
- What was the extent of bodily injury, if any?
- Was more than one individual involved in the offense?
- Does the student have a history of violent behavior?

Other forms of misconduct

- Was the behavior willful?
- Was the behavior repeated on separate occasions?
- What was the extent of bodily injury caused by the behavior, if any?
- Was more than one individual involved in the offense?
- Does the student have a history of previous disciplinary actions or violent behavior?

Definition of Penalties

The following penalties may be imposed for a first offense:

Warning

Written reprimand, including notice that a one-semester suspension or a more severe penalty may result from a second disciplinary offense within the period of the censure specified in the letter of reprimand.

Disciplinary Probation

Suspension of privileges or exclusion from participation in extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

Suspension

Exclusion from classes as well as suspension of privileges and exclusion from other activities as set forth in the notice of suspension for a definite period of time. A student who has been suspended and against whom charges are dismissed or not sustained will be allowed full opportunity to make up whatever work was missed due to the suspension.

Dismissal

Termination of student status for an indefinite period. The conditions for readmission, if any are permitted, shall be stated in the order of dismissal.

Second Offense

The penalty for a repeat offense to a specific complaint will be termination from the graduate program.

Process for Filing Formal Complaints

Due process for student appeals is part of the organizational structure of NYU Meyers. The policy and protocols are designed to assure students that they will have a just and fair academic review. Students who wish to appeal a course grade, failure, or dismissal must present a case, in writing through email. The appeal case should focus on fairness of grading, adherence to policies outlined on course syllabi, and the equal and fair treatment of all students.

Steps for Academic Appeal of Course Grade or Failure

1. Faculty Level: Student sends written appeal via email to the course faculty member.

2. Faculty member sends written response to appeal to student via email in a timely fashion. If the appeal is denied, student may choose to proceed to next level.
3. Senior Associate Dean or Director Level: If the student's appeal is denied, the student may pursue the process within 5 days of receiving the faculty member's response by including the following information in an email to the Senior Associate Dean or Director of the respective BS, MS, DNP, or PhD Program:
 - a. Student's original appeal to course faculty member
 - b. The faculty member's response
4. After appropriate fact finding, the respective Senior Associate Dean or Director will notify the student of their decision via email. The following individuals will be copied: 1. the student's adviser, 2. course faculty member, 3. the Appeals Officer (Executive Vice Dean) of the College, 4. the Associate Dean, Student Affairs and Admissions, 5. the Vice Dean, Enrollment Management, Student Success & Inclusion, 6. the Assistant Registrar, and 7. the respective program administrator.
5. A copy of the email correspondence to the student will be placed in the student's record.

Steps for Academic Appeal of Dismissal

If the dismissal is due to a failure of course grade, the student may appeal a course failure leading to dismissal according to step one for academic appeal of course grade or failure above. If denied, student may go through formal Appeal of Dismissal process by following the steps below. A Dean's hold will be placed on the student's account.

1. Student sends written appeal via email to the office of the Executive Vice Dean or designee or designee of the College.
2. After appropriate fact finding, the office of the Executive Vice Dean or designee will inform the student of the final decision. A letter will be sent via email. The following individuals will be copied: 1. the Academic Program director, 2. the student's adviser, 3. the Associate Dean, Student Affairs and Admissions, 4. the Vice Dean, Enrollment Management, Student Success & Inclusion, 5. the Assistant Registrar, and 6. the respective program administrator.
3. A copy of the email notification of the decision from the office of the Executive Vice Dean or designee to the student will be placed in the student's record.

Steps for Appeal of Ethical Issues and Professional Behaviors

1. Student sends written appeal via email to the office of the Executive Vice Dean or designee of the College within 5 business days of notification of violation of ethical or professional behavior.
2. The office of the Executive Vice Dean or designee if necessary may call the Vice Dean, Enrollment Management, Student Success & Inclusion, the student's faculty adviser if different from the Vice Dean, Enrollment Management, Student Success, and Inclusion, or another faculty member for fact-finding information about the case.
3. A letter from the office of the Executive Vice Dean or designee of the College will inform students of the final decision via email by attaching the formal letter in PDF format with return receipt. The following individuals will be copied: 1. the student's adviser, 2. the Associate Dean, Student Affairs and Admissions, 3. the Vice Dean, Enrollment Management, Student Success & Inclusion, 4. the Assistant Registrar, and 5. Respective Program Administrator.

Other Issues

For any other issue a student encounters that the student wishes to appeal which is not covered by the procedure for filing a formal complaint in regard to: Academic, Technical Standards, Ethical Issues and Professional Behavior, the College requires the student to attempt to resolve this issue first informally and then, if the issue is not resolved the student should initiate a formal complaint.

The appeal process is as follows:

1. Informal: Seek an informal meeting with the individual to resolve the issue.
2. If the issue is not resolved, file a formal written complaint via email, within 5 days, to the Program director of the respective program.
3. The Program director will review and respond to the student as soon as possible via email.
4. If the issue still has not been resolved, the student will send their written complaint to the Executive Vice Dean of the College within 5 days of receiving the response from the Program director.
5. The office of the Executive Vice Dean or designee of NYU Meyers will review and respond to the student as soon as possible via email.

Redress of Grievances

Right to File a Grievance

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

Grievances Adjudicated Outside NYU Meyers

In the following cases, grievances must be adjudicated outside NYU Meyers. Questions about whether or not grievances fall within these guidelines should be addressed to the Vice Dean, Enrollment Management, Student Success, and Inclusion.

Harassment: If this matter involved alleged harassment of any kind, grievances should be filed promptly in writing with the University. Review the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/non-discrimination-and-anti-harassment-policy-and-complaint-proc.html>).

Grievance Arising in Other Schools or Colleges: If the student's grievance concerns a student, faculty or staff member whose primary affiliation is with another school or college, the student shall consult and follow that school or college's procedures. In addition, the student shall submit copies of the written grievance to the NYU Meyers Executive Vice Dean and the comparable office in the other school or college.

Grieving Directly to University: If a student wishes to use the formal University procedure as a path of redress, they should consult the Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

Grievances Adjudicated by NYU Meyers

In the following cases, grievances can be adjudicated within NYU Meyers:

- The student believes that they have been subject to treatment which is in violation of NYU Meyers rule, procedure or policy.

- The student believes that they are being affected by an unfair and/or incomplete NYU Meyers rule, procedure or policy or implementation of same.

Grievances Concerning Grades

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

Steps for Academic Appeal of Course Grade or Failure

1. Faculty Level: Student sends written appeal via email to the course faculty member.
2. Faculty member sends written response to appeal to student via email in a timely fashion. If the appeal is denied, student may choose to proceed to next level.
3. Senior Associate Dean or Director Level: If the student's appeal is denied, the student may pursue the process within 5 days of receiving the faculty member's response by including the following information in an email to the Senior Associate Dean or Director of the respective BS, MS, DNP, or PhD Program:
 - a. Student's original appeal to course faculty member
 - b. The faculty member's response
4. After appropriate fact finding, the respective Senior Associate Dean or Director will notify the student of their decision via email. The following individuals will be copied: 1. the student's adviser, 2. course faculty member, 3. the Appeals Officer (Executive Vice Dean) of the College, 4. the Associate Dean, Student Affairs and Admissions, 5. the Vice Dean, Enrollment Management, Student Success, and Inclusion, 6. the Assistant Registrar, and 7. the respective program administrator.
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Steps for Academic Appeal of Dismissal

If the dismissal is due to a failure of course grade, the student may appeal a course failure leading to dismissal according to step one for academic appeal of course grade or failure above. If denied, student may go through formal Appeal of Dismissal process by following the steps below. A Dean's hold will be placed on the student's account.

1. Student sends written appeal via email to the office of the Executive Vice Dean or designee or designee of the College.
2. After appropriate fact finding, the office of the Executive Vice Dean or designee will inform the student of the final decision. A letter will be sent via email. The following individuals will be copied: 1. the Academic Program director, 2. the student's adviser, 3. the Associate Dean, Student Affairs and Admissions, 4. the Vice Dean, Enrollment Management, Student Success, and Inclusion, 5. the Assistant Registrar, and 6. the respective program administrator.
3. A copy of the email notification of the decision from the office of the Executive Vice Dean or designee to the student will be placed in the student's record.

Initiation of the Complaint

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

- If the event or condition occurred within a departmental context, the student shall raise the issue with the appropriate authority in the department or graduate program.

- If the event or condition occurred outside the departmental context or is a harassment complaint, the student shall contact the Executive Vice Dean. The Executive Vice Dean will arrange meetings as appropriate, attend such meeting(s), and attempt to aid in the resolution of the complaint.

Formal Grievance

If the complaint is not resolved to the student's satisfaction through means outlined above, and the complaint is one defined to be adjudicated by NYU Meyers, the student may bring a formal grievance to the Office of the Executive Vice Dean. In this case, the student must submit a formal written grievance to the Executive Vice Dean. The grievant shall state the grounds for the grievance, specifying departmental, NYU Meyers policy, rules, or procedures in question, describe the facts and evidence supporting the grievance, indicate what redress the grievant seeks, provide a brief history of the attempts to resolve the grievance, and identify any individuals who can be contacted for relevant information. Students may request a restriction of the investigation or attempted resolution of a grievance based on concerns about privacy or conflict of interest.

Receipt of Formal Grievance

Upon receipt of a formal grievance, the Executive Vice Dean will promptly schedule a meeting with the grievant. One person may accompany and advise the grievant, but cannot directly participate in the meeting. The Executive Vice Dean or the student may request the presence of the Vice Dean, Enrollment Management, Student Success, and Inclusion at the meeting. The student or the Executive Vice Dean may request that the meeting be recorded. The Executive Vice Dean may contact such other persons as the Executive Vice Dean deems appropriate, subject to the restrictions of the grievant, for the purpose of ascertaining the facts and evidence in the case. The Executive Vice Dean shall render a written decision on the grievance to the grievant, the respondent, and, if the matter had previously been addressed in the department, to the department.

Appeal of Executive Vice Dean's Decision

The student may appeal in writing the decision of the Executive Vice Dean to the Dean of NYU Meyers within two weeks of receipt of the Executive Vice Dean's decision. The Dean will review only the process resulting in the Executive Vice Dean's finding to determine if it was fair and impartial and followed the rules and policies of Meyers. No new information beyond what was reported to the Executive Vice Dean will be considered. The Dean will render a written decision to the student within thirty (30) days of receipt of the appeal. The Dean's decision shall be final for NYU Meyers and its departments.

Appeal of the Dean's Decision

Students wishing to appeal the Dean's decision should consult the Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

Record Keeping

The Office of the Dean of NYU Meyers shall retain a copy of any grievance formally submitted to the Executive Vice Dean or to the Dean, any amended grievance, and any decision of the Executive Vice Dean and/or Dean for five (5) calendar years following the date on which the grievance is resolved.

Grievance at the University Level

Grievances are not heard at the University until they have been heard and a determination made at the College level. If the student wishes to pursue the matter, it shall be addressed in accord with NYU policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

Internships

Graduate students in the Rory Meyers School of Nursing are not permitted to participate in internships for academic credit.