

# ACADEMIC POLICIES

## Honors and Awards

NYU-SPS salutes outstanding undergraduate and graduate students who have distinguished themselves through scholarship, leadership, and service. Academic departments provide student awards and honors based on academic and professional achievement. Masters graduates receive an award of "With Distinction" to those in the top 10 percent of their graduating class and who have a minimum cumulative grade point average of 3.8.

### Student Leadership Award

Student Leadership Award is given to degree recipients who display extraordinary leadership and dedication to fostering student community.

## Residency Requirements

### Master's Programs

To earn a Master's degree at NYU-SPS, a minimum of 85% of the total number of required credits for the Master's degree must be earned in residence at NYU.

### Graduate Certificate Programs

Transfer credits will not be accepted toward a Graduate Certificate, as all courses are required for residency.

## Graduation

Students must submit an application for graduation in the term where they expect to graduate prior to the deadline established by the University Registrar. Graduate students must be in academic good standing (a cumulative GPA of 3.0 or higher), have no incomplete or missing grades, and are enrolled in their final degree requirements to be considered a degree candidate. Students wishing to participate in Convocation and/or Commencement ceremonies, but not having completed all degree requirements, may request a Dean's Exception to participate in the ceremonies. A Dean's Exception may only be considered for no more than two outstanding course requirements, and must be enrolled in their final course(s) in the immediate next semester. The semester of degree conferral is the semester in which the degree requirements are ultimately completed.

## Transfer & Articulation Agreement

### Master's Programs

Upon admission into a graduate program, credits earned at another accredited institution may be considered for transfer credit toward an NYU-SPS Master's degree. Credit for courses taken elsewhere require the approval of the program's Academic Director.

Students who seek transfer credits for previous graduate level work must demonstrate that the coursework meets the following criteria for each course taken:

- Course is considered appropriate to the degree sought.
- The course was completed with a grade of "B" or better.
- The course was taken at an accredited higher education institution.
- The course was taken within the past five (5) years and the department has determined that the material is current and valid.
- The course has not been credited toward another degree.

Students must provide the department with the following information in writing:

- An official transcript with course and grade.
- A detailed course description and/or syllabus, catalog description, and information about textbook and assigned readings.
- An explanation of why the student believes the course is relevant to the NYU-SPS graduate program or duplicates an existing course in the Master's program.
- Any other documentation requested by the department.

Students must request consideration for transfer credit prior to earning no more than 12 credits in the master's program in which they are enrolled at the NYU School of Professional Studies. Accordingly, decisions will be made and communicated to the students by their department before the end of the academic term in which they make the request. When credit is transferred, neither the grade nor the grade value transfers into the grade point average at NYU. If a student elects to register in an NYU-SPS course equivalent to one for which the student received transfer credit, the student will lose the benefit of the transfer credit which will not count toward the NYU-SPS residency requirement.

Graduate students may not transfer in credit taken after they commence study in an NYU-SPS graduate program unless the coursework is in a pre-approved program in an institution with which NYU-SPS has an established relationship.

### Graduate Certificate Programs

Transfer credits will not be accepted toward a Graduate Certificate, as all courses are required for residency.

### Course Substitutions

Each student must complete the full number of credits required by each program. Students who can demonstrate advanced competency of the subject matter in any of the core courses offered at NYU-SPS should discuss course substitutions with the program adviser during the first semester as a matriculated student: a maximum of two courses may be substituted. Substitutions do not reduce the number of credits required, but allow students to take electives in their place.

## Placement Exams

Graduate programs at NYU-SPS do not offer placement exams for students.

## Grading

To receive a final grade for a course, students must comply with the attendance policy stated in the syllabus and satisfactorily complete all examinations and other assignments. To receive a grade students must be officially registered in the course. All grading criteria should be completely explained by the instructor in the course syllabus, which must be distributed at the beginning of the semester to each student. Students' grades are entirely determined by the course instructor.

To receive a final grade for a course, a student must be in regular attendance and satisfactorily complete all examinations and other assignments prescribed by the instructor. A student will not receive grades for any courses in which he or she is not officially registered at the beginning of that term. Once recorded, grades cannot be changed unless some omission or error occurred in the grading process or a grade appeal

is honored. No grade may be changed for any reason after a student has graduated.

Students may obtain their final grades for each semester through ALBERT.

The following symbols indicating terminal grades are used. Only grades of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," or "F" earned while matriculated in NYU School of Professional Studies' credit courses, or earned while matriculated in another division of New York University, are computed in the average.

The following grades may be awarded:

### Graduate Grading Scale

Letter	Percentage	GPA	Meaning
A	95-100	4.000	<b>Exceptional:</b> Demonstrates exceptional mastery of all learning outcomes of the course and thorough and complete understanding of all concepts.
A-	90-94	3.667	<b>Excellent:</b> Demonstrates highly competent mastery of all learning outcomes of the course and strong understanding of all concepts.
B+	87-89	3.333	<b>Very Good; exceeds course standards:</b> Demonstrates mastery of all learning outcomes of the course and understanding of core concepts.
B	83-86	3.000	<b>Good; meets course standards:</b> Demonstrates mastery of some learning outcomes; understanding of some core concepts could be improved.

B-	80-82	2.667	<b>Somewhat Satisfactory; meets some course standards and requires improvement:</b> Demonstrates basic understanding of some learning outcomes; improved understanding of all core concepts is needed.
C+	77-79	2.333	<b>Less than Satisfactory; requires significant improvement:</b> Demonstrates partial understanding of all learning outcomes and core concepts; requires significant improvement.
C	73-76	2.000	<b>Unsatisfactory; requires substantial improvement:</b> Demonstrates partial understanding of some learning outcomes and core concepts; requires substantial improvement.
C-	70-72	1.667	<b>Unsatisfactory; requires extensive improvement:</b> Demonstrates poor understanding of all learning outcomes and core concepts; requires extensive improvement.

F	Below 70	<p><b>Fail:</b> Demonstrates minimal to no understanding of all key learning outcomes and core concepts; work is unworthy of course credit towards the degree.</p>
IF		<p><b>Incomplete Fail:</b> Student was failing the course at the time the Incomplete Contract was signed.</p>
IP		<p><b>Incomplete Pass:</b> Student was passing the course at the time the Incomplete Contract was signed.</p>
P		<p><b>Passing:</b> If a Pass/Fail grade is allowed, the choice of pass/fail must be made prior to the completion of the fifth week of the term.</p>
W		<p><b>Withdrew Officially</b></p>

NR	<p><b>No Record:</b> Grades not entered by the course instructor or authorized school administrator within 60 days from the grade due deadline lapse to NR (No Record). NR grades can be changed later by instructors or authorized administrators using the standard grade change process in Alberta. Courses with NR grades do not count toward earned credit and are not factored into the GPA; these courses do count as credits attempted and impact academic progress evaluations used for financial aid eligibility. Students cannot graduate with NR grades on their record without a formal documented exception approved by the Academic Dean.</p>
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### Incomplete Pass/Incomplete Fail (IP/IF)

"Incompletes" are reserved for unavoidable circumstances which prevent a student from finishing a course in a given term, and the nature of the course permits the faculty member to allow late completion. Incompletes are given at the discretion of the instructor in consultation with the department. The "grade" of Incomplete is thus subject to approval and is never automatic; it can only be issued to students who have completed at least 50% of the coursework. The faculty member will determine what constitutes 50% of the coursework.

There are two "incomplete" grades that indicate the student has not completed required coursework. The grade of "IP" (Incomplete Pass) indicates that the student was passing the course at the time the Incomplete Contract was signed. The grade of Incomplete Fail ("IF") indicates that the student was failing the course at the time the Incomplete Contract was signed.

If the student's request for an incomplete is approved, the student must complete the necessary work by the date specified by the instructor: this date can be no later than the end of classes in the following full term (i.e., by the end of the spring term for a fall or January course; or by the end of the fall term for a spring or summer course).

Students who are out of attendance in the semester following the one in which the course was taken have one additional semester to complete the work. In addition, an Incomplete Contract must be signed by the student, the instructor, and the academic chair. Students must submit a written request for an "Incomplete" to the instructor and secure a signed contract prior to the last day of class; if the written request is not made, the instructor will submit a final grade based on work completed to that point.

If the required work is not completed and submitted by the deadline indicated on the Incomplete Contract, the Incomplete Pass (IP) lapses to an "N" and the Incomplete Fail (IF) lapses to the grade of "F." Students need to register and pay for the course again once a grade defaults to an "N" or "F." Students cannot graduate if they have an Incomplete in any course.

### Pass/Fail (P/F)

The grade of Pass/Fail is available solely in the Master's degree internship courses listed below. In these cases, the grade of Fail "F" is calculated into the GPA. The grade of Pass "P" has no impact on the GPA.

- Publishing Internship
- Global Affairs Internship
- Event Management Internship
- Tourism Management (as of fall 2021 Travel and Tourism Management) Internship.
- Hospitality Industries (as of fall 2021 Global Hospitality Management) Internship

*All other graduate-level courses cannot be taken with a Pass/Fail grade.*

### Withdrawal (W)

The grade of "W" indicates an official withdrawal by the student from a course, (after the deadline for dropping with a refund) and receives no credit.

Students may request to withdraw from any course for which they are registered and automatically receive a "W" by using the class withdrawal process in Albert. Students who receive a "W" may retake the course for credit, provided they re-register. "W" grades permanently remain on the official transcript. The grade of "W" is a Registrar's grade without numerical value. It is not computed in the student's GPA but may significantly impact the student's progress toward degree completion as well as the student's financial aid eligibility: it is imperative to consider the impact on your financial aid award.

### Computing the Grade Point Average

The grade point average (GPA) can be obtained by determining the total of all grade points earned and dividing that figure by the total number of credits completed. For example, if a student has completed an 18-credit schedule and receives grades of A, A-, B, and C+, respectively, in four 3-credit courses and a B+ in a 2-credit course, the student's semester GPA would be computed as follows:

- 4.000 (A) x 3 credits = 12.000
- 3.667 (A-) x 3 credits = 11.001

- 3.000 (B) x 3 credits = 9.000
- 2.333 (C+) x 3 = 6.999
- 3.333 (B+) x 2 credits = 6.666
- Total grade points = 45.666

GPA=45.666 divided by 14=3.262. The total grade points (45.666) are divided by the number of credits earned (14) to obtain the GPA (3.262).

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

### Repeating a Course

Only courses with a grade of "C" or lower may be repeated ("C," "C-," and "F's" including those received from Incomplete Fail). When a course is repeated, only the second grade, whether higher or lower, is computed into the average. Credit is only earned once with a passing grade. The initial grade, however, remains on the transcript with parenthesis notating that it is no longer calculated in the GPA. Students may only repeat a course once. Students will be dismissed from the program when a required course is not passed after the second attempt. Students must re-register and pay in order to repeat a course.

### Grade Changes and Appeals

Grade appeals are handled at the school level at New York University and will not be considered at the University level. It is the faculty's responsibility to evaluate the student's work in the classroom. To appeal a grade, the student must objectively demonstrate that his/her grade is in error or that some documented extenuating circumstance was not taken into consideration.

Only final grades can be appealed.

If you receive a final grade in a course that you wish to appeal, you must first:

- Review the syllabus to ensure that you fulfilled the course requirements as to how the grade was calculated: assignments, attendance, final exam, etc., and the percentages assigned to each component.
- Objectively assess your attendance record. As partners in learning, students are expected to attend class.
- Objectively assess the quality of your class participation. If a student's grade appeal is based solely on a difference of opinion about class participation which, for example, may have been listed on the instructor's syllabus as worth 10 percent, only the instructor's evaluation will be considered.
- Check that the work you submitted met the requirements enumerated by the instructor. For example, if you submitted a well-written and well-researched paper on the life of Plato for "Issues in Philosophy," but the instructor specifically asked for a comparative study of the ideas of Plato, Aristotle, and Socrates, the grade appeal would not be reviewed since you did not follow instructions as to what was required.

If after taking these steps, you believe a grade appeal is justified, the following levels of appeal are available:

#### Level 1: Faculty

Contact the instructor within thirty (30) days after the grade is posted and discuss concerns before beginning the official grade appeal process. Students can reach their instructor by email or telephone number as given on the syllabus or, when available, by leaving a note in the

instructor's departmental mailbox. If you do not receive a response from the instructor within two (2) weeks, notify your adviser.

### **Level 2: Written Appeal to the Director of Your Program**

If the conversation with the instructor does not resolve the dispute, the student may begin the formal grade appeal process by writing a letter to the director of the program within 45 days of the grade being posted. The Academic Director or the Director's Designee will read the appeal, investigate, and determine a final grade, which may be the same as that determined by the instructor, higher or lower. A written decision will be rendered approximately one month after receipt of all required documentation for the appeal.

### **Level 3: Written Appeal to the Associate Dean/Divisional Dean**

If after receiving the decision in writing from the Academic Director or Designee, the student remains in disagreement, the final step is to submit an appeal in writing to the Associate Dean/Divisional Dean within fifteen (15) days after receipt of the Director's Level 2 Appeal response letter. Appeals must include:

1. A memo to the Associate Dean/Divisional Dean indicating why the decision rendered by the program is being appealed.
2. A copy of the decision letter received from the program.
3. A copy of the supporting materials submitted to the program.

The final decision, which will be rendered by the Associate Dean/Divisional Dean within three weeks, will be the grade that appears on the student's official New York University transcript. The student must be prepared for a final decision that either preserves the original grade, is a higher grade, or lowers the original grade, since no further grade protests of the same course will be considered.

Once a student has graduated and a degree has been awarded by New York University, a grade appeal will not be considered.

## **Academic Standing and Progress**

### **Satisfactory Academic Progress**

Graduate students are considered to be in good academic standing provided that their cumulative grade point average is a minimum of 3.0 ("B" average) or better. In order to graduate, all NYU School of Professional Studies graduate students need

1. a minimum cumulative grade point average of 3.0 or better;
2. passing grades in the required number of core courses within their programs; and
3. satisfactory completion of all degree requirements.

An inability to make Satisfactory Academic Progress will have an impact on your Financial Aid award. Be sure to contact the Office of Financial Aid and click on the link below to review the Financial Aid Eligibility Requirements.

Students are responsible for reviewing their grades each semester. If, upon reviewing the grades for a semester, the student determines that his/her cumulative GPA falls below a 3.0, the student must immediately contact his/her program adviser to discuss his/her continuing academic status and, as appropriate, seek academic advisement.

### **Academic Probation**

If a student's cumulative GPA falls below the minimum required cumulative GPA for more than one semester, either consecutive or

nonconsecutive semesters, the student will be dismissed from the program.

### **Restrictions During Probationary Status**

Students on probation are at risk of dismissal and are advised to adhere rigorously to the program directives as detailed in the probation letter. These directives may include, but are not limited to, repeating a course, completing incomplete grades, reducing course load, or other conditions.

In order to help assure the student's return to good academic standing, whenever a student is placed on probation, the Academic Director or designee will inform the student in writing about certain expectations, conditions and/or restrictions that will apply during the student's next term of enrollment.

- Students on probation need permission from their academic adviser to register for the thesis, capstone, or final project.
- Students on probation may not stand for office in any School or University club or organization, or represent the School or University in any manner.

### **Academic Dismissal**

A student who under performs or fails to meet the terms and conditions detailed in the probation letter will be dismissed. The dismissal letter will be sent by the program's Academic Director/Associate or Divisional Dean as soon as possible, after all grades have been posted. If a student is dismissed after having registered for the following semester, upon notification he/she will be withdrawn from classes and he/she will receive a full refund of tuition and fees for that semester.

"Academic Dismissal" will be noted on the student's permanent record.

### **Appeal of Academic Dismissal**

#### **Level One: Appeal of Academic Dismissal to the Senior Assistant Dean of Student Affairs**

A student may appeal the academic dismissal decision made by their program's Associate/Divisional Dean or Academic Chair to the Senior Associate Dean of Student Affairs if they believe the dismissal was the result of an administrative error or if compelling reasons can be provided for reconsideration of their academic standing.

The student must appeal the academic decision in writing to the Senior Assistant Dean of Student Affairs within fifteen (15) days from the date of the dismissal decision letter. The written request must include a personal statement explaining the student's poor academic performance, reasoned argument why the academic dismissal decision should be reversed, and original documentation to corroborate all extenuating circumstances. Anticipated grade changes from outstanding incompletes do not constitute sufficient evidence for an appeal to be granted.

Once the written appeal is received, the Associate Dean of Student Affairs has the sole discretion to determine if an appointment or interview is necessary and, in any case, will communicate a written decision within fifteen (15) days after receiving the written appeal.

Students are not permitted to register for courses while appealing an academic dismissal.

#### **Level Two: Appeal of Academic Dismissal to the Dean or Designee of the School (Final Decision)**

Only after the dismissal has been appealed to the Senior Assistant Dean of Student Affairs, and the dismissal is upheld, may an appeal be submitted to the Dean of the School. The student must request an appeal to the Dean of the School within fifteen (15) days from the date



of the appeal decision made by the Senior Assistant Dean of Student Affairs. The written request must include a copy of the original appeal and the decision letter. Any new information in the student's defense must be submitted at this time. Once the written appeal is received, the Dean or the Dean's authorized designee will determine whether or not an appointment or interview is necessary and, in any case, will make a written decision within thirty (30) days after receiving the appeal.

Download the Appeal Form ([https://www.sps.nyu.edu/content/dam/sps/student-life/student-life-documents/NYUSPS-Academic-Dismissal-Appeal-Form%20\(6\).pdf](https://www.sps.nyu.edu/content/dam/sps/student-life/student-life-documents/NYUSPS-Academic-Dismissal-Appeal-Form%20(6).pdf))

## Time to Complete a Graduate Program

The responsibility for meeting the degree requirements rests with the student. NYU-SPS Masters' Degrees must be completed within five (5) years from the initial date of registration. Graduate certificate students have a maximum of two (2) years. Students must complete degree requirements in effect at the time of their initial enrollment. The time to complete degree requirements includes any semester(s) for which students have paid maintenance of matriculation or during which they took a leave of absence.

Students who transfer from a Graduate Certificate into a Master's degree program have five (5) years to complete the degree from the time they first enrolled in the Graduate Certificate.

Requests for extensions must be made in writing to the Academic Director prior to the completion deadline with a clear action plan of when the program will be completed. No course counting toward the degree can be more than ten (10) years old at the time of graduation. The program's Associate/Divisional Dean is the final authority on whether to approve or deny the request for an extension. Students who are denied an extension are not permitted to continue in the program.

A student must reapply if s/he stops out of the program for more than two consecutive semesters (not including summer). If re-admitted, the student is then bound by the current program requirements.

## Leave of Absence

Occasionally, students may need to take a break from their studies for a variety of reasons. All students should familiarize themselves with the University's Leave of Absence Policy.

### Leave of Absence Policies for International Students

International students are subject to particular requirements in addition to the conditions enumerated in the policy above.

- **Personal Leave of Absence**

An F-1 or J-1 student on a personal leave of absence may not remain in the United States. When approving a leave of absence, the appropriate department or school official should notify the Office of Global Services (OGS) and the student must depart the United States immediately.

- **Medical Leave of Absence**

International students requiring a leave of absence or permission to take less than a full course load for medical reasons are eligible to stay in the United States, subject to conditions set forth by the Department of Homeland Security in accordance with information provided by a physician.

International students should contact the Office of Global Services for more information.

## Maintenance of Matriculation

NYU-SPS requires continuous enrollment of graduate students each fall and spring semester until the degree sought is granted. Summer is optional. To maintain continuous matriculation, students must:

- Register during the fall and spring semesters for at least one credit-bearing course until the degree is conferred, or
- Register for maintenance of matriculation and pay registration and service fees in fall and spring semesters when the student is taking no coursework, or
- Take an approved leave of absence, except in the semester of graduation.

### Note:

International students must be registered full-time and thereby comply with government regulations. Graduate Certificate students must also maintain matriculation until the certificate is completed.

Students must register for maintenance of matriculation and pay all fees for spring and fall semesters in which they do not register for classes. Maintenance of matriculation counts toward the time to complete the degree. No degree can be awarded to a student who has not maintained matriculation up to and including the semester of graduation.

Graduate students with outstanding coursework may maintain matriculation a maximum of two contiguous semesters (fall/spring or spring/fall) before being required to reapply. Students registering for their thesis or final project must maintain matriculation every term until graduation.

NYU-SPS does not waive matriculation or registration fees. Payment of the fees entitles students to use of the facilities and libraries, access to consultation with faculty members, and participation in University activities whether or not they are utilized. When a student maintains matriculation and does not meet the criteria for a full-time or half-time equivalency, student loans immediately begin counting toward the grace period before loans become due, even if the student has not finished the degree.

## Enrollment Status

### Full-Time, Part-Time, and Half-Time Status

The graduate programs and courses offered at NYU-SPS are designed for students who attend classes offered during the day or evening on a full-time or part-time basis. A full-time schedule consists of a minimum of 9 credits per term. During the summer session, full-time status requires 9 credits of coursework within 12 weeks.

Eligibility to receive financial aid is based on the number of credits for which a student is registered each term and students should contact the Office of Financial Aid to confirm eligibility.

- Maintenance of Matriculation Status—0 credits
- Part-Time Status—1-4 credits
- Half-Time Status—4.5-6 credits
- Full-Time Status— 9 credits (*International students must maintain 9 credits per term if on an F-1 or J-1 Visa*)

Office of Financial Aid (<https://www.nyu.edu/admissions/financial-aid-and-scholarships/financial-aid-at-nyu.html>)

## Full-Time Equivalency and Half-Time Equivalency

Students may benefit from full-time or half-time equivalency for a variety of reasons, including eligibility for University-sponsored or other medical insurance.

*Please note: Other medical insurance must meet stated University criteria and requires that the student MUST waive NYU-sponsored insurance by the specified University deadline. More information is available at the Student Health Center.*

Students must request equivalency status in writing to the designated program adviser no later than the first day of the term. Equivalency status can only be granted in the first or thesis term.

There are only two terms during which a student may be given full-time or half-time equivalency:

- **First Term**—Equivalency in the first term is for work required for the degree that carries no credits, such as noncredit coursework required as a condition of admission.
- **Thesis Term**—Students who are registered in only one course - the thesis or final project - may have the department determine whether the work is equivalent to half-time equivalency (20 hours per week) or full-time equivalency (40 hours per week). Note that completion of incomplete coursework or the desire to spread a thesis, final project, or internship completion over more than one term is not a basis for equivalency.

*F-1 students are required to maintain a full-time course load each semester; exceptions are granted only by the Office of Global Services.*

## Withdrawals

### Dropping/Withdrawing from Courses

For information about the drop/withdrawal schedule, and the possible consequences of dropping/withdrawing from courses, please visit the Registrar's Office Academic Calendar. Non-attendance in class does not constitute withdrawing from a course. A student is not officially withdrawn from a course until the Registrar's Office has been notified and the withdrawal recorded. Students must check their records to verify that this has occurred.

The University adheres to a refund schedule based on the date the withdrawal occurs. Students should consult the Bursar's Office regarding the refund schedule.

*To be eligible for federal financial aid, students who are part-time must register for a minimum of six credits during a term.*

Students who are ill or have a serious personal problem should see, call, or write their adviser immediately to determine the appropriate course of action. Students taking six-seven week session courses must check with their academic department for policies and deadlines to add and drop courses.

### Semester Withdrawals

Students wishing to withdraw from all courses must log into Albert and complete the semester withdrawal form located in the My Academics section of the Student Center.

The refund schedule for semester withdrawals and class withdrawals is available on the Bursar's website.

## Standards of Conduct

### Academic Integrity Policy

All NYU School of Professional Studies students are expected to familiarize themselves with, and to comply with, the rules of conduct, academic regulations, and the established policies and practices of the University and the School. Student disciplinary matters are the jurisdiction of the Dean, or his/her Designee, the Associate Dean of Student Affairs.

### Academic Integrity and Plagiarism Policy

All students are expected to be honest and ethical in all academic work. This trust is shared among all members of the University community and is a core principle of American higher education. Any breaches of this trust will be taken seriously. A hallmark of the educated student and good scholarship is the ability to acknowledge information derived from others. Students are expected to be scrupulous in crediting those sources that have contributed to the development of their ideas.

In the process of learning, students acquire ideas from many sources and exchange ideas and opinions with classmates, professors, and others. This development occurs in reading, writing, and discussion. Students are expected—often required—to build their own work on that of other people, just as professional researchers and writers do, and they must give credit for ideas, suggestions, and information that come from other sources. Since the standard of good academic, creative, and scholarly work is to incorporate one's own ideas, analysis, and synthesis along with the proper recognition of the work of others, students are expected to practice the skill of attribution in their writing. Students are expected to quote accurately and identify the origin of citations from others, as well as to acknowledge when ideas are dependent upon concepts developed from other sources. This process of attribution and referencing allows each individual to demonstrate how her or his understanding and ideas relate to an existing body of knowledge—and add to them. It demonstrates the values of academic integrity and systematic reflection and intellectual development. To do otherwise and not reveal sources constitutes plagiarism. And plagiarism is a form of academic dishonesty.

Plagiarism involves borrowing or using information from other sources without proper and full credit. Students are expected to demonstrate how what they have learned incorporates an understanding of the research and expertise of scholars and other appropriate experts; and thus recognizing others' published work or teachings— whether that of authors, lecturers, or one's peers—is a required practice in all academic projects. Students' own scholarly and creative work is strengthened when full and appropriate acknowledgement becomes routine.

Students must master the standard procedures for citations and using footnotes, endnotes, parenthetical references and/or bibliographies, as determined by the character of their assignments. It is an expectation that faculty members impress upon students that whenever their work is dependent upon the ideas, suggestions, phrasing, and data found in sources, a failure to acknowledge them and reference their influence— whether intentional or not—may be considered evidence of academic dishonesty and/or plagiarism. The NYU School of Professional Studies does not tolerate such behavior; and substantiated cases of plagiarism will result in serious sanctions including dismissal.

Consequently, it is essential for every student to develop the habits of identifying sources and to learn and use the proper forms of citation.

Any of the following acts constitutes an offense of plagiarism:

- Using a phrase, sentence, or passage from another person's work without quotation marks and attribution of the source.
- Paraphrasing words or ideas from another person's work without attribution.
- Reporting as your own research or knowledge any data or facts gathered or reported by another person.
- Submitting in your own name papers, tests, examinations, or reports completed by another person.
- Submitting creative works, including images or reproduction of the creative works, of another person without proper attribution.
- Submitting oral or recorded reports of another person without proper attribution.
- Downloading documents in whole or part from the Internet and presenting them as one's own.
- Citing a source that does not exist.

Other offenses against academic integrity include the following:

- Collaborating with other students on assignments without the express permission of the instructor.
- Giving one's work to another student who then submits it as his or her own.
- Sharing or copying answers from other students.
- Copying material from any digital resource/website during examinations (unless expressly authorized).
- Using notes or other sources to answer exam questions without the instructor's permission.
- Destroying library or reference materials.
- Submitting as one's own work a paper or results of research purchased or acquired from a commercial firm or another person.
- Submitting original work toward requirements in more than one class without the *prior* permission of the instructor/s.

## Disciplinary Measures

### Academic Integrity Disciplinary Procedures

Students are subject to disciplinary actions for the following offenses which include but are not limited to:

- Cheating
- Plagiarism
- Forgery or unauthorized use of documents
- False form of identification

### Academic Integrity Sanctions

Once a violation of the policy is detected, the faculty member will not issue a grade on the assignment or for the course until the case has been resolved. **Students may not withdraw from a course once there has been an allegation of plagiarism.**

After a violation of the Academic Integrity and Plagiarism policy is confirmed, one or more of the following sanctions can be issued:

- Required participation in a noncredit workshop or seminar on ethics or academic integrity.
- Requirement to take or retake the Academic Integrity Tutorial
- An assigned paper or research project related to ethics or academic integrity
- Student is issued a written warning or reprimand

- Requirement that the student redo the assignment
- Issue the grade of "0" on the assignment
- Issue the grade of "F" on the assignment
- Issue the grade of "F" in the course
- Issue the grade of "F" for the course; student cannot drop the course and the grade of "F" cannot be eliminated by retaking the course
- Suspension or dismissal

**Sanctions cannot be appealed.**

### Academic Integrity and Plagiarism Judiciary Process

#### 1. Authority

The expectation of sound ethical behavior is of paramount importance at the NYU School of Professional Studies ("NYU-SPS"). To uphold these standards, the School has established the NYU-SPS Policy on Academic Integrity and Plagiarism (the "Policy") and the NYU-SPS Judiciary Committee (the "Committee"). Students have the right to a fair and timely hearing in accordance with the NYU-SPS Academic Integrity and Plagiarism Judiciary Process. The Dean of NYU-SPS (or his/her designee) has the right to suspend a student at any time for cause.

#### 2. Jurisdiction

- The Committee has jurisdiction over academic disciplinary matters involving all students—whether visiting, matriculated, or noncredit—taking classes at NYU-SPS in graduate, undergraduate, and continuing education academic programs. This jurisdiction includes, without limitation, any violations of the Policy.
- Upon entering NYU-SPS each student is bound by the Policy. If there are questions of jurisdiction in any particular case, they shall be referred for decision to NYU's Office of Legal Counsel.

#### 3. Membership of the Judiciary Committee and Panel

- The Chair of the NYU-SPS Faculty Council's Student Affairs sub-committee and the Associate Dean of Student Affairs or his/her appointee, will establish the Committee to oversee issues of academic integrity and plagiarism cases. The Committee will consist of the following members:
  - The Chair of the NYU-SPS Faculty Council's Student Affairs sub-committee (the "Committee Chair");
  - The Associate Dean of Student Affairs or his/her appointee (the "Committee Designee"); and
  - Three members of the NYU-SPS faculty. Cases will be adjudicated by a panel, (the "Panel") which will be appointed, on a case-by-case basis, by the Committee Chair and the Committee Designee, and will consist of the individuals named above.
- If the Chair of the NYU-SPS Faculty Council's Student Affairs sub-committee is unfilled or absent, the Committee Chair will be determined as follows:
  - The Chair of the NYU-SPS Faculty Council will select the Chair of the Committee from members of the NYU-SPS Faculty Council's Student Affairs sub-committee.

#### 4. Procedure for Suspected Academic Integrity Policy Infractions

- The Associate Dean or Director of each academic program area/division will appoint an administrator of each respective academic program area/division (the "Departmental Designee") to review all allegations of Policy violations according to Section IV B (ii and iii) below.
- Once a faculty member suspects a violation of the Policy, the faculty member will immediately discuss the suspected violation



with the student. After the faculty member has discussed the suspected violation with the student, there are three courses of action:

- i. If the faculty member determines that the student did not violate the Policy, the matter is closed and no further action is taken.
  - ii. If the faculty member determines that a violation of the Policy has occurred and the student immediately admits wrongdoing, the faculty member promptly informs the Departmental Designee verbally and also provides, in writing, a detailed account of the academic integrity infraction describing all relevant facts and circumstances.
  - iii. If the faculty member determines that there is a violation of the Policy and the student denies wrongdoing, the faculty member will immediately inform the Departmental Designee verbally and will also provide, in writing, a detailed account of the alleged academic integrity infraction describing all relevant facts and circumstances.
- c. After the Departmental Designee has received the evidentiary report from the faculty member, the Departmental Designee will make a final determination as to whether or not a policy violation has occurred. If the Departmental Designee concludes that no violation has occurred, the matter is closed and no further action will be taken. If the Departmental Designee concludes that a violation has occurred, he/she meets with the student and presents the alleged violation of the Policy. The student has two options:
- i. Complete the Academic Integrity Determination of Responsibility form, acknowledging the alleged policy violation. Within five business days, the Departmental Designee will then recommend sanctions in writing to the Associate Dean of Student Affairs that align with the scope and severity of the case based on NYUSPS sanction guidelines. The Departmental Designee will also provide all records to the Office of Student Affairs in accordance with Section IX herein.
  - ii. Complete the Academic Integrity Determination of Responsibility form, denying the alleged policy violation. The Departmental Designee will submit the alleged violation (the "Case") for Committee review in accordance with Section V.
5. Submitting a Case for Committee Review  
The Departmental Designee submits the Case and all evidence to the Committee Chair and the Committee Designee for formal review. After submitting the Case to the Committee Chair and the Committee Designee for formal review, the Departmental Designee is no longer involved in the judiciary process.
6. Preliminary Procedure
- a. The Committee Chair and the Committee Designee gather evidence that will be provided to the Panel. The following steps are taken in the evidence-gathering phase:
    - i. The Committee Designee contacts the party alleging the violation (the "Complainant") and the person alleged to have committed the violation (the "Respondent") within five business days to explore the nature of the offense.
    - ii. The Committee Designee then asks the Respondent and Complainant to provide supporting documents and evidence within five business days. Examples of materials include:
      1. A copy of the course syllabus.
      2. A copy of all communications that address the allegations.
      3. A copy of the questionable content with highlights or other indications of sections of concern.
      4. A copy of original sources with highlights or other indications of authenticity.
      5. Correspondence.
      6. Other evidence that the Respondent or Complainant may deem relevant.
  - iii. The Committee Chair and the Committee Designee appoint a Panel (see Section III).
  - iv. The Committee Chair and the Committee Designee set a hearing date no later than 30 days after the case has been received for committee review.
  - v. The Committee Designee prepares a Compilation of Findings report in approximately five business days after receiving materials from the Respondent and Complainant. The Compilation of Findings report is then shared with the Panel.
  - vi. The Committee Designee notifies the Respondent and Complainant of:
    1. The specific violation;
    2. The Panel membership; and
    3. The date of the hearing.
    4. The Respondent and Complainant have two business days to send email notification if he/she feels that any Panel member is biased and should not serve on the Panel. An explanation of biases (positive or negative) should be included in the email statement.
7. Official Hearing
- a. Notice of the hearing date will be sent to the NYU email account of the Respondent and Complainant. Alternative hearing date requests should be directed to the Committee Chair and the Committee Designee with an explanation of unavoidable extenuating circumstances. The Committee Chair and the Committee Designee will consult to determine whether or not an alternative hearing date can be arranged.
  - b. Respondents and Complainants have the option to bring Witnesses to the hearing; witnesses are defined as those individuals with first-hand knowledge of what has occurred. All witnesses (the "Witness" or Witnesses") must be approved by the Committee Designee. The identity and relationship of Witnesses to the Respondent or Complainant should be provided to the Committee Designee no later than five business days prior to the hearing. A Witness roster will be shared with involved parties and the Panel.
  - c. The Committee Designee invites the Respondent and Complainant to the hearing and notifies the Respondent and Complainant that they are responsible for notifying Witnesses of hearing details.
  - d. In the event that a Panel member has a personal relationship with or bias against the Respondent or Complainant, the Panel member shall recuse him or herself.
  - e. Attendance at the hearing proceedings is not required. The Panel has the power to render decisions based on the Compilation of Findings report, available testimony, and/or any supporting evidence.
  - f. Attendees at the hearing proceedings may include the Respondent, the Complainant, the Panel, Witnesses, adviser to the Respondent, adviser to the Complainant, the Committee Chair, and the Committee Designee.

- g. A staff member will take the minutes, and the Committee Chair will convene and administer the proceedings in collaboration with the Committee Designee.
  - h. At the commencement of the hearing proceedings, the Committee Chair reads the allegation(s) statement, and the Respondent is offered the opportunity to respond to the allegations. After the Respondent responds, Panelists ask the Respondent questions based on evidentiary materials and commentary.
  - i. Next, the Complainant has the opportunity to respond. After the Complainant responds, Panelists ask the Complainant questions based on evidentiary materials and commentary.
  - j. Notarized Witness statements may be provided in lieu of physical attendance. Notarized statements must be provided five business days prior to the hearing date.
  - k. The Respondent and Complainant are each allowed to have one adviser present at the hearing for support and guidance. The adviser is not allowed to directly address the panel or directly participate in the hearing. The Committee Designee must be notified of the identity and relationship of the adviser at least five business days prior to the hearing.
  - l. The hearing deliberations proceed immediately after the hearing concludes. Each Panel member has one vote. A majority vote constitutes a valid decision.
  - m. Unless additional information is required, the Panel makes a decision based on the preponderance of credible evidence. If the Panel finds the Respondent in violation of policy, the Committee Chair and the Panel will provide a sanction recommendation based on NYU-SPS sanction guidelines to the Office of Student Affairs and the Associate Dean of Student Affairs will make the final decision.
  - n. The Panel makes every effort to render a decision within three business days.
  - o. The staff member prepares the meeting minutes within five working days and delivers them to the Committee Designee and the program's Academic Director.
  - p. The Committee Designee informs the Respondent, the Academic Director of the student's program, and the Complainant, when appropriate, of the decision by NYU email within two business days of the decision being rendered.
8. Sanctions  
Should the Panel find the Respondent in violation of Policy, the Panel identifies proposed sanctions that align with the scope and severity of the case based on NYU-SPS sanction guidelines. Proposed sanctions strike a balance between austerity and development. Proposed sanctions are submitted by the Panel to the Associate Dean of Student Affairs who makes the final determination. The Associate Dean of Student Affairs will determine the final sanction for the Respondent within 10 business days after receiving the proposed sanctions from either the Departmental Designee or the Panel.
9. Record-Keeping  
The Committee Designee provides all records of disciplinary cases, proceedings, and sanctions to the NYU-SPS Office of Student Affairs. The NYU-SPS Office of Student Affairs will maintain records and files of all Cases and proceedings in a confidential manner. Confidentiality must be maintained in accordance with the Federal Educational Rights and Protection Act (FERPA). Documents will be retained in accordance with the timeline specified by the NYU Office of General Counsel.
10. Rights and Obligations of Respondents and Complainants
- a. The Respondent is innocent until the Panel finds the Respondent in violation of Policy.
  - b. The Respondent has the right to be informed of allegations.
  - c. The Respondent and Complainant may have viewing access only to the Compilation of Findings report two business days prior to the hearing. Viewing access is granted in person, and by appointment only, during regular business hours. Requests to view the Compilation of Findings report must be sent to the Committee Designee.
  - d. The Respondent and the Complainant have the right to be present during any testimony. The Respondent, Complainant, or Witnesses are not permitted to communicate directly during the hearing. Questioning will be directed to and posed by the Committee Chair.
  - e. The Respondent and the Complainant have the right, but not the obligation, to testify at the hearing. The Respondent's decision not to testify will not presume guilt upon the Respondent.
  - f. The Respondent and Complainant may consult with an adviser to assist in preparation for the hearing.

## Redress of Grievances

Students who have grievances that relate to academic or non-academic matters should follow the procedures outlined below. If a student wishes to appeal a grade, there is a specific appeals process for grades, outlined in a separate procedure.

### Informal Resolution

Students wishing to grieve an alleged violation of the School's policies shall first contact the person he/she believes to be responsible for the matter being grieved (the respondent). The grievant will contact the respondent within twenty (20) working days of any occurrence giving rise to the grievance and will attempt to resolve the grievance informally. For example, if the complaint involves the instructor of a course, the student should contact the instructor to attempt to resolve the issue. If the complaint is not resolved at this level, the student should schedule an appointment with the Academic Director for the next level of review. If, in the judgment of the student, there is no satisfactory resolution of the complaint at the Academic Director level, the student may submit a written statement of the complaint to the attention of the Associate Dean/Divisional Dean. At the discretion of the Associate Dean/Divisional Dean, a meeting will be arranged between the parties. The Associate Dean/Divisional Dean shall attend such meeting(s) in order to resolve the grievance. The Associate Dean/Divisional Dean is responsible for administering the student complaint procedure and may, when appropriate, make recommendations for a resolution.

### Formal Complaint

If the grievance is not resolved informally within fifteen (15) working days after the grievant and relevant parties have met with the Associate Dean/Divisional Dean, a student may obtain additional review by submitting a written letter of complaint to the Associate Dean of Student Affairs.

The letter of complaint will:

- state the policy that allegedly has been violated,
- describe the facts and evidence supporting the alleged violation,
- indicate what redress the grievant seeks, and
- provide a brief history of the attempts to resolve the grievance.

Depending on the nature of the complaint, the Associate Dean of Student Affairs, or his/her Designee will send a letter to the grievant stating that further investigation of his/her complaint is being conducted.

The Associate Dean of Student Affairs, or his/her Designee/s will then meet with the complainant and with such other persons as they deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint.

After completing the investigation, the Associate Dean of Student Affairs, or his/her Designee/s may dismiss the complaint if they determine that there has been no violation of the School's written policies, even if the facts alleged by the grievant were true. Otherwise, the Associate Dean of Student Affairs, or his/her Designee/s will render a written decision regarding the grievance to the grievant and the respondent.

## **Record Keeping**

The Office of Student Affairs will retain a copy of the letter of complaint, any amended complaint, and the decision rendered, for five full calendar years following the year in which the grievance is resolved.

## **Appeal Process**

If the student wishes to appeal the decision made regarding his or her complaint, the student will submit a written request for appeal to the Dean of NYUSPS including all material from the formal complaint within two weeks of the decision rendered by the Associate Dean of Student Affairs.

## **Internships**

Internship course registration and policies relating to internships are governed by each individual academic program. Students are encouraged to speak with their academic adviser well in advance of seeking an internship for the relevant policies.