

ACADEMIC POLICIES

Residency Requirements

The maximum transfer credits allowed vary by program (<https://wagner.nyu.edu/portal/students/incoming/getting-started/transfer/>) at NYU Wagner. Outside of transfer credits, we expect you to complete the required coursework (<https://wagner.nyu.edu/portal/students/academics/advisement/requirements/>) associated with your program. Electives may be taken at NYU Wagner or at NYU's other graduate programs but require approval from your adviser unless already on the pre-approved list of electives.

Graduation

The University confers degrees in January, May, and August to students who finish all degree requirements by the respective deadlines (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html>). In order to earn your degree, you must apply for graduation in the first few weeks of the term in which you will be completing all degree requirements (<https://wagner.nyu.edu/portal/students/academics/advisement/requirements/>).

Applying for graduation indicates to the Registrar that you intend to complete all degree requirements within the term in which you have applied for graduation. If you fail to meet specified deadlines, you will be unable to graduate on time and will have to wait for the next graduation period to have your degree awarded, so apply well in advance of the deadline. Please check the Graduation Deadlines on the Registrar's Applying for Graduation (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html>) website for instructions on how to apply via Albert as well as the specific application deadline for the exact term in which you intend to graduate, and apply well in advance of the deadline. Once you have applied for graduation, you can also check your graduation status through Albert; the Registrar's website (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/check-graduation-status.html>) includes instructions.

Applying for graduation via Albert is not the same as requesting tickets for the Wagner Convocation Ceremony (<https://wagner.nyu.edu/portal/students/academics/graduation/ceremonies/>) or the NYU All-University Commencement Ceremony (<https://www.nyu.edu/life/events-traditions/commencement.html>), although you need to have applied for graduation in order to be invited to the ceremonies. You can find more details about the ceremonies by visiting the appropriate links.

Note that if you have any outstanding grades or incomplete grades at the Registrar's degree conferral date, you will be unable to graduate.

Doctoral students who wish to receive the Master of Philosophy degree must also apply for graduation (https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html#tripleBox_nyutable).

Students in dual degree programs must submit a graduation application for each of the Schools in which they are enrolled and must earn both degrees in the same term.

If you have any questions regarding your degree progress, eligibility, or anticipated graduation date, please contact your Student Services program advisor (<https://wagner.nyu.edu/portal/students/academics/advisement/>) or email wagner.studentservices@nyu.edu.

If you have questions about your graduation application or have missed the deadline, you may write to graduation@nyu.edu.

Transfer and Articulation Agreements Criteria

Transfer credits may be awarded if they were:

- Earned for graduate credit;
- Earned with a B or better;
- Earned prior to matriculation at NYU Wagner (including Wagner course credits while matriculated elsewhere at NYU);
- Earned within five years of matriculation at NYU Wagner;
- Earned at an accredited institution of established reputation; and
- Not applied toward another degree (although graduate credits applied to an advanced certificate are allowable).

Transfer credits that meet these conditions must be approved by the faculty and deemed relevant to your NYU Wagner degree program. Any transfer credits must be approved prior to the start of your second term and are transferred on a credit-for-credit basis.

Decisions regarding transfer credits and waivers are not made prior to matriculation.

Maximum Allowance

The maximum transfer credits allowed by program are:

Program	Maximum Credits
MPA-PNP, MPA-Health	12
MUP	12
MSPP	0
EMPA Public Service Leaders	6
EMPA Global Policy Leaders	0
PhD (elective credit only)	40
Dual Degree	6
Online MHA	0
Advanced Certificate	0

Approval Process

To have your prior coursework considered for transfer credit approval, please complete the Transfer Credit Request Form (https://nyu.qualtrics.com/jfe/form/SV_0vaHwwt6B2qn2bb/) for each course you would like to transfer.

Requests submitted by close of business on the first of the month (5:00pm eastern time) should receive a response by the end of that month. Requests submitted after the first of the month should receive a response by the end of the following month (e.g. a request submitted on October 2 will receive a response by November 30).

Course Waivers

If you believe a potential transfer course is also equivalent to a required NYU Wagner course (<https://wagner.nyu.edu/portal/students/academics/advisement/requirements/>), you should read

the relevant waiver policy (<https://wagner.nyu.edu/portal/students/incoming/getting-started/waivers/>) to ensure the course's eligibility. You will have an opportunity to submit the necessary course waiver documentation as part of your Transfer Credit Request Form.

Full-Time Enrollment

If you must be enrolled full-time each semester (e.g. you're studying on F1/J1 visa, your external fellowship requires full-time enrollment, etc.), you may not be able to transfer credits if you cannot maintain full-time status each semester. You should confer with your Student Services program advisor (<https://wagner.nyu.edu/portal/students/academics/advisement/>).

Grading

Students will receive grades according to the following scale:

Grade	Grade Points
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
F	0.000

(A) Excellent: Exceptional work for a graduate student. Work at this level is unusually thorough, well reasoned, creative, methodologically sophisticated, and well written. Work is of exceptional, professional quality.

(A-) Very good: Very strong work for a graduate student. Work at this level shows signs of creativity, is thorough and well-reasoned, indicates strong understanding of appropriate methodological or analytical approaches, and meets professional standards.

(B+) Good: Sound work for a graduate student; well-reasoned and thorough, methodologically sound. This is the graduate student grade that indicates the student has fully accomplished the basic objectives of the course.

(B) Adequate: Competent work for a graduate student even though some weaknesses are evident. Demonstrates competency in the key course objectives but shows some indication that understanding of some important issues is less than complete. Methodological or analytical approaches used are adequate but student has not been thorough or has shown other weaknesses or limitations.

(B-) Borderline: Weak work for a graduate student; meets the minimal expectations for a graduate student in the course. Understanding of salient issues is somewhat incomplete. Methodological or analytical work performed in the course is minimally adequate. Overall performance, if consistent in graduate courses, would not suffice to sustain graduate status in "good standing."

(C/-/+) Deficient: Inadequate work for a graduate student; does not meet the minimal expectations for a graduate student in the course. Work is inadequately developed or flawed by numerous errors and misunderstanding of important issues. Methodological or analytical

work performed is weak and fails to demonstrate knowledge or technical competence expected of graduate students.

(F) Fail: Work fails to meet even minimal expectations for course credit for a graduate student. Performance has been consistently weak in methodology and understanding, with serious limits in many areas. Weaknesses or limits are pervasive.

NOTE: Students do not have the option to request a Pass/Fail (P/F) grading basis for a course.

Appealing a Final Grade at NYU Wagner

A final grade earned in a course taught by an NYU Wagner instructor will be changed only in exceptional circumstances. Grading is a matter of the discretion of the instructor in his or her application of the NYU Wagner Grading Policy (see above).

Only the instructor who assigned the final grade can make a quality grade change (e.g., change a grade from a B+ to an A). The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on clear error (e.g., an arithmetic error in computing a grade or failure to grade one of the answers on an examination), or (b) the faculty member who assigned the grade did so in violation of a specific New York University policy. Please note that course grades are assigned based on a student's accomplishment in a course, not upon effort, unless explicitly otherwise noted in a course syllabus. As such, grades may not be appealed on the grounds that a student feels the grade received is not commensurate with the effort applied.

A student who believes a final grade was assigned pursuant to (a) above must first present the case informally to the NYU Wagner instructor responsible for the course in which the student believes an inappropriate grade has been awarded. All possible effort should be taken to resolve the case at this informal stage. The instructor can make a quality grade change at any time prior to a final written decision by the Associate Dean for Academic Affairs at NYU Wagner (the "Associate Dean").

If the grading issue cannot be resolved with the instructor or a student believes a final grade was assigned pursuant to (b) above, the student may choose to submit a formal, written appeal directly to the Associate Dean for Academic Affairs via email within the first fourteen (14) days of the term following the awarding of the final grade under challenge. The written appeal shall state clearly whether the appeal is based on manifest error or an alleged violation of NYU policy. If the basis for the appeal is manifest error, the appeal shall state the alleged error and provide all supporting documentation (such as exam grades, course syllabus, etc.). If the basis for the appeal is an alleged violation of NYU policy, the appeal shall include the written policy of the University that has allegedly been violated and describe the facts and evidence supporting the alleged violations. In either case, the written appeal shall indicate what redress is being sought and provide a brief history of the attempts to resolve the case, including a detailed account of all communication with the instructor.

The Associate Dean may meet, and the written appeal may be shared, with any persons he or she deems appropriate for the purpose of ascertaining the facts and attempting to resolve the case. The written appeal may be shared with the instructor at the Associate Dean's discretion. The Associate Dean may only take one of the following actions in regard to the appeal: 1) no change of grade or 2) change of grade to "Pass." The Associate Dean shall render a written decision on the merits of the appeal. Final decision authority on grade appeals rests

with the Associate Dean and the decision of the Associate Dean is not appealable.

Please note that the Grade Appeal process is not a substitute for or does not supersede other University policies and procedures governing community standards at NYU.

Incomplete Grades

It is the expectation that students will complete all course requirements on time. Students are penalized for failing to meet course requirements as scheduled in the syllabus; papers, homework assignments, and exams not completed by the due date will result in a diminished grade, the grade of zero, or the grade of F for the specific assignment.

Students may be assigned an incomplete grade by a faculty member only under documented *extraordinary* circumstances and will be required to agree in writing and meet completion requirements set forth by the instructor on or before the end of the semester following the request.

Incomplete Grade Assignment Requires Documentation

All circumstances leading to the request of an incomplete grade must have clear documentation (e.g. medical note, obituary notice, employer's note), which must be reviewed and approved by the instructor. If approved, the documentation must be attached to the Incomplete Grade Request Form and is completed and signed by both the student and the instructor. The instructor will then assign an incomplete grade of I.

Resolving Incomplete Grade

On the Incomplete Grade Request Form, instructors will clearly define the product to be delivered before the end of the next semester by the student. Requirements should be made on the basis of written assignments or academic product.

Deadline to Resolve Incomplete Grade

All incomplete grades must be resolved on or before the end of the next semester. Incomplete grades from courses taken in the January, Spring, or Summer terms must be resolved by the end of the following Fall semester. Incomplete grades from courses taken in the Fall must be resolved by the end of the following Spring semester. The instructor will set a specific due date on or before the end of the next semester by which all work must be submitted and this due date will be recorded on the Incomplete Grade Request Form.

In exceptional cases where a core, specialization, or program requirement is not offered the following semester, the timeline may be extended one additional semester, subject to approval by the Associate Dean for Academic Affairs upon written application by the student with the approval of the instructor. Work for elective offerings must be completed by the end of the semester following the incomplete grade request without exception.

If an incomplete is not resolved, either by submitting all work or extending the timeline by the deadline established, the I grade will be changed to an F (fail).

Incomplete Grade Counts As Attempt

An incomplete will count as the first attempt of a course. Students are allowed two attempts at a course.

Students with two or more Incomplete (I) grades on their transcript will be placed on academic probation.

Forms

Incomplete Grade Request Form (https://wagner.nyu.edu/files/students/IncompleteGradeRequestForm_2023.05.10.pdf)

Academic Standing and Progress

GPA Requirement

Cumulative GPA must be 3.000 or higher.

Master's students need a cumulative grade point average (GPA) of at least 3.000 to graduate and are expected to maintain a cumulative grade point average of 3.000 throughout their academic career to be in good academic standing. Students may not graduate with a cumulative GPA below 3.000.

Doctoral candidates are required to maintain a 3.300 cumulative GPA.

Academic Probation

Students who have less than the required cumulative GPA at any point in their academic program are placed on academic probation and closely monitored for academic progress. Students who have less than the required cumulative GPA at any point after attempting 12 or more credits must raise their GPA to the required minimum by the point that they have attempted at most an additional 12 credits; otherwise they will be required to withdraw from Wagner. Students who are asked to withdraw may request a final review by the Associate Dean for Academic Affairs. A response to the final review submitted may take up to 10 business days.

Repeating a Course

Two Attempts Per Course

Students are not allowed to repeat a course for which they received a passing grade on the Wagner grading scale (<https://wagner.nyu.edu/portal/students/policies/grading/>).

Students who fail or withdraw (<https://wagner.nyu.edu/portal/students/academics/registration/add-or-drop/>) (W) from a course at their first attempt are permitted one more attempt at the course, for a total of two attempts per course. Students who do not pass a course that is required for their degree after two attempts will be required to withdraw from Wagner. Students who are required to withdraw based on this policy may request a final review by the Associate Dean for Academic Affairs.

Students with two or more W grades on their transcript in a single term will be placed on academic probation and closely monitored for academic progress.

Second Attempt and Timing

Students who fail or withdraw from a degree core or required specialization course must repeat and pass the course within the next 14-week term:

- A Fall or January term course must be repeated in the next Spring term,;
- A Spring or Summer term course must be repeated in the next Fall term.

For Students in the MHA Program ONLY

Students in the MHA program who fail or withdraw from one or more courses in a term must repeat **ONLY that coursework** in their next term of enrollment. Since all the required courses in a given term are prerequisites for the next term's courses, students must successfully

complete all courses in a term in order to proceed to subsequent coursework.

If a course is not offered in every 14-week term, the student must receive approval from their Student Services Program Advisor (<https://wagner.nyu.edu/portal/students/academics/advisement/>) to take the course in the next term in which it is offered.

Time to Completion Requirement

Students must complete degree requirements in force at the time of their initial enrollment: five years for master's degree students and seven to ten years for doctoral students. The time to complete degree requirements includes any semester(s) for which students pay maintenance of matriculation or take a leave of absence.

Academic Standing and Financial Aid

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

Leave of Absence

Active students in good standing who need to take a leave of absence from school should consult with their program advisor (<https://wagner.nyu.edu/portal/students/academics/advisement/>).

Students may request a leave of absence for national service, serious illness or medical condition (such as significant surgery, recent or expected childbirth, etc.), or for personal or financial reasons. A leave of absence should be requested prior to the semester in which the leave is taken, if possible. Students must submit a request for a Leave of Absence via Albert Student Center (<http://albert.nyu.edu/>) prior to the Add/Drop deadline (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>) for that term. Students granted a leave of absence are still required to complete all degree requirements within the specified time of initial enrollment (masters' students within 5 years; doctoral students within 7-10 years). A leave does not extend the specific time period for obtaining a degree.

A leave can be for a maximum of two consecutive academic semesters; for MHA students this includes the summer term. After two semesters of leave of absence, students must register for courses or they will be required to reapply for admission.

Withdrawals

Non-attendance in class does not automatically withdraw students from a course. To withdraw officially after the Add/Drop period, students must contact Academic Services (wagner.academicsservices@nyu.edu). Withdrawing from a course means the course remains on the transcript, but the student is awarded a "W" instead of a grade. Students must request withdrawal from a course prior to the 9th week of classes in the fall and spring semesters. For special meeting pattern courses in the fall and spring terms, the request must be made prior to the date of the final class meeting. For the summer term, the request must be made prior to the date of the final class meeting. Please refer to the NYU Academic Calendar (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>) for specific dates.

information-and-resources/registration-records-and-graduation/academic-calendar.html) for specific dates.

Students should consult with their program advisor (<https://wagner.nyu.edu/portal/students/academics/advisement/>) before requesting a class withdrawal.

If a student withdraws from a required course, s/he must repeat the course in the next semester it is offered by re-registering and paying the full tuition and fees. Withdrawing from a course constitutes an attempt at completing the course. Students are only allowed two attempts at any course.

Be sure to consult with Tuition Refund page (<https://wagner.nyu.edu/portal/students/policies/refunds/>) for information about withdrawals and complete withdrawals.

Standards of Conduct

These procedures supplement the Student Disciplinary Procedures of New York University, as approved by the vote of the Wagner school faculty on December 16, 2010.

As permitted under New York University by-laws and disciplinary procedures, the faculty of the Wagner Graduate School of Public Service adopts the following procedures for informal resolution of complaints and for cases of formal student discipline. The procedures described below are not exclusive and are not intended to prevent informal resolution.

Disciplinary Violations

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

All students are required to review and acknowledge Wagner's online Academic Oath (<https://wagner.nyu.edu/portal/students/policies/academic-oath/>) explaining these policies and procedures prior to the beginning of classes. Each student "signs" the Academic Oath (<https://wagner.nyu.edu/portal/students/policies/academic-oath/>), indicating understanding of the academic code, resources to consult regarding academic integrity, and potential ramifications of violations. Student Services administrators maintain date and time stamped records of each student's electronic acknowledgment.

Accusations of behaviors that constitute disciplinary violations of either academic dishonesty or community offenses are covered by these procedures.

Charges of Academic Dishonesty

Academic disciplinary violations include, but are not limited to: cheating on exams or assignments, submitting your own work towards requirements in more than one class without the explicit prior permission of the instructors, providing your work for someone else to submit as their own, collaborating on work intended to be done individually, forgery of academic documents, and plagiarism. Cheating consists of violating the rules for taking exams or working on assignments; examples include but are not limited to copying others' work, using unauthorized aids, and using external material on closed book exams. Plagiarism consists of presenting ideas or words without adequate

acknowledgement of their source. Academic disciplinary violations are based on fact rather than intent.

Any of the following acts constitutes plagiarism:

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

In addition to the examples of plagiarism noted above, below we provide several websites that discuss plagiarism further. For research resources and to help you learn about appropriate citation of the many different sources you will use in your work at Wagner, visit our Writing Center (<https://wagner.nyu.edu/portal/students/academics/advisement/writing-center/>) webpage. In addition, consult these resources for understanding and avoiding plagiarism:

1. Citing Sources, New York University Libraries, (<https://guides.nyu.edu/citations/>)
2. "Plagiarism: What is It and How to Recognize and Avoid It," The Writing Center at Indiana University, (https://www.google.com/url?client=internal-element-cse&cx=016278320858612601979:ddl1I9og1w8&q=https://wts.indiana.edu/acc-docs/writing-guides/plagiarism-how-to-avoid.pdf&sa=U&ved=2ahUKEwj5sPDchvGAAXW9MIkFHBMLC_EQFnoEC-AQQAQ&usq=AOvVaw1NBUnOWufNc3nRDznek77I)
3. "Principles Regarding Academic Integrity," Northwestern University, (<https://www.northwestern.edu/provost/policies-procedures/academic-integrity/principles.html>)
4. "Sources," Dartmouth College (<https://writing-speech.dartmouth.edu/learning/materials/sources-and-citations-dartmouth/#1>)

Non-Academic Misconduct: Offenses Against the Community

Offenses against the community are behaviors that jeopardize the physical or emotional health or safety of its members or disrupt educational or Wagner community activities (classroom activities or other official school sponsored events). These include, without limitation, damaging premises, interference with access to academic facilities or offices, and physical or other interference with or harassment of others.¹ Allegations of non-academic misconduct, as outlined in the University Student Conduct Policy, against a student of Wagner, shall be addressed pursuant to the procedures set forth in the NYU Student Conduct Procedures and administered by the Office of Student Conduct under the authority of the Senior Vice President of Student Affairs.

Posting Flyers, Notices and Posters

105 East 17th Street provides a community bulletin board outside the Student Pantry on the 2nd Floor. Only NYU students and employees may post material on this community bulletin board.

- Posting or distributing materials outside of designated areas is not permitted and may be removed and discarded without notice.

- All materials should be 8.5 x 11 inches or smaller. Out-dated and duplicate notices may be removed and discarded without notice.
- All materials must comply with the University's Non-Discrimination and Anti-Harassment Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/harassment-and-discrimination.html>) and NYU's Guidance and Expectations on Student Conduct. (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/nyu-guidance-expectations-student-conduct.html>)

University Student Conduct Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html>)

Student Conduct Procedures (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductprocedures.html>)

¹ In cases involving sexual assault, harassment and other forms of sexual misconduct the policies and procedures outlined in the New York University policy will be followed.

Disciplinary Measures

Complaints can be filed by faculty members, students and administrators and will be fielded by the Associate Dean of Academic Affairs (hereinafter the 'Associate Dean'). Every instance of suspected academic dishonesty should be reported to the Associate Dean, who will maintain a log of offenses.

Upon receiving a complaint, the Associate Dean of Academic Affairs will consult the list to determine if there is a prior offense by the student against whom the complaint was filed (hereinafter the 'Student').

If there is no prior offense and if there is a single complaint, informal resolution between the parties may take place, with guidance from the Associate Dean, and with the faculty member responsible for the academic setting of complaint determining any academic penalty for the infraction (if no faculty member is responsible, the penalty will be determined by the Associate Dean). If an offense was determined to have occurred, the Associate Dean will log the complaint and the resolution. The Associate Dean will inform the student that the offense and resolution have been logged. If informal resolution by mutual consent is not possible for any reason, the matter will be referred to Discipline Committee for a formal hearing.

If the Associate Dean determines that a prior offense has occurred by the same party or if there are multiple complaints, the Associate Dean will consult with the Chair of the Discipline Committee (hereinafter the 'Chair'). They will conduct a preliminary investigation to determine whether or not it is necessary to proceed with a formal hearing.

If the Associate Dean and Chair determine that the complaint warrants proceeding with a formal hearing, the Associate Dean will notify the Student in writing of the charges within 48 hours, listing the complaint(s) and stating the policies that have been alleged to be violated by the Student. The Chair will then create a Hearing Panel to consider the case.

If the Associate Dean and Chair determine that a formal hearing is not warranted, the Associate Dean will resolve the case, determine any academic penalty for the infraction, and notify the student in writing. If the Student does not accept the Associate Dean's resolution of the complaint, the Student has the right to refer the matter to the

Discipline Committee for a formal hearing. If the Student accepts the Associate Dean's resolution of complaint and an offense was determined to have occurred, the Associate Dean will log the complaint and the resolution. The Associate Dean will inform the student that the offense and resolution have been logged.

Rights of the Student

The Student has the right to be informed in writing of the charge(s) against them and the name(s) of the person(s) who filed the complaint.

The Student has the right to consult with an adviser or counsel of their own choosing to assist them in any or all aspects of the disciplinary process. The adviser may be from outside or within Wagner (a fellow student, a member of staff, or a faculty member), although no member of the Committee, the Associate Dean of Academic Affairs (hereinafter 'Associate Dean'), nor Dean shall be eligible to serve as an adviser under this section. The adviser or counsel may appear alongside the student and assist in preparing the student's case at any step in the disciplinary process. The student and their adviser or counsel shall have the right to examine available evidence and, in case of a hearing, as outlined below, to put questions to witnesses in a manner determined by the hearing body, for example, by putting questions directly to witnesses or by forwarding written questions through members of the hearing body.

First Offense

Upon receiving a complaint, the Associate Dean may, at their discretion, directly refer the matter to the Chair of the Discipline Committee (hereinafter the 'Chair'), for example, in cases of allegations of egregious violations of the academic code.

If the Associate Dean does not directly refer the matter to the Discipline Committee, they will consult the list to determine if there is a prior offense by the student against whom the complaint was filed (hereinafter the 'Student'). If there is no prior offense and if there is a single complaint, a process of informal investigation and resolution between the parties may take place, with guidance from the Associate Dean. This process may include discussion between the faculty member and student about the content in question. If the parties agree that a code violation has taken place, the faculty member responsible for the academic setting of the complaint (typically, but not limited to, a course) will determine the academic penalty for the infraction (if no faculty member is responsible, the penalty will be determined by the Associate Dean). If the faculty member and student agree on a resolution, the Associate Dean will log the complaint and the resolution and inform the student that these have been logged. If the faculty member and student cannot agree on a resolution for any reason, for example (but not limited to) failure to agree on the facts or the penalty, the matter will be referred to the Discipline Committee for a formal hearing.

If the Associate Dean determines that a prior offense by the same party has occurred, if there are multiple complaints, or if the Associate Dean has directly referred the matter to the Chair, the Associate Dean and Chair will conduct a preliminary investigation to determine whether or not it is necessary to proceed with a formal hearing.

Discipline Committee

The Disciplinary Committee will be composed of three faculty members, including the Chair, and the Associate Dean for Academic Affairs, or two faculty and one administrator. Student representation will be solicited as needed for hearings or other matters. The students will be selected by the Dean's office from a pool of students either self-nominated or nominated by the Wagner Student Association.

The Hearing Panel

The Hearing Panel will consist of three people, including the Chair (two faculty members and one student or one faculty member, one administrator and one student). Any committee members with conflicts of interest should excuse themselves from serving. In advance of the hearing, the Chair will present the case materials to the Hearing Panel. The Chair will also ask that the complainant and the Student submit the names of all witnesses that they would like present at the hearing. The Hearing Panel has the discretion to limit the number of witnesses appearing at the hearing as it deems appropriate, and the Chair may request certain witnesses to attend the hearing and to testify.

Hearings

The Hearing Panel shall control the conduct of the hearing proceedings. The Chair shall instruct everyone participating in the disciplinary proceeding of the confidentiality of such proceedings. The hearing shall not be governed by formal rules of evidence.

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

The Student has the right to have the Hearing Panel request the presence of a reasonable number of witnesses on his or her behalf, though the Hearing Panel cannot compel the attendance of such witnesses.

An audio recording of the hearing shall be made. In addition, the Chair shall prepare minutes of the hearing, which include:

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

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

Disciplinary Sanctions

As stated previously, academic penalties may be imposed by the faculty member in whose course or assignment the infraction was made. These may include failing the assignment, failing the course, requiring additional academic work, lowering the student's overall grade, or a combination.

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

- Warning: Notice to the Student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.
- Censure: Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction of another violation of a University regulation within a period of time stated in the reprimand.

- **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation. Notification that a more severe disciplinary sanction may be imposed if the Student commits a second disciplinary offense while on disciplinary probation.
- **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **Monetary Fines:** For any offenses as determined by the Committee.
- **Suspension:** Exclusion from classes and other privileges or extracurricular activities as set forth in the notice of suspension.
- **Dismissal:** Termination of student status for an indefinite period. The conditions for readmission, if any permitted, shall be stated by the panel in the order of dismissal.
- **Expulsion:** Permanent termination of a student's status.
- **Community Service:** Specific service as deemed appropriate given the violation.

Appeals

Appeals of the Hearing Panel's decision shall be brought to the Dean. The Student may appeal from any adverse determination but only on the grounds that (i) the procedure followed at the hearing deprived the respondent of a fair opportunity to respond adequately to the complaint or (ii) the evidence in the record taken as a whole does not substantially support the Hearing Panel's action. The appeal must be in writing, must state the basis for the appeal, and must be received by the Dean within 20 working days of the date on which the final report of the Hearing Panel was given to the Student. The appeal shall be limited to a review of the record of the hearing, including the Hearing Panel's decision, and of any materials presented as evidence at the hearing. The Dean's decision shall be made within 20 working days of the date on which the Student's appeal was received. The Dean shall have the power to stay the sanction imposed by the Hearing Panel pending the appeal. The Dean shall prepare a written decision on the appeal and may affirm the Hearing Panel's action, modify it in any respect (including the imposition of a more severe sanction), reverse it, or remand the case for further proceedings by the Discipline Committee. Any decision by the Dean, other than a remand, shall be final and binding.

Criminal Investigations/Convictions

The Wagner School recommends that students receive degrees upon the faculty's certification to the President that students are qualified to earn them. The President recommends qualified candidates to the Board, which ultimately confers all degrees. Wagner reserves the right to withhold, delay, or rescind its certification of qualification in the case of any student who has not complied with Wagner's academic integrity and conduct standards, University rules, or federal, state or local law **while an enrolled student**. Where the facts are beyond legitimate dispute, such as when a student has committed a crime as evidenced by the student having entered a guilty plea, plea of nolo contendere or similar plea, or having been convicted of the crime, Wagner may withhold, delay, or rescind a degree following a faculty vote without further proceedings. In other cases, the student may request a hearing under the disciplinary procedure described in the Academic Code before the faculty considers whether to withhold or confer a degree or rescind its prior recommendation to confer a degree. If there is insufficient time for the hearing prior to the date the degree would otherwise be awarded, the Wagner School may, if the Dean or faculty so elects, withhold the degree pending the completion of the disciplinary process and the faculty's consideration of that process. Similarly, where a student is involved in

a matter that is expected to be resolved, such as judicial proceedings that are expected to result in a judicial resolution of a charge of crime or fraud, the Wagner School may, if the Dean or faculty so elects, defer consideration of whether to withhold or confer a degree or rescind its prior recommendation to confer a degree, pending the resolution of such charges, even if this may delay the faculty's consideration of a candidate beyond his or her expected graduation date.

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

Recording/Record Keeping

The records of all disciplinary cases, preliminary assessments and hearings shall be kept and maintained by the Associate Dean of Academic Affairs on behalf of the Chair in a confidential manner. The Committee will keep and maintain such records until all appeals have been completed or the time for an appeal has expired. Student files, at a minimum, shall reflect the Hearing Panel's affirmative findings of a disciplinary infraction while the Student is enrolled at Wagner.

The Committee shall be responsible for preparing an annual reporting summary to ensure that the Wagner community is made generally aware of disciplinary outcomes.

Redress of Grievances

The Robert F. Wagner Graduate School of Public Service follows the grievance policies and procedures set forth by the University. See Student Grievance Policy and Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>) for more information.

Professional Experience Requirement (PER)

Your odds of succeeding in the job market increase when you have relevant, meaningful professional experience in your chosen field of public service. To ensure you're prepared for your post-graduate career, NYU Wagner requires all MPA and MUP students to fulfill the Professional Experience Requirement (PER).

Do you have PER questions? We're here to help. Review the FAQ below and schedule a Career Advising appointment (<https://wagner.nyu.edu/portal/students/careers/advisement/>) if you want to discuss your PER in more detail.

Note: International students must follow specific guidelines when pursuing PER and working in the United States. Read more about the additional guidelines relevant to you (<https://wagner.nyu.edu/portal/students/careers/resources/per-additional/>).

How do I complete PER?

All MPA and MUP students are required to fulfill the PER prior to starting Capstone. There are two ways you can fulfill the requirement:

- Waive the PER if you completed two years of full-time, degree and specialization-relevant experience work prior to attending NYU Wagner, or

- Complete a degree and specialization-relevant experience in public service while enrolled at NYU Wagner.

Note: For students joining Wagner via NYU's Bachelor's-Master's Dual Programs (<https://wagner.nyu.edu/education/undergraduate/bach-mast/#:~:text=NYU%20Wagners%20combined%20bachelors%20and,started%20career%20in%20public%20service>) who will finish their MPA/MUP in one full-time year, you should complete your PER in the summer prior to joining Wagner as a graduate student. You will need to submit your PER for approval by August 1 of your Capstone year.

What types of jobs and internships qualify for PER?

Your PER position must be directly relevant to your NYU Wagner MUP or MPA degree program, specialization and Wagner coursework as well as your career goals in public service. The experience must provide opportunities to practically apply the skills and knowledge gained through your Wagner coursework and to gain the skills and knowledge needed to compete for employment in your public service field of interest.

Do I have to work a minimum number of weeks or hours to fulfill PER?

You must work a minimum of 160 hours in your PER role.

Note: International students on an F1 visa can work a maximum of 20 hrs/week during Fall or Spring semesters. During the summer and winter break periods you can work up to 40 hours per week.

I'm not sure if the job or internship I am offered will qualify for PER. How can I check?

If you are considering using a position for your PER and want to verify that it qualifies before accepting the position, please first review this page to ensure it meets all applicable qualifications.

If you are still unsure whether the position will qualify for PER, schedule an appointment with an OCS Career Advisor via the NYU Wagner Career Directory (<https://wagner.nyu.edu/portal/students/careers/jobs/>) to discuss the position in more detail.

Where can I get assistance finding a PER position?

NYU Wagner's Office of Career Services staff is available to advise you (<https://wagner.nyu.edu/portal/students/careers/advisement/>) on strategies and resources for identifying degree relevant positions, submitting strong application materials, and conducting successful interviews. However, please note the Office of Career Services does not place students into jobs or internships for PER. Instead, we equip you with the skills and resources to successfully manage your career for life.

What is the deadline for completing and submitting PER?

You are required to submit your PER for approval no later than August 1 prior to the Fall term in which you will start Capstone. Keep in mind that you don't have to have completed your PER position at the time you submit it for approval. You could submit a position that you're about to start or one in which you're currently working.

I believe I qualify for a PER Waiver. How do I submit this for approval?

In order to qualify for a PER waiver, you must have completed two years of full-time, degree relevant work experience BEFORE starting classes at NYU Wagner. If you meet that requirement, please submit a PER Waiver via the NYU Wagner Career Directory (<https://wagner.nyu.edu/portal/students/careers/jobs/>) following the directions in the next section.

If you are an incoming student, you will have access to the NYU Wagner Career Directory beginning in mid-August. At that time, incoming students will be able to submit a PER Waiver. If you have questions, you will have access to book appointments with an OCS Career Advisor starting the first day of classes.

How do I submit my PER position or my PER Waiver for approval?

- Log in to the NYU Wagner Career Directory (<https://wagner.nyu.edu/portal/students/careers/jobs/>)
- Click "Submit a PER Position/Waiver" on your home page
- Click "Add New Experience"
- Select whether you are submitting a Waiver, or submitting your 1st, 2nd, or 3rd PER Position
- Complete the form in full and click "Submit"
- Please allow 5-10 business days for Career Services staff to review your submission and follow up with you via email.

How many PERs do I have to complete?

You are only required to complete **one** PER, but you have the option of completing up to three.