

ACADEMIC POLICIES

General Degree Requirements

The general degree requirements are the same for the Bachelor of Arts (BA) and the Bachelor of Science (BS), with the exception of the dual degree (BS/BS) programs in Engineering. The BA degree is the most common credential conferred in the College. The following programs of study confer only the BS degree: Neural Science; Global Public Health/Science (concentration in Biology and concentration in Chemistry); and Engineering. The BS degree is an option in both Chemistry and Physics. Note well that pursuing dual degrees in the Engineering program is the only way to earn a BS in Biology, Computer Science, and Mathematics, except for the Global Public Health/Science major with a concentration in Biology.

To be eligible for the bachelor's degree, students must complete 128 credits with a cumulative grade point average of at least 2.0. Within these credits, students must fulfill the requirements of both a major (also completed with a minimum grade point average of 2.0) and the College Core Curriculum. A minor is optional, but if elected, must also be completed with a 2.0 minimum grade point average.

The degree requirements to be fulfilled are those in effect during the term of the student's first registration in the College. Registration in another division of New York University does not constitute a registration in the College of Arts and Science. Readmitted students must fulfill the requirements as listed in the College of Arts and Science Bulletin published during the year of their readmission, unless their readmission letter states otherwise.

In very exceptional cases, a student may petition the Committee on Undergraduate Academic Standards (<https://cas.nyu.edu/academic-standards.html>) for approval of a change in the requirements as stated in the Bulletin. Petitions are filed through the Office of the Associate Dean for Students (726 Broadway, 7th Floor; 212-998-8140; <https://portal.cas.nyu.edu/petition/login> (<https://portal.cas.nyu.edu/petition/login/>)).

Residency Requirements

Once a student enrolls in the College of Arts and Science (first year and/or transfer), all course work used to satisfy the 128-credit degree requirement must be completed at NYU. All students must complete a minimum of 64 credits in College of Arts and Science coursework (-UA suffix). Courses taken in other NYU schools (i.e., without a -UA suffix) do not count toward the 64-credit minimum. Neither do NYU Abu Dhabi (-AD/UH) or NYU Shanghai (-SHU) courses. (However, -UA study away courses do count toward the 64 credits.)

Students must complete their last 32 credits while registered in the College. In addition, students must be registered in the College during the semester immediately prior to graduation, unless officially approved for a leave of absence in that semester.

One-half of the courses used to complete the major or the (optional) minor must be taken in the College. Any transfer courses to be applied toward major or minor requirements must be approved by the department.

The Major

Major requirements, varying from department to department, are specified in the sections of this Bulletin devoted to the course listings of

individual departments and programs. Generally, a little more than one-third of the total points are earned in the major.

Every student must complete a major with a cumulative grade point average in the major of at least 2.0. At least one-half of the courses (and in some departments, at least one-half of the points) used to complete the major must be taken in the College of Arts and Science. A student may not register for courses in the major outside of NYU.

The student must be accepted as a major in the department and must review his or her program with a department adviser each term.

College of Arts and Science students may not major in other divisions of the University, with the exception of cinema studies (with Tisch School of the Arts), engineering (a dual-degree program with the Tandon School of Engineering), global public health (combined majors with the School of Global Public Health), and public policy (a joint major with the Robert F. Wagner Graduate School of Public Service).

Students in the NYU Tandon School of Engineering may not declare a major or minor in the College if the desired field of study is offered at Tandon.

Declaration of the Major

Students must visit the office of the department or program to declare a major and have it posted in the Student Information System (Albert). Students who have earned 64 or more points must declare a major. Those with fewer than 64 points are strongly encouraged to declare a major as early in their academic career as possible.

Double Majors and Policy on Double Counting of Courses

Students may take a double (second) major. The same requirements, including the maintenance of a minimum grade point average of 2.0, apply to the second major as to the first. The second major is declared in the same way as the first (see above).

In some cases, courses may be applicable to both majors if the academic departments consider this appropriate. Students must then obtain written approval for the shared course(s) from the directors of undergraduate studies of both departments. No student may double count more than two courses between two majors (or between a major and a minor, or between two minors); some departments have set more restrictive sharing rules (a limit of one shared course, or none at all) as indicated in their sections of this Bulletin. No course may ever be triple-counted among any combination of three majors and/or minors.

The Minor

The minor requirements are found in the departmental sections of the Bulletin. The (optional) minor must be completed with a minimum grade point average of 2.0.

The minor is declared at the office of the sponsoring department or program. No more than one minor can be completed outside of the College in the other divisions of NYU, as the limit on non-CAS credits is set at 16 points.

Regulations Pertaining to Both the Major and Minor

The major and minor requirements to be followed are those stated in the departmental sections of the Bulletin in effect during the semester of the

student's first registration in the College. No credit toward the major or minor is granted for grades of C- or lower, although such grades will be computed into the grade point average of the major or the minor, as well as into the overall grade point average.

No course to be counted toward the major or minor may be taken on a Pass/Fail basis. (See "Pass/Fail option" under academic policies in this Bulletin.)

Transfer students from other colleges and universities must have the written approval of the director of undergraduate studies to count transfer courses toward the major or the minor. Once a student transfers to the College, all course work must be completed at NYU. (See also "transfer students," below.)

Note that in February 2020, the Faculty of Arts and Science approved this motion of the College's Committee on Undergraduate Curriculum:

The committee recommends that for students who matriculate in the College as first-years (i.e. they are not transfer students) no more than two non-CAS NYU courses be counted toward a CAS major and no more than one non-CAS NYU course be counted toward a CAS minor. Ultimate decision making will still lie within the departments, spearheaded by the director of undergraduate studies. This recommended policy does not apply to joint degrees and other majors that have pre-approved arrangements.

Transfer Students

Transfer students, whether external or internal, must complete 64 points in College of Arts and Science coursework (-UA suffix) and must earn a cumulative grade point average of at least 2.0 overall, in the required major, and in the optional minor.

Courses taken in other NYU schools (i.e., without a -UA suffix) do not count toward the 64-credit minimum. Neither do NYU Abu Dhabi (-AD/UH) or NYU Shanghai (-SHU) courses. (However, -UA study away courses do count toward the 64 points.)

At least one-half of the courses used to complete the major and any minor must be courses offered by the College (-UA suffix). Any transfer courses to be applied toward major or minor requirements must be approved by the department and may not exceed one-half of the required coursework for the major or minor.

Courses in which a grade of C- or lower was earned are not transferable. Grades earned in external transfer courses are not calculated in the NYU grade point average.

Please note that the College follows the University's Undergraduate Transfer Credit Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/UndergraduateTransferCreditPolicy.html>).

Graduation

Students may officially graduate in September, January, or May. The all-University Commencement ceremony is held in May. The College holds a baccalaureate ceremony in May. Students must apply for graduation on Albert, and they must be enrolled for either course work, leave of absence, or maintenance of matriculation during their final semester.

To graduate in a specific semester, students must apply for graduation within the application deadline period indicated on the calendar available at the Office of the University Registrar's web page. It is recommended that students apply for graduation no later than the beginning of the

semester in which they plan to complete all program requirements. Students who do not successfully complete all academic requirements by the end of that semester must reapply for graduation for the following cycle.

Conferring of Degrees

Degrees are conferred in September, January, and May. The formal conferring of degrees by the president of the University takes place annually at Commencement in May.

Transcripts of Record

Unofficial transcripts are available on Albert, NYU's Web-based registration and information system. Albert can be accessed via NYUHome.

Students requiring a stamped and sealed copy of their New York University records should request an official copy of their University transcript from the Office of the University Registrar. Requests for official transcripts require the signature of the student/alumnus requesting the transcript, unless the student/alumnus has a valid NetID.

Current students and graduates with a valid NYU NetID (able to access NYUHome/Albert) who attended NYU in or after 1990 can request an official transcript from the Albert Student Center. The Official Transcript link can be found under the Grades & Transcripts section of the Student Center.

Alumni who attended NYU prior to 1990 and have a valid NetID can go to the secure online transcript request form and log in with their NetID and password. A signed consent form is not required.

Before completing their transcript request, current students should check to ensure that all their grades have been posted. Recent graduates should check to ensure that their degree has been recorded.

Any transcript request that requires any special handling must go through the secure online transcript request form (<https://www.nyu.edu/registrar/transcript-form.html>) and cannot be requested on Albert. Special handling includes: (1) sending transcripts by express mail; (2) transcripts sent to the student or alumnus/a in separate sealed envelopes addressed to admissions offices of other universities; (3) including additional documents to be sent along with the NYU transcript.

Former students who no longer have a valid NetID (unable to access NYUHome/Albert) or who attended New York University prior to 1990 must complete the secure online transcript request form (<https://www.nyu.edu/registrar/transcript-form.html>) and mail/fax/email the signature page to the Office of the University Registrar. Alternatively, they may write a letter to request transcripts and send this to the registrar. A signed consent form is required. The request letter must include all of the following information:

- University ID number
- Current name and any other name under which the graduate attended NYU
- Current address
- Date of birth
- School of the University attended
- Dates of attendance
- Date of graduation

- The full name and address of the person or institution to which the transcript is to be sent

The request may be faxed to 212-995-4154 or mailed to New York University, Office of the University Registrar, Transcripts and Certification, P.O. Box 910, New York, NY 10276-0910. There is never any charge for academic transcripts. Transcripts cannot be produced for anyone whose record has been put on hold for an outstanding University obligation.

Enrollment Verification

Students can view/print their own enrollment certification directly from Albert using the integrated National Student Clearinghouse student portal. This feature can be accessed from the Enrollment Verification link in the Grades and Transcripts section of the Student Center. Eligible students are also able to view/print a good student discount certificate, which can be mailed to an auto insurer or any other company that requests proof of status as a good student (based on the cumulative GPA).

Former students who no longer have a valid NetID (unable to access NYUHome/Albert) can request a copy using the Enrollment/Degree Completion Request form at registrar.nyu.edu. The signed consent form may be emailed to certifications@nyu.edu, faxed to 212-995-4154, or mailed to New York University, Office of the University Registrar, Transcripts and Certification, P.O. Box 910, New York, NY 10276-0910.

Verification of enrollment or graduation may also be requested by submitting a signed letter via email/fax/mail to the Office of the University Registrar with the following information:

- University ID number
- Current name and any name under which the student or graduate attended NYU
- Current address
- Date of birth
- School of the University attended
- Dates attended
- Date of graduation
- The full name and address of the person or institution to which the verification is to be sent

Diploma Application

Students may officially graduate in September, January, or May. The all-University Commencement ceremony is held in May. The College holds a baccalaureate ceremony in May. Students must apply for graduation on Albert, and they must be enrolled for either course work, leave of absence, or maintenance of matriculation during their final semester.

To graduate in a specific semester, students must apply for graduation within the application deadline period indicated on the calendar available at the Office of the University Registrar's web page. It is recommended that students apply for graduation no later than the beginning of the semester in which they plan to complete all program requirements. Students who do not successfully complete all academic requirements by the end of that semester must reapply for graduation for the following cycle.

Awarding of Credit

Credit for Courses in the College

To receive credit for a course, the student must register before attending, meet the requirements for attendance, and creditably complete all

examinations and assignments prescribed by the instructor. For exceptional students, most departments also offer independent study.

Restrictions on Receiving Credit

A student who has taken a course for credit or who has obtained a W in a course is permitted to repeat that course once. Students may not repeat more than two courses during their undergraduate careers. Students may not repeat courses in a designated sequence after taking more advanced courses. The departments determine the sequencing of courses. Students with questions regarding the repetition of courses or course sequences must consult with the particular department offering the course. When a student repeats a course, no additional credit will be awarded. Both grades will be recorded and computed in the grade point average. Courses that a student repeated before internally or externally transferring or transitioning into CAS do not count against the two-course limit.

A limited number of credits may be earned by those in the military services who take correspondence courses in colleges approved by the United States Armed Forces Institute.

Students may not be registered at another university at the same time that they are registered in the College of Arts and Science.

Double Counting of Credit

In some cases, course credit may be applicable to two majors, a major and a minor, or two minors, but only if the academic departments consider this appropriate. Students must then obtain written approval for the shared course(s) from the directors of undergraduate studies of both departments. No student may double count more than two courses. Some departments have set more restrictive sharing rules (a limit of one shared course, or none at all) as indicated in their sections of this Bulletin. No course may ever be triple-counted among any combination of three majors and/or minors.

Courses at Other Schools and Divisions of New York University

Courses may be taken in the New York University Graduate School of Arts and Science. 1000-level graduate courses may be taken as described in the departmental sections of this Bulletin, and 2000-level graduate courses may be taken with written approval of the instructor. If graduate courses are applied toward the completion of requirements for the baccalaureate degree, no advanced credit is allowed for them in the Graduate School of Arts and Science.

It is also possible for students to take courses in other undergraduate divisions of New York University and to have credits for these courses applied to the degree in the College.

Students may take a total of 16 credits in other divisions, including any courses for particular minors approved by the College. Transfer students should note that credits for non-liberal-arts courses (e.g., business, applied art, speech) taken at another institution count as part of the 16 credits. Students seeking additional non-liberal-arts credits beyond the 16-point limit must speak with their academic adviser in the College Advising Center.

Some study away courses bearing the suffixes -AD/UH (NYU Abu Dhabi) and -SHU (NYU Shanghai) are approved not to count against each CAS student's 16-point allowance in the other schools of NYU.

Please note that restrictions apply. Courses in other divisions that duplicate the contents of a College of Arts and Science course do not

count toward the College degree. For details, students must check with an adviser in the College Advising Center before registering for any courses in other divisions. If a course is not approved, students will not receive credit for it. Independent study or internship courses taken in other divisions of the University do not count toward the College degree. If such courses are taken at schools outside the University, the credit will not transfer to the College.

Also excluded from credit toward the degree are any courses taken in the School of Professional Studies, and/or in the Liberal Studies Program, once a student is matriculated in the College. However, CAS students are allowed to take some specified advanced courses in Global Liberal Studies (GLS).

Internal and external transfer students to the College must complete 64 credits in CAS (-UA) courses; courses taken in the other divisions and schools of NYU (including NYU Abu Dhabi and Shanghai) cannot count toward this 64-credit requirement.

Summer Credits

Once admitted to the College, students must take all courses here, including those they need or wish to take during the summer. Exceptions are granted only rarely and only for good academic reasons.

Requests for a waiver should be made by submitting a petition to the Committee on Undergraduate Academic Standards in the Office of the Associate Dean for Students; <http://cas.nyu.edu/academic-standards>.

Information about NYU summer course offerings is available during the preceding fall and spring terms, as is information about dormitory facilities available to students who usually commute.

Credit for Independent Study

Most departments offer independent study courses for students with exceptional qualifications. In these courses, the work is planned specifically for each student.

Independent study courses allow the student to work independently with faculty supervision and counsel. The courses typically carry variable credit of 2 or 4 credits each term. They are normally limited to upper-class majors but may be open to other well-qualified students. To register for independent study, a student must have written approval of the director of undergraduate studies of the department in which the course is offered. The result of the independent study course should be a paper or objective, tangible evidence of completion of the work. The individual departments may grant credit for not more than 8 credits of independent study for work approved in advance. In general, students are not permitted to take more than 12 credits of independent study and/or internship, and no more than 8 credits may be taken in any one department. Internships and/or independent study courses taken in other divisions of the University or at other universities do not count toward the College degree.

More specific information can be found under the individual departmental sections.

Credit for Online Courses

CAS students can count up to four online courses (up to a total of 16 points) toward the baccalaureate degree. They can be taken in other NYU schools and/or be applied as external transfer credit. No prior approval is needed to take an NYU online course. However, students must petition to transfer in external online courses. Petitions are filed through the

Office of the Associate Dean for Students; <http://cas.nyu.edu/academic-standards>.

Online courses cannot meet the requirements of any CAS major or minor unless they are accepted and approved by the department's director of undergraduate studies.

Students may not register for online (or any) course in NYU's School of Professional Studies.

Online credits from for-profit institutions are not accepted.

Students must check the policies of graduate and professional schools they may plan to attend after graduation from NYU; not all programs will accept online credits.

Transfer and Articulation Agreements

Credit for Transfer Students

Students are allowed to transfer up to 64 credits to the College and must present official college transcripts. Credits based on semester hours are accepted from other institutions at face value and are not altered when they are transferred into the College. Quarter hours will be converted to semester hours to determine the number of credits transferable to the College of Arts and Science. Non-liberal-arts credits are not always transferable, and transfer credit is never awarded for independent study or internship courses. Only credits for course work taken with a grade of C or better will be transferred. Courses taken for a pass/fail grade will not transfer to the College.

Internal and external transfer students to the College must complete 64 credits in CAS (-UA) courses; courses taken in the other divisions and schools of NYU (including NYU Abu Dhabi and Shanghai) cannot count toward this 64-credit requirement.

Courses in which a grade of C- or lower was earned are not transferable. Grades earned in external transfer courses are not calculated in the NYU grade point average.

Please note that the College follows the University's Undergraduate Transfer Credit Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/UndergraduateTransferCreditPolicy.html>).

Receiving Credit for Courses Taken at Another Institution

Upon matriculation in the College students are expected to take all remaining coursework at NYU, including courses they need or wish to take during the summer. Students who would like to attend another institution and transfer those credits to NYU must first petition and receive approval from the College's Committee on Academic Standards (<https://portal.cas.nyu.edu/petition/login> (<https://portal.cas.nyu.edu/petition/login/>)). The Committee will review requests for the following scenarios:

- Off-Campus (Domestic) and Off-Campus (International/non-NYU study abroad) courses the student would like to take in the future.
- Transfer Credit: to receive credit for courses previously taken at another institution.

Because the College and University offer a wealth of regular term, summer session, and January term courses in both New York and away (through NYU's Global Centers (<http://www.nyu.edu/admissions/study-abroad.html>), NYU Shanghai (

academic-centers/shanghai.html), NYU Abu Dhabi (<http://www.nyu.edu/global/global-academic-centers/abu-dhabi.html>), and a number of international (<https://www.nyu.edu/academics/studying-abroad/exchange.html>) and national (<http://cas.nyu.edu/content/nyu-as/cas/aap/domestic-exchange.html>) exchange partners), students must use their petitions to explain how their proposed off-campus study integrates with and furthers their overall academic goals and completion of their academic program requirements.

Students must attach a syllabus for each off-campus course they are requesting to take, as well as proof of departmental approval for any course(s) intended to satisfy a major or minor requirement(s).

Before filing a petition, please note that the following College policies apply:

- The last 32 credits for the degree must be taken in residence at CAS.
- No off-campus credits will be granted for any courses taken at a two-year institution.
- No credit will be awarded for any grade below C or for grades of P, S, CR, etc.
- Grades for courses taken outside of NYU are not computed into the CAS grade point average.
- Students who register for courses other than those with prior approval will not receive transfer credit for them.
- Substitutions for CORE courses are NOT permitted.

Advanced Placement, International Baccalaureate, A Level, and Other Examinations

The College participates in the Advanced Placement Program of the College Entrance Examination Board. Students who have taken Advanced Placement exams while in high school should have the Educational Testing Service in Princeton, NJ, forward their official scores to NYU Undergraduate Admissions, 383 Lafayette Street, New York, NY 10003.

No credit is given for AP tests taken after the completion of high school. In most subjects, if the score received is 4 or 5, credit will be granted. The AP credit will be lost, however, if a student takes the equivalent course for credit in the College. For more information, see the "advanced placement equivalencies" chart in the admission section of this Bulletin.

For information on IB, A Level, and the other international examinations for which CAS awards credit (minimum scores, course equivalencies, etc.), please see "credit by examination" and charts in the admission section of this Bulletin. No credit is given for international tests taken after the completion of high school.

The maximum number of credits allowed toward the degree requirements of the College that are a result of any possible combination of nonresident special examination programs (plus previous coursework, if applicable and approved) shall not exceed a total of 32.

College Credits Taken in Secondary School by First-Year Matriculants in CAS

Credit may be awarded to students who completed college courses while in high school (credits from either a community college or a four-year college or university are acceptable), provided that: they received a grade of C or better in the courses; an official transcript from the college or university is received; corresponding courses are offered at NYU; and the courses are applicable to a student's degree program requirements. Note that students who matriculate as first years will not receive transfer credit for post-secondary expository writing courses, since they are required

to complete at least one first-year writing course at NYU. Note also that students who enter CAS as first years may be awarded no more than 32 advanced standing credits; this limit includes both credits from Advanced Placement and similar examinations and previous college credits.

Non-NYU Study Abroad

Credits based on semester hours (similar to schools in the United States) are accepted from institutions abroad at face value and are not altered when the credits transfer into the College. Often credits from institutions abroad must be adjusted or converted to correspond to the College's requirements for awarding credits. Approval to participate in a non-NYU study abroad is only obtained by completing an academic proposal. Petitions are filed through the Office of the Associate Dean for Students, 726 Broadway, 7th floor; 212-998-8140; <http://cas.nyu.edu/academic-standards>.

When students receive approval to participate in a non-NYU program abroad, the specific courses they will take are approved and the number of transfer credits they will receive is specified.

Grading

Missed and Makeup Examinations

As noted under "grades," below, a student who cannot take the final examination in a course at the regularly scheduled time may be given the grade of Incomplete. The student must discuss the reasons for missing the examination with the instructor and, in the case of illness, must consult with the instructor. The student must ask the instructor to give a grade of Incomplete. Incompletes are not awarded automatically. The time and place of any makeup examinations are set by the instructor or the department.

Incomplete grades received because of a missed final examination must be removed within the semester following the one in which the Incomplete was received. In the case of students who are out of attendance, such grades must be removed within one year after the end of the course concerned. A grade of Incomplete that is not removed within this time limit becomes an F and is computed in the grade point average. (Regarding the removal of Incompletes received for missed work other than final examinations, see under "grades" and "Incompletes," below.)

Grades

Students may obtain their final grades for each semester on Albert via home.nyu.edu. The parents or guardian of a student who is a minor (under 18 years of age) may, on a written request to the Office of the University Registrar, obtain the student's grades at any time.

The following symbols indicating grades are used in the College: A, B, C, D, and F, as well as P, W, NR, and R. The following symbol indicates incomplete work: I. The full range of regular grades is: A, A-, B+, B, B-, C+, C, C-, D+, D, F. Only grades of A through F (including all plus and minus grades, such as B+ and B-) earned in any New York University course are computed in the average. In general, A indicates excellent work, B indicates good work, C indicates satisfactory work, and D indicates passable work and is the lowest passing grade. F indicates failure.

By vote of the University Senate on March 29, 2018, the weights assigned in computing the grade point average are as follows, effective fall 2018 and thereafter. Grades and GPAs prior to fall 2018 will not change; for the pre-fall 2018 weighting of grades, please consult an archived CAS Bulletin.

A = 4.000
 A- = 3.667
 B+ = 3.333
 B = 3.000
 B- = 2.667
 C+ = 2.333
 C = 2.000
 C- = 1.667
 D+ = 1.333
 D = 1.000
 F = 0.000

Computing the Grade Point Average

The grade point average can be obtained by determining the total of all grade credits earned (quality points) and dividing that figure by the total number of credit hours completed (quality hours).

For example (using the grade weighting in effect before fall 2018): A student who has completed 8 credits of A (4.0), 4 credits of B (3.0), and 4 credits of C (2.0) has a grade point average of 3.25. This is obtained by adding 8 (points of A) x 4.0 (point value of A), 4 (points of B) x 3.0 (point value of B), and 4 (points of C) x 2.0 (point value of C), which totals 52 (the total of all grade credits earned), and then by dividing 52 by 16 (the total number of credit hours completed). This gives the grade point average of 3.25.

Policies on Assigned Grades

Once a final grade has been submitted by the instructor and recorded on the transcript, the final grade cannot be changed by turning in additional coursework.

Courses cannot be audited as a means of satisfying requirements for an Incomplete grade or as a means of changing a previous grade.

To appeal an assigned grade, the student should first consult with the instructor who assigned the grade to discuss the grading requirements for the course and how the grade was determined. If the student is not satisfied with the outcome of the discussion and wishes to appeal the grade further, a formal written appeal should be submitted to the chair and/or director of undergraduate studies in the particular department. An independent review of the grade will be undertaken by the department. All of the student's work will be reviewed to clarify how the grade was determined and to ensure the grade is consistent with the academic guidelines and policies of the department. The decision of the department in matters related to a course grade is final.

In the case of a course that has been repeated, for students who matriculate in or are re-admitted to CAS in fall 2012 and thereafter, both grades will be recorded on the transcript and both grades will be computed in the grade point average. When a student repeats a course, no additional credit will be awarded.

The grades for courses taken abroad in one of New York University's programs or at one of the exchange sites are recorded on the transcript and are also included in the grade point average. The grades for graduate and professional courses taken at other divisions in the University are included in the grade point average, provided that permission to enroll is obtained prior to registration for the courses.

Not included in the undergraduate grade point average are grades for the first year of professional courses taken by those students in the three-year accelerated dental program and grades for work done at institutions other than New York University (except for exchange sites abroad).

Grade Of P

The grade of P (Pass) indicates a passing grade (A, B, C, or D) in a course taken under the Pass/Fail option. It is also used to indicate nongraded courses. The grade of P is not computed in the average. The grade of F under the Pass/Fail option is computed in the average. For more information and procedures to obtain the Pass/Fail option, see the section "Pass/Fail option," below.

Grade Of W

The grade of W indicates an official withdrawal of the student from a course in good academic standing. Please see "change of program" and "withdrawing from courses," for information on the regulations and procedures for withdrawing officially from courses.

Grade Of I

The grade of I (Incomplete) is a temporary grade that indicates that the student has, for good reason, not completed all of the course work but that there is the possibility that the student will eventually pass the course when all of the requirements have been completed. A student must ask the instructor for a grade of I, consult with the instructor if they suffered an illness or the equivalent, and clarify the remaining course requirements with the instructor.

The Incomplete grade is not awarded automatically. It is not used when there is no possibility that the student will eventually pass the course. Courses cannot be audited as a means of satisfying requirements for an Incomplete grade. If the course work is not completed after the statutory time for making up Incompletes has elapsed, the temporary grade of I shall become an F and will be computed in the student's grade point average.

Grade Of NR

Grades not entered by the course instructor or academic department within 60 days from the grade deadline will lapse to NR (No Record). Courses with NR grades will not count toward earned credit and will not factor into the GPA, but will count as credits attempted and will impact academic progress evaluations used for financial aid eligibility. Students may not graduate with NR grades on their transcript without a formal documented exception approved by the CAS Office of the Associate Dean for Students.

Grade Of R

This grade is only used for audited courses. Auditors must be fully registered (by an administrator, via an add/drop slip) in Albert for audited courses and pay full tuition, but do not earn credit. The grade of R is not computed in the grade point average.

Incompletes

All work missed in the fall term must be made up by the end of the following spring term. All work missed in the spring term or in a summer session must be made up by the end of the following fall term. Students who are out of attendance in the semester following the one in which the course was taken have one year to complete the work. Students should contact the College Advising Center (726 Broadway, 7th floor; 212-998-8130) for an extension of Incomplete form, which must be approved by the instructor. Extensions of these time limits are rarely granted.

Pass/Fail Option

Students may elect one Pass/Fail option each term, including the summer sessions, for a total of not more than 32 credits during their

college career. The Pass/Fail option is not acceptable for courses completed at other institutions.

The choice must be made before the completion of the fourteenth week of the term (fifth week of a six-week summer session); after that time, the decision cannot be initiated or changed. No grade other than P or F will be recorded for those students choosing this option. P includes the grades of A, B, C, and D and is not counted in the average. F is counted in the average.

The Pass/Fail option is not acceptable in the major, the minor, or any of the courses taken in fulfillment of the College Core Curriculum requirements. Students considering the Pass/Fail option in their area of study or in required preprofessional courses should consult with their advisers about the effect of such grades on admission to graduate and professional schools. Students who change their majors may not be able to use courses taken under the Pass/Fail option to satisfy the requirements of their new majors. To declare the Pass/Fail option before the end of the fourteenth week of the semester or the end of the fifth week of a six-week summer session, students must consult with an adviser in the College Advising Center, 726 Broadway, 7th floor; 212-998-8130. Advisers submit the request on students' behalf.

Academic Standing and Progress

The College's faculty Committee on Undergraduate Academic Standards (cas.nyu.edu/academic-standards.html) ensures students are meeting degree requirements and following academic policies as outlined in this Bulletin. The Committee meets regularly throughout the academic year to review student records. While CAS expects most of its students will experience a straightforward path to successfully completing an undergraduate degree and will be able to easily comply with the College's academic standards, the Committee also understands that difficulties may arise that hinder a student's ability to comply with certain requirements. When such extenuating circumstances arise, the Committee allows students to petition for an exception to or exemption from a policy or requirement.

Because every student and every situation is unique, the Committee decides whether to approve or deny all such requests on a case by case basis. Students should be aware that only petitions based on circumstances that are supported by valid and documented academic reasons will be considered. The decisions of the Committee are final.

Prior to filing a petition, students should consult their Degree Progress Report (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/degree-progress-report.html>) in Albert and/or a CAS advisor for questions about their academic standing and progress to degree. At the same time, the Office of the Associate Dean for Students and the CAS Advising Center (<http://cas.nyu.edu/advising.html>) are additional resources to help students understand their academic standing, progress to degree and available options for completing CAS academic requirements.

Attendance

Although the administration of the College does not supervise attendance of classes, it supports the standards imposed by instructors.

Students who, in the judgment of the instructor, have not substantially met the requirements of the course or who have been excessively absent may be considered to have withdrawn unofficially and may be given the final grade of F. See "withdrawing from courses," above.

Religious Holidays and Attendance

Please consult the University Calendar Policy on Religious Holidays (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html>).

Change of Program

To make any changes in their program, including dropping or adding courses given in other divisions of the University, students must access Albert via home.nyu.edu or file a change of program ("drop/add") form with the Office of the Registrar in the StudentLink Center, 383 Lafayette Street.

Adding Courses

The deadline for the adding of a course or a section is the end of the second week of the semester. The deadline applies to any course added by a College of Arts and Science student and to any College of Arts and Science course added by students from other divisions. The adding of any course or section after the end of the second week is generally allowed only with the written approval of both the instructor and Academic Standards in the Office of the Associate Dean for Students, 726 Broadway, 7th floor; 212-998-8140.

Degree Progress

All students have access to their degree progress report, as generated by the Office of the University Registrar, on Albert via NYUHome. It is located in the Academics section of the Student Center. The degree progress report is a Student Information System (SIS) accounting of completed and remaining degree requirements.

Auditing

Matriculated students in the College or in any division of the University (undergraduate or graduate) may audit (i.e., attend lectures without intending to receive credit) any course in the College with the consent of, and under the conditions established by, the instructor and the department. Auditors may not preempt space required for registered students. Courses cannot be audited as a means of satisfying requirements for an Incomplete grade or as a means of changing a previous grade. Special (visiting or non-degree) students may not audit courses.

Effective with the fall 2020 term, and following Office of the Registrar policy, auditors must be fully registered for audited courses in Albert and are charged full tuition, but do not earn points. They receive the grade of "R" which is not computed in the grade point average. If they are not CAS students, they must have permission from their home school, and their advisers or deans' offices must confirm with the College before approval to audit a CAS course is granted.

Students do not register themselves as auditors on Albert; the process requires a signed add/drop form sent to the Office of the Registrar with "register as auditor" noted in the special processing section.

Petitions

The Faculty Committee on Undergraduate Academic Standards will consider petitions from students to waive requirements or modify policies and regulations of the College. Students should be aware that only very exceptional cases, supported by valid and documented reasons, will be considered. After deliberation, the committee's decisions on such matters are final. Petitions are filed through the Office of the Associate Dean for Students, 726 Broadway, 7th floor; 212-998-8140; <http://cas.nyu.edu/academic-standards> (<http://cas.nyu.edu/academic-standards/>).

Academic Alert

Students with cumulative grade point averages of 2.0 to 2.25 will receive an academic alert letter reflecting the committee's specific recommendations for achieving an appropriate standard for academic performance.

Academic Probation

Any student whose record is deemed unsatisfactory will be placed on academic probation and will be so informed by email. A record will be deemed unsatisfactory if, in any semester, the cumulative or semester grade point average falls below 2.0 or if it fails to show steady and substantial progress toward the degree. Steady and substantial progress toward the degree entails the completion, with satisfactory grades, of more than half of the courses (and points) for which a student registers in any semester. In addition, it entails satisfactory progress in the student's major.

Failure to satisfy the conditions of probation will result in further academic sanctions and possibly dismissal from the College. The conditions usually require that the student, within the next 16 credits of coursework, (a) achieve a grade point average of at least 2.0 during the term he or she is on probation, (b) not receive any grade below a C or any grade of I, and (c) not withdraw from any course without securing the permission of the Committee on Undergraduate Academic Standards prior to the withdrawal. Students on academic probation are also required to have a special probation interview with an adviser in the College Advising Center to receive registration clearance for the next semester. More specific requirements may be imposed.

The Committee on Undergraduate Academic Standards may summon students with unsatisfactory records to discuss their problems and to determine whether and under what conditions they may continue in the College. In special circumstances, the committee may recommend to the dean that students may be granted or placed on leave for a period not to exceed two semesters.

Students on academic probation may not engage in any extracurricular activities (except for departmental clubs) and may not hold office in these clubs without the approval of the Committee on Undergraduate Academic Standards.

Students on academic probation should be aware that they are usually ineligible for financial aid.

Academic Dismissal

Students who are dismissed from the College for poor academic performance will be informed via e-mail. Students who have paid tuition for the next term at the time of dismissal will receive a full refund of tuition and fees.

Academic Program

The programs and courses offered at the College of Arts and Science are designed for students who attend classes offered during the day on a full-time basis. A full-time schedule normally consists of 16 credits per term, or 32 credits per year, which enables a student to complete the entire program of 128 credits in four years. Minimal full-time status entails completing at least 12 credits per term, or 24 credits per year. Students who wish to attend part-time should speak with their academic adviser in the College Advising Center, 726 Broadway, 7th floor; 212-998-8130. Such status will be granted only when there is good and sufficient reason for part-time study. Failure to complete a minimum of 24 credits per year jeopardizes a student's full-time status. Failure to complete 32 credits

per year may jeopardize a student's eligibility to receive financial aid; students should discuss their situation with the Office of Financial Aid in the StudentLink Center, 383 Lafayette Street. Students may register for more than 18 credits per term with the approval and clearance of their academic adviser.

Time Limit

All requirements for a degree in the College must be met within a period of eight years from the date of matriculation. For transfer students and for students who are readmitted to the College, the length of time is proportionately reduced. Transfer credit is not granted for courses taken more than 10 years before the student's matriculation in the College.

Graduating With Less than 128 Credits

CAS students are required to complete 128 credits (i.e., 16 per semester; 32 per year) in order to graduate. Students who have taken courses with less than 4 credits may petition the College's Committee on Academic Standards to request permission to graduate with 127 or 126 credits.

Leaves of Absence

Please consult the University's Student Leave Policy <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-leave-policy.html>.

Withdrawing from and Dropping Courses

Students are expected to maintain a full-time program of study. Occasionally, they may withdraw from a course (or courses) if, because of reasons beyond their control, they cannot continue. Courses dropped during the first two weeks of the term will not appear on the transcript. Those dropped from the beginning of the third week through the fourteenth week of the term will be recorded with a grade of W. (This grade is not calculated in the GPA and indicates a student withdrew in good academic standing.) After the fourteenth week, no student may withdraw from a course unless there are extenuating circumstances and his or her petition to withdraw is approved by the College's Committee on Academic Standards (726 Broadway, 7th Floor; 212-998-8140; <https://cas.nyu.edu/academic-standards.html>).

Students who are ill or have a serious personal issue should first see, call, or write to an adviser in the College Advising Center (726 Broadway, 7th floor; 212-998-8130; advising.cas.nyu.edu (<http://advising.cas.nyu.edu/>)) to discuss a late withdrawal petition. If a student's petition is approved, he or she will be withdrawn from the course (it will appear on the transcript with a grade of W).

Please note that student petitions to remove a grade of W from the transcript will only be considered when there are exceptional circumstances and students can prove that they stopped attending the course during the add/drop period (i.e., during the first two weeks of the semester).

Complete Withdrawals

Students who wish to withdraw from all courses in the current term must make an appointment for an interview with an adviser in the College Advising Center.

If the student is unable to attend the College during the term following the withdrawal, he or she should discuss a leave of absence with an adviser in the College Advising Center. For more information, see the University's Student Leave Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-leave-policy.html>).

Any student considering a partial or full term withdrawal should navigate to Cost of Attendance in this Bulletin and click on the Refund Policy link at the bottom of that page.

Standards of Conduct

Academic Integrity

The College is a "community of the mind." Its students, faculty, and staff all share the goal of pursuing truth through free and open inquiry, and we support one another's endeavors in this regard. As in any community, membership comes with certain rights and responsibilities. Foremost among these is academic integrity. Cheating on an exam, falsifying data, or having someone else write a paper undermines others who are "doing it on their own"; it makes it difficult or impossible to assess fairly a student's interest, aptitude, and achievement; and it diminishes the cheater, depriving him or her of an education. Most important, academic dishonesty is a violation of the very principles upon which the academy is founded. For this reason, violations of these principles are treated with the utmost seriousness.

College of Arts and Science Honor Code

As a student in the College of Arts and Science at New York University, you belong to a community of scholars who value free and open inquiry. Honest assessment of ideas and their sources is the foundation of what we do.

Our University is a community of mutual trust and respect in which personal prejudice has no part in the critical evaluation of ideas. It is a place where differences of opinion can be subjected to deliberate and reasonable examination without animus. As scholars, it is therefore as a matter of honor and good repute that we each commit ourselves to assuring the integrity of our academic community and of the educational pursuits we undertake together.

As a student in the College, I pledge that:

- I shall perform honestly all my academic obligations. I will not represent the words, works, or ideas of others as my own; will not cheat; and will not seek to mislead faculty or other academic officers in their evaluation of my course work or in any other academic affairs.
- I shall behave with decorum and civility, and with respectful regard for all members of the University—faculty, staff, and fellow students—our guests, and members of our wider communities.
- I shall abide by the College and by the University rules of conduct and policies on academic integrity and by the special requirements of any individual course of study or other academic activity.
- I shall endeavor earnestly to uphold the values, standards, and ideals on which our University community depends and call on others to do so.

College of Arts and Science Rules and Procedures on Student Misconduct

The Faculty of Arts and Science Committee on Student Discipline oversees the academic conduct of students in the College of Arts and Science and the Graduate School of Arts and Science. Gathered here are a number of resources for faculty and students, including the rules and procedures for adjudicating academic disciplinary complaints concerning students in the College and the Graduate School, and other relevant University rules, policies, and procedures.

Effective August 12, 2018, allegations of non-academic misconduct, as outlined in the University Student Conduct Policy (<https://www.nyu.edu/>

[about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html](https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html)), against a student of the College of Arts and Science or the Graduate School of Arts and Science, shall be addressed pursuant to the procedures set forth in the NYU Student Conduct Procedures (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductprocedures.html>) and administered by the Office of Student Conduct and Community Standards under the authority of the Senior Vice President of Student Affairs. These include violations of the University Policy on Substance Abuse and Alcoholic Beverages (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/substance-abuse-and-alcoholic-beverages.html>) and the University Policy on Weapons and Simulated Weapons (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/weapons-and-simulated-weapons-policy.html>). Allegations of academic misconduct (plagiarism, cheating, etc.) against a student of the College of Arts and Science or the Graduate School of Arts and Science shall continue to be addressed by the school in accordance with established procedures.

Disciplinary Measures

Committee on Student Discipline

The Arts & Science Committee on Student Discipline oversees the academic conduct of students in the College of Arts and Science and the Graduate School of Arts and Science. Gathered here are a number of resources for faculty and students, including the rules and procedures for adjudicating academic disciplinary complaints concerning students in the College and the Graduate School, and other relevant University rules, policies, and procedures.

Effective August 12, 2018, allegations of non-academic misconduct, as outlined in the University Student Conduct Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html>), against a student of the College of Arts and Science or the Graduate School of Arts and Science, shall be addressed pursuant to the procedures set forth in the NYU Student Conduct Procedures (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductprocedures.html>) and administered by the Office of Student Conduct and Community Standards under the authority of the Senior Vice President of Student Affairs. Allegations of academic misconduct (plagiarism, cheating, etc.) against a student of the College of Arts and Science or the Graduate School of Arts and Science shall continue to be addressed by the school in accordance with established procedures.

Arts and Science Statement on Student Discipline

New York University is a community of scholars who value free and open inquiry. Our work depends on honest assessment of ideas and their sources; and we expect all members of our community to maintain the highest integrity in their academic work. As scholars committed to the critical evaluation of ideas, free of personal prejudice, we also have an obligation to one other to create an educational atmosphere of mutual trust and respect in which differences of opinion can be subjected to deliberate and reasonable examination without animus. Because of the central importance of these values to our intellectual life together, students who fail to maintain them will be subject to academic disciplinary sanction, which may include dismissal from the University.

Academic Disciplinary offenses include but are not limited to:

- cheating, plagiarism, falsification of data or sources and forgery. Forgery or other misrepresentations or omissions in the admissions

process is also prohibited by NYU; procedures and practices for addressing such instances are set and implemented by NYU's undergraduate admissions and the respective CAS graduate program admissions unit;

- destruction, theft, or unauthorized use of laboratory data, or research materials.

The following penalties may be imposed by the faculty for disciplinary infractions:

- Warning
- Probation
- Suspension
- Dismissal

Complete statements of the rules and procedures for adjudicating academic disciplinary complaints concerning students in the College are available from the Office of the Associate Dean for Students and on the website of the College of Arts and Science.

Rules and Procedures

1. General Principles

- a. Student academic misconduct includes plagiarism, cheating, and possession of or use of any prohibited notes, reference resources, or data processing or other devices in any class or examination; and forgery of academic documents in attempt to defraud.
- b. In cases of academic misconduct, evaluation of the student's academic performance is distinguished from disciplinary adjudication of the offense. The question of what grade the student's work should earn is distinct from that about whether a disciplinary sanction should also be imposed. When a student is found to have engaged in academic misconduct, the instructor may reduce the student's grade for the assignment or for the course as a whole; however, such a determination is an academic judgment made by the instructor in accord with the expectations of the department or program offering the course and is not a form of disciplinary sanction. The question of whether a disciplinary sanction should also be imposed is separate from this academic determination, as specified in the procedures described herein.

2. Academic Misconduct—Academic Review

- a. When it is believed that violations of academic integrity may have occurred it is within the discretion of the faculty member to address the matter informally with the student should the infraction be judged insubstantial or should the evidence be inconclusive. In such cases the faculty member may determine that no grade reduction is warranted.
- b. Should the faculty member judge the violation substantial and well supported by the evidence, he or she may, with the assent of the Director of Undergraduate Studies (or, if the Director of Undergraduate Studies is the instructor, with the chair or another academic director in the department or program, or if the department or program should be too small, in an ad hoc consultation with a chair or academic director of another department or program from the same academic division) reduce the student's grade or assign the student a failing grade for the assignment in question or for the course as a whole. This grade reduction only reflects the student's failure creditably to complete the academic requirements in question and is not a disciplinary sanction. The grade reduction should be proportional to the size and weight of the incident of academic misconduct among all

requirements for the course and appropriate to the level at which the course is offered.

- c. In order to better educate the student about the CAS standards for academic integrity, the faculty member and/or the Director of Undergraduate Studies should meet with the student to discuss the nature of the offense and the action taken. This responsibility of the faculty should not be delegated to recitation or laboratory instructors or other course assistants.
 - d. For incidents of academic misconduct, the student's appeal of the grade reduction is limited to departmental review conducted by the Director of Undergraduate Studies and/or the Department Chair, as specified in the CAS policy for grade appeals. The review will be limited to the question of whether the reduction in grade was made fairly and in keeping with the expectations of the department or program.
 - e. The decision of the department or program on the student's appeal is final.
3. Academic Misconduct—Reporting and Disciplinary Referral
- a. In all instances in which there has been a finding that a CAS student committed a substantial violation of academic integrity standards of CAS or of any of its departments or programs, the Director of Undergraduate Studies will inform the student within seven (7) calendar days in writing and/or via email of any action taken and send copies of this letter to the CAS Associate Dean for Students, the faculty member, and the Department Chair or Program Director. The letter will include the nature of the violation, any resulting reduction in grade, and notice of the student's right to appeal.
 - b. The Director of Undergraduate Studies will also within seven (7) calendar days inform the CAS Associate Dean for Students in writing and/or via email of the student's violation, forward to the dean the evidence of the violation, and send a copy of the correspondence to the faculty member and to the Department Chair or Program Director.
 - c. If this is the student's first incident of academic misconduct, the Associate Dean for Students will warn the student in person and in writing that a suspension or a more severe penalty may result from a second academic integrity offense of any kind.
 - d. If this is the student's second or further incident of academic misconduct, the Associate Dean for Students will meet with the student, discuss the evidence of academic misconduct, and provide the student an opportunity to respond. The student will be informed of his or her right to accept or reject a resolution by the Associate Dean. After considering all relevant information, the Associate Dean may offer the student terms upon which CAS is willing to resolve the matter, which may include imposition of a disciplinary sanction. Where the student and the Associate Dean agree to terms in writing, a binding consensual resolution will exist between the student and CAS. Where the Associate Dean is unable to resolve the complaint by consensual resolution, the matter will be referred to the Committee on Student Discipline.
 - e. In all instances in which there has been a finding that a non-CAS student committed a substantial violation of academic integrity standards of CAS or of any of its departments or programs, the Director of Undergraduate Studies will proceed in accord with the procedures under (a) and (b), except that notice will be made instead to the Dean of Students of the student's school.
4. Non-academic Behavioral Misconduct
- a. All students are expected to abide by the expectations set forth in the University-wide Student Conduct Policy. Allegations of

non-academic misconduct against a student of the College of Arts and Science shall be addressed pursuant to the NYU Student Conduct Procedures administered by the Office of Student Conduct and Community Standards under the authority of the Senior Vice President of Student Affairs. Complaints of student behavioral misconduct should be made to the CAS Associate Dean for Students. When such a complaint is received, the Associate Dean will notify the University Office of Student Conduct.

Discipline: Definitions of Sanctions

Approved by the Faculty of Arts and Science, April 21, 2014:

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

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

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

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

Arts and Science Committee on Student Discipline

Please consult information on Committee on Student Discipline. (<https://as.nyu.edu/administrative-resources/misc/committee-on-student-discipline.html>)

Disciplinary Hearings

Please consult the Arts and Science rules and procedures for Student Conduct Procedures (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductprocedures.html>).

Redress of Grievances

Please consult the University's Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

Internships

One defining characteristic of the New York University educational experience is the opportunity students have to apply their classroom learning to real-life experiences in a variety of professional and community-service settings. New York City provides such opportunities in abundance, and the College of Arts and Science and the University take full advantage of our location in the financial, cultural, scientific, and media capital of the world. Our alumni base, for example, encompasses every conceivable profession, and alumni give generously of their time to undergraduate students seeking experiential learning.

A recent survey by the University's Wasserman Center for Career Development showed that 83 percent of graduating seniors in the College

held a job or internship related to their field of interest during their undergraduate years. Many different types of opportunities are available to students; some are paid, some are volunteer positions, and some carry academic credit—and all of these can be valuable. For the purpose of securing and making the most of such opportunities, students should consider the following criteria as a guide. For further information, contact the Wasserman Center for Career Development (133 East 13th Street, 2nd Floor; 212-998-4730). Career counselors are available by appointment and during drop-in hours at the Wasserman Center).

Paid Internships

These are the most common form of internship. Jobs related to a student's professional interests provide pay for the work that students are doing for the organization. Many companies and organizations provide part-time jobs that allow students to gain experience and to network in the field, while at the same time helping to alleviate the financial burden of being a college student. (Please note: Some for-profit companies ask students to volunteer, but allow it only if the student can earn academic credit. Many of these so-called internships do not relate directly to a student's academic work and are not worthy of academic credit in a discipline. In these cases, the company should consider providing compensation for the work done by a student, thus making it a paid internship.)

Internships Abroad

Whether a CAS student is able to participate in a for-credit internship outside the United States depends on many variables, including the student's country of citizenship and local laws in the host country. Please seek advisement and preapproval from Office of Global Programs staff (global.internships@nyu.edu) and the director of undergraduate studies in your department before undertaking a non-U.S. internship.

Voluntary or Community Service

Certain organizations encourage students to work on a volunteer basis to gain experience and to provide needed assistance to the organization. This type of arrangement is common, for example, in government and not-for-profit organizations. Such internships are valued, sometimes even required, for admission to some professional schools, but the College awards no credit for them.

Credit-Bearing Internships

A few departments offer academic internships that directly advance a student's knowledge in the academic discipline and thus earn course credit. Such academic internships must be sponsored by an appropriate faculty member through an academic department and normally require close faculty supervision, significant academic research and writing in addition to the practical work experience, a reporting of findings, and a formal assessment of the student's work. All such internships require permission of the department or program, and registration for them must be within the regular deadlines. Departments offering credit-bearing internships may restrict them to declared majors, since those students have the requisite background. Internship courses can be counted toward some majors but not toward others. Students should check relevant websites (and sections in this Bulletin) to learn more about the specific policies and procedures pertaining to credit-bearing internships in different CAS departments and programs.

Whether an internship is paid or unpaid has no bearing on whether or not it can be taken for CAS credit. However, the decision to sponsor and grant credit for an internship, or not, rests solely with each academic department of the College.

Academic credit for internships must be based solely on the academic work produced in the internship. No credit should be awarded merely for attending the internship, whether paid or unpaid. The College recommends 2-point internships for academic work of approximately 10 pages of writing plus adequate reading. In rare cases a student may earn 4 points; in these cases the academic work must be equivalent to that produced in a regular 4-point course.

State Law and Credit-Bearing Internships

Owing to recent changes in states' laws governing out-of-state entities and their right to award credit for certain educational experiences, including internships, within state boundaries (known as "state authorization"), CAS can award credit for internships that take place in all U.S. states, districts, and territories, *except for* those noted at the University's State Authorization Reciprocity Agreement (SARA) webpage.

Independent Study

In some departments, independent study that draws on the activity or environment of the internship may be a possibility. Like a credit-bearing internship, independent study requires a proposal by the student, careful guidance from a faculty member, and a body of work that can be evaluated for course credit.

See Internships (<https://cas.nyu.edu/internships.html>) for additional information and FAQ's.

Placement Exams

Placement Examinations in Foreign Languages

Most entering students take a placement test prior to their first registration in the College. Students who took a foreign-language SAT subject test while in high school are encouraged to present the score instead of or in addition to taking the College's test. (Please consult the table on SAT subject exams and the College Core Curriculum in the admission section of this Bulletin. Note that the College Board discontinued the subject exams as of January 2021 in the U.S. and after June 2021 internationally.)

Placement exams for the following languages are accessible online: Cantonese, French, German, Greek (modern), Hebrew, Italian, Japanese, Korean, Latin, Mandarin (traditional and simplified), Portuguese, Russian, Spanish, and Tagalog (Filipino). To take an exam, go to <http://www.nyu.edu/cas/flpexam/> and follow the appropriate links.

Online exams in these languages are for placement only, not exemption. Eligibility to take an in-person, paper exam for exemption from the CAS foreign language requirement is determined by a student's score on the online placement exam.

Some languages do not have online placement exams and are only tested on paper: Gaelic (Irish), arranged through Ireland House; and Arabic, Turkish, Persian, Hindi, and Urdu, all arranged through the Department of Middle Eastern and Islamic Studies. These written exams result either in an exemption from the foreign language requirement (see "foreign language" under College Core Curriculum in this Bulletin) or in placement into the appropriate-level course.

Whether online or written, these are reading examinations; students should choose to be tested in the language in which they have good reading skills.

Placement into a lower-level course means that the student must continue his or her studies of that language (or begin a new language)

until completion of the intermediate two level of that language. In some cases, adjustments in placement may be made during the first weeks of class. Students who place at a level below that which they have completed at another college will lose transfer credit if they repeat foreign language course work at the College of Arts and Science.

A foreign language examination is required of all entering students with the following exceptions: students who will begin a language they have not previously studied; students whose entire secondary schooling was in a language other than English; and those who complete the sequence of required Expository Writing courses for international students. Students in these categories should contact the College Advising Center to verify that they have satisfied the foreign language requirement.

Information on foreign language placement and exemption testing can be obtained from the Office of Academic Affairs, <http://cas.nyu.edu/academic-programs/academic-support-services/placementexams.html> or by email: cas.placementexams@nyu.edu.

Placement Examinations in Calculus and Mathematics for Economics

Students who intend to register for MATH-UA 121 Calculus I or MATH-UA 131 Mathematics for Economics I and do not meet any of the prerequisites listed in the mathematics section of this Bulletin must take a placement exam to determine their readiness to enter calculus. Students can also take placement exams to skip ahead in the Calculus I-II-III and Mathematics for Economics I-II-III sequences. Contact the Department of Mathematics, 251 Mercer Street; 212-998-3005; www.math.nyu.edu.

Placement into Writing Courses for English as a Second Language Students

In CAS, for most students, EXPOS-UA 1 Writing The Essay: fulfills the College Core Curriculum writing requirement. Writing the Essay requires frequent analytical and reflective writing, which is common in other courses throughout NYU. The writing and reading assignments are challenging even for native speakers of English, and require them to develop conceptual frameworks for their arguments and ideas by working with a wide range of sophisticated and complex sources at a pace comfortable for most native speakers.

NYU recognizes that international students come with varying levels of language competency and fluency and require more time to complete challenging reading and writing assignments. For international students, there are alternate pathways to satisfying the Core writing requirement.

1. International students who attended English-language high schools for four years may be uncertain about the default placement into EXPOS-UA 1 Writing The Essay. For those students, an option is placement within the International Writing sequence, beginning with EXPOS-UA 4 International Writing Workshop I, followed by EXPOS-UA 9 International Writing Workshop II. The expectations for International Writing Workshop I and II are the same as for Writing the Essay, but the classes are smaller and there is more time (two semesters) to complete the curriculum. For help determining whether Writing the Essay or International Writing Workshop I is the better choice for international students who attended English-language high schools, please visit the Expository Writing Program webpage: ewp.cas.nyu.edu.
2. International students who did not attend English-language high schools for four years are asked to take a survey designed to determine appropriate placement. Based on their survey responses,

these students may be placed into EXPOS-UA 3 International Writing Workshop Introduction, which is followed by International EXPOS-UA 4 International Writing Workshop I and then by International Writing Workshop II EXPOS-UA 9 International Writing Workshop II. The preliminary course, International Writing Workshop: Introduction, is taught in an environment where gaining fluency in reading, writing, and speaking in English is an expected part of the coursework, and offers the international student more time and support for reading, writing, and speaking. It is possible for students in International Writing Workshop: Introduction to be reevaluated at the end of the course for possible waiver of International Writing Workshop I EXPOS-UA 4 International Writing Workshop I and direct placement into EXPOS-UA 9 International Writing Workshop II. For questions about survey results, please consult with your adviser and the survey team: ewp-writingsurvey@nyu.edu.

Honors and Awards

- Honors and Awards (<https://bulletins.nyu.edu/undergraduate/arts-science/academic-policies/honors-awards/>)

Standing Committees in FAS and CAS

Tenured/Tenure-Track Faculty Senators (T-FSC)

Function: To represent the Faculty of Arts and Science (FAS) tenured/tenure-track faculty in the University Senate and the Faculty Council of New York University. The Senate is the deliberative body of the University and is empowered to act on “educational matter and regulations of the academic community that affect more than one school.” The T-FSC is established by the University Bylaws, and may consider, inter alia, any matters of educational and administrative policy. The T-FSC functions as the tenured/tenure-track faculty personnel committee of the Senate, and in this capacity, it is charged with considering any and all University-wide matters pertaining to tenured/tenure-track faculty. The FAS T-FSC shall report on the activities of the Senate and FSC to the FAS at its scheduled FAS Full Faculty meetings.

The FAS Tenured/Tenure-Track Faculty Senators shall also meet as a body separate from the general NYU Senate (with or without the Dean of FAS) to discuss matters of importance to FAS in accord with the Faculty’s fulfillment of its proper role in the governance of NYU. They must report back at least once per semester to the Policy and Planning Committee and the full faculty, through electronic communications.

Composition: The number of tenured/tenure-track senators allotted to each academic component of the University is based on the number of faculty in each component. For the election of FAS Tenured/Tenure-Track Faculty Senators to be valid at least three candidates must run for each open seat (e.g. for three open positions there would be a minimum of nine candidates). In any election year, candidates receiving the most votes are elected as Senators, and those with fewer votes are elected as Alternate Senators in sequential order. For example, if three Senators and three Alternate Senators are to be elected, the individuals receiving the most, second most, and third most votes will become Senators, and the individual receiving the fourth most votes will become an Alternate Senator for the Senator that received the most votes, the individual receiving the fifth most votes will become an Alternate Senator for the Senator that received the second most votes, and so on. The Alternate Senators will serve in place of their respective Senators in the event that their Senator is on leave or unable to fulfill his/her duties. It is not necessary that a Senator and the respective Alternate Senator belong to the same academic division. An Alternate Senator can run for a position as Senator in a subsequent election. If elected, a new Alternate Senator will be selected based on the protocol outlined above.

Term: Three Years.

Structure: Tenured/Tenure-Track Faculty Senators and Alternates are elected from and by the tenured/tenure-track faculty, as stipulated by and in accordance with University Bylaws, with staggered terms such that roughly one third of the representatives are elected each year. Elections are held prior to May 1 and the names of the representatives transmitted to the Secretary of the Senate within five days. The Senators of the T-FSC shall elect one of their members annually to serve on the Advisory Committee on Policy and Planning.

Full-Time Continuing Contract Faculty Senators (C-FSC)

Function: To represent the Faculty of Arts and Science (FAS) continuing contract faculty in the University Senate and the Faculty Council of New York University. The Senate is the deliberative body of the University and is empowered to act on “educational matter and regulations of the academic community that affect more than one school.” The C-FSC is established by the University Bylaws, and may consider, inter alia, any matters of educational and administrative policy. The C-FSC functions as the full-time continuing contract faculty personnel committee of the Senate, and in this capacity, it is charged with considering any and all University-wide matters pertaining to full-time continuing contract faculty. The FAS C-FSC shall report on the activities of the Senate and C-FSC to the FAS at its scheduled FAS Full Faculty meetings.

The FAS Continuing Contract Faculty Senators shall also meet as a body separate from the general NYU Senate (with or without the Dean of FAS) to discuss matters of importance to FAS in accord with the Faculty’s fulfillment of its proper role in the governance of NYU. They must report back at least once per semester to the Policy and Planning Committee and the full faculty, through electronic communications.

Composition: The number of continuing contract senators allotted to each academic component of the University is based on the number of faculty in each component. For the election of FAS Full-time Continuing Contract Faculty Senators to be valid at least three candidates must run for each open seat (e.g. for three open positions there would be a minimum of nine candidates). In any election year, candidates receiving the most votes are elected as Senators, and those with fewer votes are elected as Alternate Senators in sequential order as described above for the T-FSC, except that there can at any time be no more than two serving Senators from a single Department or Program, and no more than two serving Alternates from a single Department or Program. The Alternate Senators will serve in place of their respective Senators in the event that their Senator is on leave or unable to fulfill his/her duties. It is not necessary that a Senator and the respective Alternate Senator belong to the same academic division. An Alternate Senator can run for a position as Senator in a subsequent election. If elected, a new Alternate Senator will be selected based on the protocol outlined above.

Term: Three Years.

Structure: Continuing Contract Faculty Senators and Alternates are elected from and by the continuing contract faculty, as stipulated by and in accordance with University Bylaws, with staggered terms such that roughly one third of the representatives are elected each year. Elections are held prior to May 1 and the names of the representatives transmitted to the Secretary of the Senate within five days. The Senators of the C-FSC shall elect one of their members annually to serve on the Advisory Committee on Policy and Planning.

Advisory Committee on Policy & Planning

Function: To provide advice to the Dean of the FAS on all matters that affect the FAS, including, but not limited to, educational policies, fiscal policies, governance, tenure and promotion, and other academic matters that are within the province of the faculty and the Dean.

Composition: Six members, tenured full or associate professors, elected by the FAS, two from each academic division, plus the Chairs of the Graduate and Undergraduate Curriculum Committees, a Senator selected by the T-FSC, and a Senator selected by the C-FSC. Ex officio members include the Dean of the FAS, the Deans of the Graduate School of Arts and Science (GSAS) and of the College of Arts and Science (CAS), the Divisional Deans, and the Dean of FAS Administration.

Term: Three years for the elected members, and two members elected each year from the appropriate academic divisions.

Structure: The Chair of the Committee is elected annually from among its nine voting members. The faculty members of the Committee may meet periodically without the Deans. The terms of both elected and ex officio members extend through the summer (i.e., 12-month term), in the event that the Dean needs the advice of the Committee during this period. The chair of the committee shall set the meeting's agenda in consultation with the Dean and other members of P&P. The P&P Committee should normally meet no less frequently than once each month during the regular academic year.

Time commitment: This committee meets at least once a month during the academic year. The meetings last 1 -1.5 hours.

Advisory Committee on Promotion and Tenure

Function: To review departmental recommendations for promotion and tenure, to provide advice to the Dean of the FAS on such recommendations, and to ensure that the standards of the FAS for promotion and tenure are maintained. Voting to elect members to this committee is limited to tenured and tenure-track faculty members of the FAS whose cases are reviewed by this committee; this excludes continuing contract faculty, faculty members of the Department of Mathematics in CIMS, faculty members of the Institute for the Study of the Ancient World, and faculty members of the Institute of Fine Arts.

Composition: Twelve tenured full professors, six elected by FAS and six appointed by the Dean of the FAS, with two elected and two appointed from each academic division. In addition, membership shall be limited to faculty from departments and centers whose tenure and promotion cases are reviewed by this committee.

Term: Three years, with two members elected and two appointed each year from the appropriate academic divisions.

Structure: The Committee shall elect its Chair annually from among the twelve members of the FAS. The Committee shall determine its procedures.

Time commitment: The time requirement varies depending on the schedule.

Committee on Continuing Contract Faculty Promotion

Function: To review departmental recommendations for promotion, to provide advice to the Dean of the FAS on such recommendations, and to ensure that the standards of the FAS under the Guidelines for Reappointment and Promotion for clinical faculty and language lecturers.

Voting to elect members to this committee is limited to continuing contract faculty members of the FAS whose cases are reviewed by this committee; this excludes tenured/tenure track faculty, faculty members in CIMS, faculty members of the Institute for the Study of the Ancient World, and faculty members of the Institute of Fine Arts.

Composition: Ten full time faculty members: eight elected senior contract faculty with two from each division and two from Expository Writing.

An additional two senior contract faculty appointed by the Dean of FAS. The Dean of the Faculty, the Divisional Deans, and the Associate Dean of Faculty Advancement may attend committee meetings without vote and with voice confined to procedural issues or responses to questions by the Committee.

Term: Three years (for the duration of the pilot period)

Structure: The Committee shall elect its Chair annually from among the eight elected members of the FAS.

Time commitment: TBD

Committee on Graduate Curriculum and Financial Aid

Function: To review and evaluate proposals for instructors, courses, degree programs, and GSAS rules and requirements, and to recommend them to the full faculty for approval at the FAS Full Faculty Meetings; to approve non-full-time GSAS faculty dissertation committee members or readers; and to review annually the above and report the findings and any recommendations to the Deans of the FAS, the GSAS and the FAS faculty. The committee also engages in issues of educational policy and makes recommendations for the improvement and assessment of quality in the graduate curriculum. Finally, the committee evaluates and makes recommendations to the Deans of the GSAS and the FAS concerning the financial aid policies and procedures in the GSAS.

Composition: Seven elected eligible members of the FAS, no fewer than two faculty from each academic division, no less than one of whom from each division must be tenured or tenure-track, who have taught at least one graduate level course in the last five years or otherwise been active in the graduate program; one doctoral student and one master's student. The master's student would be the president of the Master's Program Board or his or her designee. The PhD student would be the president of the Graduate Student Government, or designee if the president is not a doctoral student or is unable to attend. The Dean of the FAS and the Dean and Vice Dean of the GSAS serve ex officio.

Term: Three years for faculty members, with two members elected each year from the appropriate academic divisions. One year for graduate student members.

Structure: The Committee shall elect its Chair annually from among the six elected members of the FAS. The Chair becomes a member of the Advisory Committee on Policy and Planning. The student members shall not vote when instructors are considered for approval.

Time commitment: The committee meets about 5 times a year; meetings last 2.5-3 hours.

Committee on Undergraduate Curriculum

Function: To review and evaluate proposals for, courses, degree programs, and requirements of the CAS, and to recommend them to the full faculty for approval at the FAS Full Faculty Meetings; and to review annually the above and report the findings and any recommendations to the Deans of the FAS, the CAS, and the FAS faculty. The committee also engages in issues of educational policy and makes recommendations for the improvement and assessment of quality in the undergraduate curriculum.

Composition: Ten elected eligible members of the FAS; no fewer than three faculty from each academic division, no fewer than two of whom from each division must be tenured or tenure-track; three undergraduate students (the President of the Undergraduate Student Council of the CAS or his/her designee and two students appointed by the Dean of the CAS, one from each of the other academic divisions). The committee also includes the Faculty Director of CAS Global Curriculum, the Dean of the FAS, and the Dean and Associate Dean of the CAS, and the Associate Dean of Academic Affairs, all of whom serve ex officio.

Term: Three years for faculty members, with three members, one from each academic division, elected each year. One year for undergraduate student members.

Structure: The Committee shall elect its Chair annually from among the nine elected members of the FAS. The Chair shall become a member of the Advisory Committee on Policy and Planning.

Time commitment: The committee meets about 3 times a semester for 1-1.5 hours.

Committee on Student Discipline

Jurisdiction: Pursuant to §6430 of the New York State Education Law, all members of the New York University community are subject to the University's Rules for the Maintenance of Public Order. University Bylaw 79(b) authorizes schools to establish rules for the guidance and conduct of students. University Bylaw 80 provides that the faculty of each school has disciplinary authority over its students and grants the University Senate power to act in situations involving more than one college or school. University Bylaw 60(c) also grants the Senate jurisdiction over educational matters and regulations affecting more than one school. Under this authority the Faculty of Arts and Science has established a standing Committee on Student Discipline to implement policies, rules, and procedures for students in the College of Arts and Science and the Graduate School of Arts and Science. Cases involving one or more students from one of these schools and any individual whose affiliation is outside of these schools are under the jurisdiction of the Student Disciplinary Procedures established by the University Senate.

Function: To implement student discipline policies, rules, and procedures under its jurisdiction, the Faculty of Arts and Science maintains a standing Committee on Student Discipline. Its functions are to recommend rules for the guidance and conduct of students in the College of Arts and Science and the Graduate School of Arts and Science; to establish policies, rules, and procedures for the adjudication of student disciplinary infractions; and to investigate alleged student offenses, conduct hearings on complaints against students, and impose appropriate sanctions.

Disciplinary offenses within the jurisdiction of the committee include but are not limited to:

- cheating, plagiarism, falsification of data or sources, forgery of academic documents in attempt to defraud; destruction, theft, or unauthorized use of laboratory data, library or research materials, computer resources, or university property; disruption of academic events or interference with access to classrooms, laboratories, or academic offices; actual or threatened violence against, or assault or harassment of a student, instructor, staff member, or administrator.

Cases of behavioral misconduct in the committee's jurisdiction include those that fall within the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students. The committee does not have jurisdiction over cases that fall within the University's Sexual Misconduct, Relationship Violence, and Stalking Policy.

The committee need not report individual cases, but from time to time, or as charged, shall report to the faculty on its work and on its recommendations for the establishment of policies, rules, and procedures within its jurisdiction.

Composition: Nine elected full-time members of the faculty on continuing or tenure-line appointments who provide instruction in the College and/or Graduate School, with three members from each academic division (humanities, social science, natural science); three students from GSAS, and three students from CAS, also distributed across the academic divisions. The student members will be appointed by the relevant deans in consultation with the appropriate Student Councils or other student governance bodies, and additional students may be appointed in consultation with such student governance bodies as necessary for the conduct of hearings. The Deans of Students of CAS and GSAS shall be ex officio members of the committee, with voice but without vote.

Terms of Membership: Three years for the elected faculty members, with three members elected one each year from each of the academic divisions. One year for student members; or, if ad hoc, as required for the hearing of business.

Structure: The committee convenes for an organization meeting as soon as possible after the beginning of the fall semester and meets thereafter only as necessary for the conduct of business. The committee Chair is elected annually at the fall organizational meeting from among the nine elected faculty members.

Time commitment: This committee meets once a semester and then on an "as needed basis" as issues arise.

Committee on Grievance

Function: To receive, investigate, and make recommendations concerning grievances with respect to procedural matters pertaining to promotion and tenure decisions, reappointment decisions, as well as other matters and decisions that involve members of the FAS as detailed in the Faculty Handbook; report recommendations to the Dean of the FAS and, if appropriate, to the FAS. Some grievances may not be in the purview of this Committee, and the Committee, in consultation with the Dean of the FAS, may recommend a more appropriate forum within the University.

Composition: Nine tenured full professors elected by the FAS, with three members from each academic division, and six at large continuing contract faculty (senior language lecturer, clinical associate and full professors), two from the Expository Writing Program and four from other units in FAS. Sitting department chairs and program heads may not serve on the Committee on Grievance.

Term: Three years.

Structure: The Committee shall elect its Chair annually from among its members. The Chair will appoint a subcommittee consisting of a minimum of three members to review each case and report its recommendations to the full Committee. Members of the Committee shall not sit on a subcommittee dealing with a grievance from a faculty member from the same department. Subcommittees for grievances pertaining to a tenured/tenure track faculty member must have one member from each academic division. Continuing contract faculty may not sit on a grievance pertaining to a tenured/tenure track faculty member.

Time commitment: This committee meets only as needed when issues arise. This committee may not be required to act in a given academic year.

Time commitment: This committee meets only as needed when issues arise. This committee may not be required to act in a given academic year.

Committee on Nominations and Elections

Function: To seek, receive, and make nominations for standing committees as well as special committees of the FAS or of the University as requested by the FAS Dean; to verify the online ballot as uploaded by the FAS Dean's office; to certify election results; and to fill vacancies on standing committees, based on the results of previous ballots for the respective committees; and to develop nominations and conduct elections on an ad-hoc basis, as requested by the Dean of the FAS. On an annual basis, the committee shall develop a slate of candidates for vacancies on standing FAS committees, including the Committee on Nominations and Elections. The Committee shall present this slate to the FAS at a scheduled FAS Full Faculty meeting and accept additional nominations from the floor. The Committee shall ensure that all academic divisions are represented on all committees at all times (e.g., when an elected member of a Committee is absent because of leave or resignation), except for committees with no divisional requirements

on membership, where the Committee shall ensure that the slate of candidates includes all academic divisions.

Voting in FAS elections should take place on-line through a suitable authenticated electronic mechanism by April 1. The entire slate should be available on-line with links to their faculty profiles. Nominations and Elections and the Dean's Office shall announce the results of the election by May 1.

A survey shall be sent to all FAS full time faculty in September of each year listing all the FAS Committees and requesting faculty to indicate any committees on which they would be willing to serve.

Composition: Nine elected eligible members of the FAS; six tenured or tenure-track faculty, two members from each division, and three continuing contract faculty.

Term: Three years, with two members elected each year from the appropriate academic division.

Structure: The Committee shall elect its chair annually from among its members.

Time commitment: This committee meets once or twice each year. On their own, committee members contact prospective nominees via email and phone.

Committee on Undergraduate Academic Standards

Function: To make recommendations to the Deans of the FAS and the CAS on requests from students for waivers from stated requirements for graduation or from requirements for maintenance of good standing as a student in the CAS.

Composition: Seven elected eligible members of the FAS; no fewer than two faculty from each academic division, no less than one of whom from each division must be tenured or tenure-track. The Deans of the FAS and the CAS are ex officio members.

Term: Three years, with two faculty members elected each year from the appropriate academic divisions.

Structure: The Committee shall elect its Chair annually from among the six elected members of the FAS.

Time commitment: This committee meets 2-3 times semester. Each meeting is 2 hours or longer.

Committee on Information, Technology, and Library Services

Function: To ensure that the FAS faculty's diverse needs for information technology are served by NYU IT Services and by the NYU libraries. This FAS Committee will communicate with University-wide standing committees that track IT Services available for research and teaching, including on-line instruction.

Composition: Ten elected eligible members of the FAS; no fewer than three faculty from each academic division, no fewer than two of whom from each division must be tenured or tenure-track, and one undergraduate student elected by the CAS Student Council, chosen in the spring prior to service to serve a one-year term. The Vice-President in charge of IT Services, the Senior Vice Provost for Undergraduate Academic Affairs, the Dean of the Libraries and the Vice-Dean of GSAS are ex officio members..

Term: Three years for faculty, with three members elected each year from the appropriate academic division. One year for student members.

Structure: The Committee shall elect its chair annually from among its members.

Time commitment: This committee meets at least once a semester, then as needed.

Committee on Committees and Rules

Committee Term - Until Service is Complete (1 Year)

Function: To review the functions and structures of standing Committees of the FAS, to ensure that the Committees serve the interests of the FAS, and to make appropriate recommendations for changes. This Committee shall meet at least once every five years or on an ad hoc basis if called into service by the FAS or the Dean of the FAS. This Committee shall function only to conduct its business (e.g., for one semester or for one academic year), report to the FAS, and then dissolve.

Composition: Six tenured faculty elected by the FAS, with two from each academic division. All Deans are ex officio members.

Term: Whatever time is required to fulfill its function.

Structure: The Chair of the Committee shall be elected from among the six elected members of the FAS. Nominations for the elected members shall be made on an ad hoc basis by the Committee on Nominations and Elections.

University Policies and Campus Safety

University Policy on Intellectual Property

Please see the Statement of Policy on Intellectual Property at <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/policy-intellectual-property.html>.

Immunization Requirements

Please see the Student Policy on Immunization at <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-immunization-policy.html>.

Bias Response Line

The New York University Bias Response Line provides a mechanism through which members of our community can share or report experiences and concerns of bias, discrimination, or harassing behavior that may occur within our community. Instances of such behavior may be reported by telephone, 212-998-2277; by email, bias.response@nyu.edu. Experienced administrators in the Office of Equal Opportunity receive and assess reports, and then help facilitate responses, which may include referral to another University school or unit, or investigation if warranted according to the University's existing Non-Discrimination and Anti-Harassment Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/harassment-and-discrimination.html>).

Campus Safety

The Department of Public Safety is located at 7 Washington Place; telephone: 212-998-2222; 212-998-2220 (TTY).

New York University's annual campus security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by NYU, and on public property within or immediately adjacent to the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, drugs, and alcohol. Students may obtain a copy of the current report by contacting Thomas Grace, Director of Judicial Affairs and Compliance, Office of the Vice President for Student Affairs (601 Kimmel Center: 212-998-4403), or Jay Zwicker, Crime Prevention Manager, Department of Public Safety (7 Washington Place: 212-998-1451), or by visiting the following website: www.nyu.edu/public.safety/policies.