

# ACADEMIC POLICIES

## Residency Requirement

Students must complete the final 32 credits taken in residence while matriculated in the Steinhardt School of Culture, Education, and Human Development.

## Graduation

Students may have their degree conferred in September, January, or May. The Steinhardt Graduation celebrations and the NYU Commencement ceremony for all schools are held in May. Students must apply for graduation on Albert.

A student must be enrolled for either coursework or maintenance of matriculation during the academic year of graduation.

To graduate in a specific term, a student must apply for graduation within the application deadline period indicated on the calendar. Students may view the graduation deadlines calendar and general information about graduation on the Office of the University Registrar's webpage (<http://nyu.edu/registrar/>). Students should apply for their degree conferral no later than the beginning of the term in which they plan to complete all program requirements. If students do not successfully complete all academic requirements by the end of the term, they must reapply for their degree conferral for the following cycle.

## Honors and Awards

The Steinhardt School of Culture, Education, and Human Development invites outstanding undergraduate students to challenge themselves intellectually, professionally, and personally. Through our various honors components (<http://steinhardt.nyu.edu/current-students/student-funding-awards-and-honors/undergraduate-honors-and-awards/>), students engage in global study with our faculty, conduct independent research, develop leadership skills, and participate in focused social and cultural networking activities.

Students who have at least a 3.5 GPA and meet other requirements as specified may participate in the Steinhardt Honors Program as first-years, sophomores, juniors, or seniors. Over the course of undergraduate study, honors students may:

- Enroll as a first-year or sophomore in special Dean's Global Honors Seminars with international travel components
- Conduct independent student research under the supervision of a faculty member
- Engage in service and leadership activities through such opportunities as the NYU Leadership Initiative, which prepares students to embrace challenges as opportunities to become active changemakers in their careers and communities
- Compete for University and national scholarships (Fulbright, Rhodes, etc.)
- Earn a place on the Dean's List
- Participate in departmental honors and awards as juniors and/or seniors
- Graduate with Latin Honors

## Dean's List

The Dean's List is an academic honor awarded to undergraduate students achieving high scholarship each academic year. Effective Spring 2024,

the Dean's List will be compiled at the end of Fall and Spring semesters. Students enrolled in programs that require full-time enrollment in the Summer term will be considered for the Dean's List at the end of the Summer term. Students will be informed of this achievement by email. Only undergraduate students are eligible for the Dean's List.

The Dean's List is open to matriculated undergraduate students who achieved a GPA of 3.7 or higher in at least 12 graded credits each fall and spring term with no missing grades, N grades, or Incomplete grades at the time the term criteria is evaluated. Students who elected to take a course pass/fail grading option are not eligible for the Dean's List. The GPA is calculated to two decimal places but is not rounded up.

## Latin Honors

Students meeting the requirement of having completed at least 56 credits toward the degree (in weighted grades) in residence will be eligible to be considered for Latin Honors. Latin Honors will be determined by GPA distribution so that:

- Summa cum laude is limited to the top 5 percent of the previous year's graduating class
- Magna cum laude is limited to within the next 10 percent of the previous year's graduating class
- Cum laude is limited to within the next 15 percent of the previous year's graduating class

Note: The GPA cutoffs for each category are determined by the combined GPA distribution from the preceding academic year, all graduation moments included.

## Special Awards for Excellence and Service to the School

The Associate Dean for Student Affairs administers special awards for scholarship and service to the school, which include:

- The John W. Withers Memorial Award, given to one graduating senior who has shown evidence of exemplary scholarship and service to the School.
- The Western Scholarship, awarded to one graduating senior in recognition of outstanding scholastic attainment and service to the community.
- The Richard Hirsch Memorial for Students in the Arts, presented to one graduating senior in recognition of outstanding scholastic attainment in the arts.
- The Letha Hurd Morgan Award, presented to one graduating senior in recognition of outstanding scholastic attainment and service to their department and the School.
- The Ida Bodman Award, presented to one graduating senior in each academic department based on the quality of service that a student has given to the School.
- The Pi Lambda Theta Rho Leadership Award, presented to a graduating senior to acknowledge and celebrate excellence in academic achievement and leadership.
- The Arch Award, given to one graduating senior based on the unique and beneficial quality of their cumulative record of service to their fellow students, faculty, and administration of the School.

## Transfer and Articulation Agreement

### Internal Transfer Policies for Undergraduate Students

Students who are transferring to or from the Steinhardt School to another division in New York University must apply to transfer through

the Office of Undergraduate Admissions. (<https://www.nyu.edu/admissions/undergraduate-admissions.html>) Please refer to the Office of Undergraduate Admissions website (<https://www.nyu.edu/admissions/undergraduate-admissions/how-to-apply/internal-transfers.html>) for policies related to Internal Transfer.

**Note:** If a student is applying to change their major within Steinhardt, this is not considered an Internal Transfer and students should not apply through Undergraduate Admissions. Students should instead consult with the advisers and program directors for their intended major and then complete a Change of Major Form (<https://steinhardt.nyu.edu/current-students/register-classes/student-advisement/forms-and-publications/>) with their current adviser and new adviser. This form should be submitted to the Steinhardt Registration Services Team at [steinhardt.advisement.registration@nyu.edu](mailto:steinhardt.advisement.registration@nyu.edu).

## External Transfer Credit for Undergraduate Students

Students who are transferring from accredited institutions outside of NYU to NYU Steinhardt are eligible to transfer up to 72 credits.

Transferability of courses follow the Undergraduate Admissions Protocols for College Courses Taken After High School (<https://www.nyu.edu/admissions/undergraduate-admissions/how-to-apply/transfer-applicants/transfer-credits.html>)

## College Transfer Credits Taken While in High School

Credit may be awarded if:

- You received a grade of “C” or better.
- New York University offers corresponding courses.
- Courses were taken within a 10-year period prior to matriculation, and that are applicable to the degree program requirements.
- In most cases, courses were taken at a college/university, with college/university students, and taught by college/university faculty.
- Courses were not used to satisfy high school graduation requirements.
- Students should review the University’s Undergraduate Transfer Credit Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/UndergraduateTransferCreditPolicy.html>) for a full understanding of transfer credit policies.

## Expository Writing Requirements

All new first-year and internal and external transfer students must meet Steinhardt’s expository writing requirements.

### New Steinhardt First-Year Students\*

#### New Steinhardt First-Year Students Non-International Writing Sequence

EXPOS-UA 1 Writing as Inquiry and ACE-UE 110 Advanced College Essay: Educ & The Professions

#### New Steinhardt First-Year Students International Writing Sequence

EXPOS-UA 4 International Writing Workshop I and EXPOS-UA 9 International Writing Workshop II

#### New Steinhardt First-Year Students International Writing Sequence (EXPOS 3 Placement)

EXPOS-UA 3 International Writing Workshop Introduction, EXPOS-UA 4 International Writing Workshop I, EXPOS-UA 9 International Writing Workshop II

Students advised to go from EXPOS-UA 3 to EXPOS-UA 9 will have their records updated by the Expository Writing Department.

*\*C or better in EXPOS-UA 1 or EXPOS-UA 4 equals Writing Proficiency Exam Satisfied.*

**Note:** All Steinhardt students who pass EXPOS-UA 1 or EXPOS-UA 4 with a C- or lower, they will need to take the Writing Proficiency Exam as their grade will not satisfy the Proficiency Exam Requirement.

## External Transfer Students

### External Transfers with less than 21 transfer credits and 2 writing courses

Students need to take the Writing Proficiency Exam and if they pass, their writing courses and exam requirements are satisfied.

If students fail the Proficiency Examination and have received transfer credit for two courses in expository writing or the equivalent, they will be required to complete one expository writing course, EXPOS-UA 13, Writing Tutorial, or an alternate course as determined by the Expository Writing Program. Placement may vary depending on the writing issues presented in the exam. Students who achieve a letter grade of C or above in Writing Tutorial are certified as proficient. Students who do not achieve a C or above must sit again for the Proficiency Examination.

### External Transfers with less than 21 transfer credits and 1 writing course

Students need to take EXPOS-UA 1 ( the first transferred writing course equates to ACE-UE 110) and if they pass with a C or better, their writing courses and exam requirements are satisfied.

If the student takes EXPOS-UA 1, they should not be referred to take the Writing Proficiency Exam as passing EXPOS-UA 1 with a C or better will complete the exam requirement.

### External Transfers with less than 21 transfer credits and 0 writing courses

Students should take EXPOS-UA 1. External Transfer students who pass EXPOS-UA 1 Writing the Essay, are exempt from taking ACE-UE 110, The Advanced College Essay. Students will satisfy the ACE-UE 110 course requirement with 4 credits of liberal arts electives.

### External Transfers with more than 21 transfer credits and 2 writing courses

Students need to take the Writing Proficiency Exam, a pass satisfies their writing courses and exam requirements.

If a student fails the Writing Proficiency Exam, they should be advised to take EXPOS-UA 13 so as not to void their transfer credits.

### External Transfers with more than 21 transfer credits and 1 writing course

Students need to take EXPOS-UA 1 (as the first transferred writing course equates to ACE-UE 110) and if they pass, their writing requirements are satisfied.

OR

Students can take the Writing Proficiency Exam and if they pass, can submit an Expository Writing Waiver to be reviewed to place out of the EXPOS-UA 1 writing course. If waiver is approved, students can take 4 credits of liberal arts electives to substitute for remaining writing requirements.

External Transfer students must pass the Proficiency Exam and submit their application for the waiver within their first term of enrollment. If they establish their matriculation in the fall, the waiver application must be submitted to EWP no later than October 1st. If the students establish their matriculation in the spring, the waiver application must be submitted to EWP no later than March 1st. If the 1st falls on a holiday or weekend day, the deadline is the next business day. The waiver application can be downloaded from the EWP website (<http://cas.nyu.edu/content/nyu-as/cas/ewp/faq/waiving-the-ewp-writing-requirement.html>).

### **External Transfers with more than 21 transfer credits and 0 writing courses**

Students need to take EXPOS-UA 1. External Transfer students who pass EXPOS-UA 1 Writing the Essay, are exempt from ACE-UE 110, The Advanced College Essay. Students will satisfy the credits from the exemption from ACE-UE 110 as 4 credits of liberal arts electives.

OR

Students can take the Writing Proficiency Exam and if they pass, can submit an Expository Writing Waiver to be reviewed to place out of the writing courses. If waiver is approved, students can take 8 credits of liberal arts electives to substitute for remaining writing requirements.

### **Internal Transfer Students**

Internal Transfer students who have taken and passed the required EWP first year course(s) in their originating school with a letter grade of C, are not required to enroll in the 2nd writing course, ACE-UE 110, The Advanced College Essay: Education and the Professions.

### **College of Arts & Science**

EXPOS-UA 1: Writing the Essay

\*\*C or better in EXPOS-UA 1 equals Writing Proficiency Exam Satisfied\*\*

OR

EXPOS-UA 4 and EXPOS-UA 9

\*\*C or better in EXPOS-UA 4 equals Writing Proficiency Exam Satisfied\*\*

### **Gallatin**

FIRST-UG 1-299: First-year Interdisciplinary Seminar, FIRST-UG 301-499: First-year Writing Seminar, and FIRST-UG 600-999, 1800-1999: First-year Research Seminar

Transfer students who have only completed 1 course in the sequence should be advised to take ACE-UE 110. Once a student passes ACE-UE 110, they have satisfied the Writing Proficiency Requirement (no exam required).

Transfer students who have completed at least 2 courses in the sequence can take the Writing Proficiency Exam to complete their writing requirements without taking ACE-UE 110.

Transfer students who have completed all 3 courses in the first-year sequence have satisfied the Writing Requirement \*\*Gallatin Transfers will need to schedule Writing Proficiency Exam as Gallatin does not require it for their students\*\*

### **Global Liberal Studies Transfers (GLS)**

GWS-UF 101: Global Writing Seminar

\*\*C or better in this course equals Writing Proficiency Exam Satisfied\*\*

OR

WREX-UF 101: Writing as Exploration and WRCI-UF 102: Writing as Critical Inquiry satisfy Steinhardt Writing Sequence

\*\*C or better in WREX-UF 102 equals Writing Proficiency Exam Satisfied\*\*

OR

Prior to Fall 2020:

WRI-UF 101: Writing I and WRII-UF 102: Writing II satisfy Steinhardt Writing Sequence

\*\*C or better in WRII-UF 102 equals Writing Proficiency Exam Satisfied\*\*

### **Liberal Studies Transition Students (LS)**

Prior to Fall 2020:

WRI-UF 101: Writing I and WRII-UF 102: Writing II satisfy Steinhardt Writing Sequence

\*\*C or better in WRII-UF 102 equals Writing Proficiency Exam Satisfied\*\*

Fall 2020:

WREX-UF 101: Writing as Exploration and WRCI-UF 102: Writing as Critical Inquiry satisfy Steinhardt Writing Sequence

\*\*C or better in WRCI-UF 102 equals Writing Proficiency Exam Satisfied\*\*

Transfer students who have only taken WREX-UF 101 (or WRI-UF 101) should be advised to take ACE-UE 110. Once a student passes ACE-UE 110, they have satisfied the Writing Proficiency Requirement (no exam required).

### **Rory Meyers College of Nursing**

EXPOS-UA 1 and ACE-UE 110

Transfer students who have only taken EXPOS-UA 1 in the sequence should be advised to take ACE-UE 110. Once a student passes ACE-UE 110, they have satisfied the Writing Proficiency Requirement (no exam required).

Transfer students who have taken EXPOS-UA 1 and ACE-UE 110 have satisfied the Writing Proficiency Requirement \*\*Passing sequence equals Writing Proficiency Exam Satisfied\*\*

### **School of Professional Studies (SPS)**

EXWR1-UC 7502: Writing Workshop I and EXWR1-UC 7503: Writing Workshop II

OR

WREX-UF 101: Writing as Exploration and WRCI-UF 102: Writing as Critical Inquiry

OR

WRI-UF101: Writing I and WRII-UF102: Writing II (Prior to Fall 2020)

Transfer students who have only taken WREX-UF 101: Writing as Exploration in the sequence should be advised to take ACE-UE 110. Once a student passes ACE-UE 110, they have satisfied the Writing Proficiency Requirement (no exam required).

Transfer students who have only taken EXWR1-UC7502: Writing Workshop I in the sequence should be advised to take EXPOS-UA 1. Once

a student passes EXPOS-UA 1, they have satisfied the Writing Proficiency Requirement (no exam required).

Transfer students who have taken both courses in their writing sequence (8 credits) have satisfied the Writing Proficiency Requirement **\*\*Passing sequence equals Writing Proficiency Exam Satisfied\*\***

### Silver School of Social Work

EXPOS-UA 1 and ACE-UE 110 OR EXPOS-UA 17: Writing in the Community

Transfer students who have only taken EXPOS-UA 1 in the sequence should be advised to take ACE-UE 110. Once a student passes ACE-UE 110, they have satisfied the Writing Proficiency Requirement (no exam required).

Transfer students who have taken EXPOS-UE 1 and ACE-UE 110 or EXPOS-UA 1 and EXPOS-UA 17 have satisfied the Writing Proficiency Requirement **\*\*Completing sequence and Passing EXPOS-UA 1 with C or better equals both Writing Core and Proficiency Exam Satisfied\*\***

### Stern School of Business

EXPOS-UA 1 or MULT-UB 100: Commerce and Culture and SOIM-UB 125

Transfer students who have only taken EXPOS-UA 1 or MULT-UB 100 in the sequence should be advised to take ACE-UE 110. Once a student passes ACE-UE 110, they have satisfied the Writing Proficiency Requirement (no exam required).

Transfer students who have taken both EXPOS-UA 1/MULT-UB 100 and SOIM-UB 125 have satisfied the Writing Proficiency Requirement **\*\*Passing sequence equals Writing Proficiency Exam Satisfied\*\***

### Tandon School of Engineering

Tandon students are required to take EXPOS-UA 1: Writing the Essay and EXPOS-UA 2: The Advanced College Essay: School of Engineering.

Transfer students who have only taken EXPOS-UA 1 should be advised to take ACE-UE 110. Once a student passes ACE-UE 110, they have satisfied the Writing Proficiency Requirement (no exam required).

Transfer students who have taken EXPOS-UA 1 and EXPOS-UA 2 have satisfied the Writing Proficiency Requirement **\*\*Passing sequence equals Writing Proficiency Exam Satisfied\*\***

### Tisch School of the Arts

Tisch students are required to take EXPOS-UA 5: Art in the World/Writing the Essay and ASPP-UT 2: The World Through Art.

Transfer students who have only taken EXPOS-UA 5 should be advised to take ACE-UE 110. Once a student passes ACE-UE 110, they have satisfied the Writing Core and Proficiency exam requirements.

Transfer students who have taken EXPOS-UA 5 and ASPP-UT 2 have satisfied the Writing Proficiency Requirement **\*\*Passing EXPOS-UA 5 OR ASPP-UT 2 with a C or better equals Writing Proficiency Exam Satisfied\*\***

## Foreign Language Proficiency and Exemptions

To fulfill the foreign language requirement, Steinhardt students must demonstrate or attain proficiency in a single foreign language through Beginner I or Beginner II, depending on a student's curriculum requirement. Ordinarily, this is accomplished by the successful completion of one to two semesters of language study at NYU. Some

languages are also taught as intensive courses, allowing students to complete the equivalent of two semesters of study in a single semester.

Students may fulfill the foreign language requirement as follows:

### Advanced Placement (AP)

AP scores of 4 or 5 in any Foreign Language satisfies the Steinhardt Foreign Language Requirement. Scores will award credit (4) via course equivalency ([https://steinhardt.nyu.edu/current-students/register-classes/registration-policies/#h2\\_undergraduate-advanced](https://steinhardt.nyu.edu/current-students/register-classes/registration-policies/#h2_undergraduate-advanced)). Depending on the program, the remaining 4 units that a student would ordinarily earn through the Language Requirement will be earned via a Liberal Arts Elective.

### International Baccalaureate (HL exam)

An IB language denoted as B, with a score of 6 or 7 will satisfy the Steinhardt Foreign Language Requirement and will award credit via course equivalency ([https://steinhardt.nyu.edu/current-students/register-classes/registration-policies/#h2\\_undergraduate-advanced](https://steinhardt.nyu.edu/current-students/register-classes/registration-policies/#h2_undergraduate-advanced)). 8 credits will be awarded.

An IB language denoted as A, with a score of 6 or 7 will satisfy the Steinhardt Foreign Language Requirement and will award credit based on test score (no course equivalency exists). 8 credits will be awarded.

### Advanced Level (A-Level)

An A-Level score of B or higher satisfies the Foreign Language Requirement; 8 credits will be awarded via course equivalency ([https://steinhardt.nyu.edu/current-students/register-classes/registration-policies/#h2\\_undergraduate-advanced](https://steinhardt.nyu.edu/current-students/register-classes/registration-policies/#h2_undergraduate-advanced)).

### CAS Foreign Language Placement and Exemption process

Students first take the online Placement Exam. If they place above the Beginner I or Beginner 2 level (depending on program), they follow the process mapped out by CAS to sit for an in-person exemption exam. The 4 or 8 credits (depending on program) that a student would ordinarily earn through the Language Requirement will be earned via Liberal Arts Electives. For more information, see CAS Placement Examinations (<https://cas.nyu.edu/academic-programs/academic-support-services/placementexams.html>).

### International Writing Sequence (EXPOS-UA 3, 4, 9 or EXPOS-UA 4, 9):

Students who successfully complete either sequence will be exempt from the Steinhardt Foreign Language Requirement. The 8 credits that a student would ordinarily earn through the Language Requirement will be earned via Liberal Arts Electives.

### Students who completed secondary schooling taught in a language other than English

must request their documents be evaluated by Steinhardt's Advising & Registration Services Team. If this is confirmed, they are exempt from the Steinhardt Foreign Language Requirement. The 4-8 credits that a student would ordinarily earn through the Language Requirement will be earned via Liberal Arts Electives.

## Grading

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

- A = 4.0 points
- A- = 3.667 points
- B+ = 3.333 points
- B = 3.0 points
- B- = 2.667 points
- C+ = 2.333 points
- C = 2.0 points

C- = 1.667 points  
 D+ = 1.333 points  
 D = 1.0 point  
 F = 0 point

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

I = Incomplete but passing – term paper, other work, or final examination not completed (grade given only with the permission of the instructor); may be made up within time limits (see Note below). If required work is not completed, grade lapses to F.  
 P = Pass, not counted in average  
 R = Registered paid auditor, not graded  
 W = Official withdrawal  
 NR = None recorded (no grade was entered by the instructor)

## Course Repeat Policy

If a student repeats a course in which they had received a failing grade, all grades are counted in the grade-point average.

## Incomplete Grades

Under exceptional circumstances and at the discretion of the course instructor, an Incomplete may be granted, based on the student's performance throughout the term. The length of the contract period is fixed by the instructor but will be no longer than one term after the close of the term (fall, spring, and summer terms). If outstanding work has not been completed by the end of the agreed time, an I grade becomes an F. If the contract has been completed in a timely manner, it will be considered along with the remainder of the course performance to determine the student's earned grade. No extension will be granted beyond the end of the contract date.

The lowest passing grade is D (unless otherwise notified by the department).

**Note:** Students taking CAS, Gallatin, Stern, and Tisch courses are urged to check with those schools for details of their grading policies because they may differ from those of the Steinhardt School of Culture, Education, and Human Development.

## Pass/Fail Grade Option

Matriculated students have the option to take courses on a pass/fail basis, the maximum of such courses is not to exceed 25 percent of the student's total program and not to exceed 25 percent in the student's academic plan. The student is responsible for adherence to these regulations.

Courses that are departmentally designated as pass/fail are not included in the 25 percent pass/fail option open to students. This pass/fail option can be applied to any course. Pass/fail grades are not considered "weighted grades." (To qualify for honors, a student must have completed at least 64 credits toward the degree in weighted grades in residence.) Pass/fail option forms (<http://steinhardt.nyu.edu/current-students/register-classes/student-advisement/forms-and-publications/>) may be obtained online and filed with Registration Services, Pless Hall, 2nd Floor. Refer to the NYU Academic Calendar (<http://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>) for specific deadlines for submitting pass/fail grade requests.

## Grade Appeals

Students whose appeals relate to academic grades and who seek a review of their change of grade request should follow the procedures

outlined below within fifteen (15) calendar days from when the grade was posted.

- To appeal an assigned grade, the student should first consult with the instructor who assigned the grade to discuss the requirements for the course and how the grade was determined.
  - The student should maintain any documents related to the meeting and timelines related to the conversation around the grade appeal.
- 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 Program Director (or designee, who is an appropriate academic administrator equivalent to a Program Director) in the department within ten (10) calendar days of the final discussion/meeting related to the grade appeal request.
  - The Program Director will undertake an independent review of the grade(s). And collect relevant information pertinent to the appeal and grade.
  - The student should include a formal written statement explaining the grounds for the appeal and information that provides evidence why the grade provided by the instructor should be reassessed.
- If the student feels there is new, additional, relevant information that was unavailable at the time of the decision made by the Program Director (or designee) and thus was not considered; and/or there was a material violation in procedure, they may appeal the decision with the Department Chair.
  - The student will provide all documentation provided throughout the entire appeal process for the Department Chair to review including the new additional, relevant information which would allow for an additional review at this level.
- In the event the grade appeal is for a course taught by a Program Director or Department Chair, the appeal would be reviewed by a designee within the department.
- The academic department's decision (Program Director and/or Department Chair and/or designee) in matters related to an assigned grade is final.

## Academic Standing and Progress

Good academic standing is maintained by students meeting their departmental academic benchmarks, including but not limited to:

- Minimum 2.0 term and cumulative grade point average.
- Course grade minimums as determined by program/departmental policies.
- Making satisfactory academic progress toward students' declared degree requirements.
- Other requirements as determined by program/departmental policies.

Students should consult their department or program handbook or other relevant materials for more information on defined course grade minimums.

## Academic Review Process

- Students who do not meet their departmental program standards and benchmarks, as defined in their Departmental Student Handbooks, are reviewed by their program and/or department to determine future academic standing. Actions taken can include:
  - *Return to Good Standing:* Students who were previously on warning; probation; or continued probation, who have

been determined to have met their departmental/program requirements, and are therefore returned to good standing.

- *No Action*: Students will remain in good standing.
- *Warning*: Serves as an alert to students who may have fallen below departmental academic benchmarks, who are not making satisfactory progress toward their degree, and/or who may be at risk for future academic probation status. Students on academic warning who receive financial aid should consult with the Office of Financial Aid (<https://www.nyu.edu/admissions/financial-aid-and-scholarships/contact-the-financial-aid-team.html>) to determine if their aid is at risk.
- *Probation/Continued Probation*: Serves as an alert to students who have fallen below departmental academic benchmarks, who are not making satisfactory progress toward their degree, and/or who may be at risk for future academic dismissal. Students on academic probation who receive financial aid should consult with the Office of Financial Aid (<https://www.nyu.edu/admissions/financial-aid-and-scholarships/contact-the-financial-aid-team.html>) to determine if their aid is at risk.
- Incomplete grades may result in a review of academic action if students fail to complete 50% or more of their attempted credits. They may also impact satisfactory academic progress as defined by the Office of Financial Aid (<https://www.nyu.edu/admissions/financial-aid-and-scholarships/contact-the-financial-aid-team.html>).
- Students on academic warning, probation, or continued probation are automatically reviewed in the following term by the program/department.
- All students who are returned to good standing or placed on warning, probation, or continued probation are notified via email to their NYU email address after the review process is completed.
- All decisions, with the exception of dismissal, within the Academic Review Process are final and not eligible for appeal.

## Committee on Student Progress (COSP)

The Steinhardt Committee on Student Progress (COSP) is co-chaired by the Senior Director of Advising and Student Success and the Assistant Dean for Academic and Registration Services, *ex officio*. The remainder of the committee comprises faculty representatives from across the School.

The COSP meets at the end of the Spring and Fall academic terms and in the summer for students in programs with mandatory summer enrollment to review and take action on the academic records of undergraduate and graduate students enrolled at NYU Steinhardt.

Students whose academic records are scheduled for dismissal review are notified via email to their NYU email address, asked to share with the COSP any relevant information regarding their records, and referred to their academic advisers for further discussion on their academic progress.

The COSP invites departmental representatives whose students are being reviewed for dismissal to submit a rationale for the dismissal recommendations. The committee takes action on the student's total record in accordance with departmental recommendations and information submitted by the student.

Actions taken include:

- *Warning, Probation, or Continued Probation*: Serves as an alert to students who have fallen below departmental academic benchmarks, who are not making satisfactory progress toward their degree, and/or who may be at risk for future academic dismissal. Students

on academic probation who receive financial aid should consult with the Office of Financial Aid (<https://www.nyu.edu/admissions/financial-aid-and-scholarships/contact-the-financial-aid-team.html>) to determine if their aid is at risk.

- *Dismissal*: Students' records are terminated with the University, and a notation of academic dismissal is added to the final official transcript.
  - Students are notified by an email sent to their NYU email address, and a copy is sent via certified mail to their permanent address listed in Albert of the action taken by the COSP. A registration hold is placed on students who have been dismissed.
  - Students who are dismissed must be away from the University for a full academic year before they are eligible to apply for readmission.
  - Readmission is not guaranteed. Students must reapply through the formal admissions process.

## Leave of Absence

New York University recognizes that situations may arise when students may want to interrupt their academic studies. The University is committed to responsibly handling reasonable requests for leaves. However, this policy may not be used in place of disciplinary action to address violations of University rules, regulations, policies, and practices. A student granted a voluntary leave while on academic and disciplinary status will return to that status.

Please refer to NYU's Student Leave Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-leave-policy.html>) for more information. This policy will cover key definitions and procedures for requesting and returning from voluntary leave.

## Withdrawals

### Withdrawal from Courses and Drop/Add

By approval and signature, the adviser holds the responsibility for the student's program requirements and courses selected. Courses added without adviser approval may be considered as not meeting degree requirements. Students are urged to monitor this procedure carefully. Only an official adviser is authorized to approve a student's drop/add request.

Students are permitted to add to their program via Albert, NYU's online student information and registration system, during the first two weeks of regular classes. A student wishing to add an additional course to the program during the third week of the term must have the approval of the instructor in addition to that of the adviser. Beyond the end of the third week of the term, a student may not add a course except for courses that begin midterm. Students may register for midterm courses prior to the first meeting of the class through the online enrollment request and must have approval of the academic adviser and the Steinhardt Office of Advisement and Registration Services, Joseph and Violet Pless Hall, 82 Washington Square East, 2nd Floor, email: [steinhardt-registration-and-advisement-group@nyu.edu](mailto:steinhardt-registration-and-advisement-group@nyu.edu).

Students may drop courses via Albert with no approval required, throughout the add/drop period as defined on NYU's Academic Calendar (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>). After the second week, students may only withdraw up through the stated deadline on the Registrar's Academic calendar and with the permission of the academic adviser and approval of the Steinhardt Office of Advisement and Registration Services, Joseph and Violet Pless Hall, 82 Washington

Square East, 2nd Floor, email: [steinhardt-registration-and-advisement-group@nyu.edu](mailto:steinhardt-registration-and-advisement-group@nyu.edu).

No change in schedule is valid unless it is reported to the Office of the University Registrar and the Office of the Bursar through Albert or on the forms provided. More information may be obtained from the program adviser. 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 ninth week of the term will be recorded with a grade of W (official withdrawal).

## Maintenance of Matriculation

Students must maintain continuous matriculation every academic year until graduation. Typically, this is achieved by enrolling in courses in the fall and spring semesters. If a student is not registering for coursework in a given term, they should register for MAINT-UE 4747 Maintenance of Matriculation.

Undergraduate students must complete their degree within ten years.

## Termination of Matriculation

Students who are planning to withdraw from the school are referred to the Office of Counseling and Student Services, Joseph and Violet Pless Hall, 82 Washington Square East, 2nd Floor, to complete the exit interview as part of the termination process. Terminating matriculation requires withdrawal from all course work registered for unless the termination will occur at the end of the term.

## Standards of Conduct

All students are expected to abide by the expectations outlined in the University-wide Student Conduct Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html>) and the Academic Integrity for Students at NYU (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html>) policy.

Allegations of non-academic misconduct against a student of the Steinhardt School shall be administered by the Office of Student Conduct (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards.html>) or the Office of Equal Opportunity/ Title IX Coordinator.

The Steinhardt School shall address allegations of academic integrity violations following the established procedures below.

## Academic Integrity

The relationship between students and faculty is the keystone of the educational experience at The Steinhardt School of Culture, Education, and Human Development at New York University. An inherent part of this relationship is an honor code. Mutual trust, respect and responsibility are foundational requirements. Thus, how you learn is as important as what you learn. A university education aims not only to produce high-quality scholars but also to cultivate honorable citizens.

Academic integrity is the guiding principle for all that you do; from taking exams, making oral presentations to writing term papers. It requires that you recognize and acknowledge information derived from others, and take credit only for ideas and work that are yours.

You violate the principle of academic integrity when you:

- Cheat on an exam
- Submit the same work for two different courses without prior permission from your professors
- Receive help on a take-home examination that calls for independent work
- Plagiarize

Plagiarism, one of the gravest forms of academic dishonesty in university life, whether intended or not, is academic fraud. In a community of scholars, whose members are teaching, learning and discovering knowledge, plagiarism cannot be tolerated.

Plagiarism is failure to properly assign authorship to a paper, a document, an oral presentation, a musical score and/or other materials, which are not your original work. You plagiarize when, without proper attribution, you do any of the following:

- Copy verbatim from a book, an article or other media
- Download documents from the Internet
- Purchase documents
- Report from other's oral work
- Paraphrase or restate someone else's facts, analysis and/or conclusions
- Copy directly from a classmate or allow a classmate to copy from you

Your professors are responsible for helping you to understand other people's ideas, to use resources and conscientiously acknowledge them, and to develop and clarify your own thinking. You should know what constitutes good and honest scholarship, style guide preferences, and formats for assignments for each of your courses. Consult your professors for help with problems related to fulfilling course assignments, including questions related to attribution of sources.

Through reading, writing, and discussion, you will undoubtedly acquire ideas from others, and exchange ideas and opinions with others, including your classmates and professors. You will be expected, and often required, to build your own work on that of other people. In so doing, you are expected to credit those sources that have contributed to the development of your ideas.

## Avoiding Academic Dishonesty

- Organize your time appropriately to avoid undue pressure and acquire good study habits, including note taking.
- Learn proper forms of citation. Always check with your professors of record for their preferred style guides. Directly copied material must always be in quotes; paraphrased material must be acknowledged; even ideas and organization derived from your own previous work or another's work need to be acknowledged.
- Always proofread your finished work to be sure that quotation marks, footnotes and other references were not inadvertently omitted. Know the source of each citation.
- Do not submit the same work for more than one class without first obtaining the permission of both professors even if you believe that the work you have already completed satisfies the requirements of another assignment.
- Save your notes and drafts of your papers as evidence of your original work.

## Disciplinary Measures

Students are expected to familiarize themselves and to comply with the rules of conduct, academic regulations, and established practices of the University and the Steinhardt School of Culture, Education, and Human Development. If, pursuant to such rules, regulations, or practices, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.

The Steinhardt School shall address allegations of academic integrity violations following the established procedures below.

When a professor suspects a student of violating the Academic Integrity policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html>), appropriate disciplinary action will be taken following the University procedures outlined in the link above.

## Redress of Grievances

The Steinhardt School of Culture, Education, and Human Development follows the student grievance policies and procedures set forth by the University. See Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>) for more information.

## Internships

### Fieldwork Placement Advisory

Students should be advised that fieldwork placement facilities that provide training required for your program degree, and agencies that issue licenses for practice in your field of study, may each require you to undergo general and criminal background checks, the results of which the facility or agency must find acceptable before it will allow you to train at its facility or issue you a license. You should inform yourself of offenses or other facts that may prevent you from obtaining a license to practice in your field of study. NYU Steinhardt will not be responsible if you are unable to complete program requirements or cannot obtain a license to practice in your field because of the results of such background checks. Some fieldwork placement facilities in your field of study may not be available to you in some states due to local legal prohibitions.

## Placement Exams

### Language Placement Examination

A student who wishes to continue in a language previously studied in high school or in college must take a language placement test or submit scores from the College Entrance Examination Board or receive a recommendation for placement from the appropriate language department in the College of Arts and Science.