

ACADEMIC POLICIES

Honors and Awards

Honor Societies

Students with superior academic records and co-curricular achievements may be selected to join one of the NYU Tandon School of Engineering's chapters of a national honors society in their junior or senior year. Closely allied to the professional and technical societies, these honors societies encourage and recognize outstanding scholarship and leadership.

Participating Societies at the NYU Tandon School of Engineering:

Chi Epsilon - Civil Engineering
 Eta Kappa Nu - Electrical Engineering
 Omega Chi Epsilon - Chemical Engineering
 Pi Mu Epsilon - Mathematics
 Pi Tau Sigma - Mechanical Engineering
 Sigma Xi - Research
 Tau Beta Pi - Engineering
 Upsilon Pi Epsilon - Computing Sciences

Degrees with Honors

The NYU Tandon School of Engineering adheres to New York University's Latin Honors requirements. Latin Honors are given to Baccalaureate degree recipients who have achieved a high cumulative grade point average (GPA) and satisfied the school's residency requirements.

The GPA cutoffs for each category are determined by the combined GPA distribution from the preceding academic year. The cutoff for summa cum laude is the GPA included with the top five percent of the previous year's graduating class. The cutoff for magna cum laude is the GPA included within the next 10 percent of the previous year's class. The cutoff for cum laude is the GPA included within the next 15 percent of the previous year's class.

The cumulative grade point average and residency requirements for Latin Honors are published on the University Registrar's Latin Honors site (<http://www.nyu.edu/registrar/graduation/latin-honors.html>). Please refer to the figures associated with the NYU Tandon School of Engineering.

Residency Requirements

To satisfy residency requirements for the BS degree, NYU Tandon School of Engineering students must complete a minimum of at least half of the required credits at Tandon in approved Tandon coursework. Departmental advisers will assist students in selecting courses required for degree completion. In addition, students must complete their final semester's worth of credits at the University, unless approved for a special term abroad (with the approval from their academic department and the Office of Undergraduate Academics via the Final Semester, Study Abroad Permission (<https://airtable.com/shrEo72t6b8QWh3PU/>) form). In regards to Tandon minors, one-half of the coursework must be completed at the NYU Tandon School of Engineering. All transfer credits are subject to the NYU Tandon School of Engineering's transfer credit policy and process.

Graduation

Graduation Checklist

Academic advisers of undergraduate students nearing completion of their degree requirements receive a graduation checklist that lists courses in progress and courses remaining to be completed for the

degree. After the list is approved by the major academic department, the student receives an e-mail notifying them of their graduation status.

Application Process for the Bachelor of Science

To be awarded a Bachelor of Science degree at NYU Tandon School of Engineering, students must file a formal graduation application via the Albert Student Center (<http://albert.nyu.edu/>). Application deadline dates are published on the University Registrar's website. Students who do not file by the published deadline date become candidates for the next conferral period.

Degrees are certified and diplomas issued three times a year, typically in January, May, and September. Commencement is held once a year, usually in May. All work for the degree must be completed and submitted before the graduation date.

Diplomas

Diplomas are mailed to the student about eight weeks after the degree conferral date. Diplomas are issued only once, subject to rare exceptions made on a case-by-case basis. Replacement diploma procedures and fees are published on the University Registrar's website (<http://nyu.edu/registrar/graduation/diplomas.html>). Replacement diplomas for the NYU Tandon School of Engineering will be printed with the school name at the time of the student's graduation.

Transcripts

The issuance of transcripts and generally the release of any information about a student are subject to the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, as amended. Unless NYU Tandon School of Engineering's disclosure policy permits otherwise, official transcripts of the scholastic record are issued only upon the submission of a written request or upon the submission of a signed release from the student.

Unofficial transcripts are available to students through the Albert Student Center. Those students without access to Albert may submit a written request for an unofficial transcript. A fee is charged for each unofficial or official transcript issued. Transcripts (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/transcripts-certifications-grades/transcripts.html>) can be requested online.

NYU Tandon School of Engineering reserves the right to withhold a transcript if a student fails to meet financial indebtedness to the School.

Upon graduation, students should review their transcripts carefully and report any errors to the Office of the Registrar before the record is sealed.

Participation in Commencement

All students are permitted to participate in both the New York University Commencement Ceremony and the NYU Tandon School of Engineering Commencement Ceremony in May of each year.

There is a Dean's Exception for the All-University Commencement whereby graduation candidates who have no more than two courses outstanding to complete their degrees may petition their school's Dean of Student Affairs for eligibility to participate as long as these courses are completed by the end of the summer. Read more about the Dean's Exception policy and process on the NYU Commencement website (<http://www.nyu.edu/life/events-traditions/commencement/eligibility.html>).

The NYU Tandon School of Engineering will follow the same guidelines set by the Commencement Office for participation in the May ceremony as a Dean's Exception. That is to say, if a student is deemed a Dean's exception for University-wide Commencement Ceremony, they are also permitted to participate in the NYU Tandon School of Engineering Commencement Ceremony. Please note that students with more than two courses outstanding will not be granted an exception and will be able to graduate in either September or January dependent upon when they complete their degree requirements. Please visit the NYU Registrar's Graduation website (<http://www.nyu.edu/registrar/graduation/deadlines.html>) for exact dates. Those students will then be able to participate in the May ceremonies of the following year.

Dean's Exception Forms will be available to NYU Tandon School of Engineering students at the Office of Student Affairs (LC 232) each spring semester.

Transfer and Articulation Agreements

Transfer Credits from other Undergraduate Institutions

Students who have completed undergraduate coursework at other universities prior to beginning their studies at NYU Tandon School of Engineering are encouraged to request to transfer credits over to their NYU degree. NYU Tandon awards transfer credit for relevant courses completed satisfactorily at other accredited institutions. Students transferring into the NYU Tandon School of Engineering must have all outside transcripts examined by the Undergraduate Admissions Office and an adviser from their major department to determine the acceptability of individual substitutions and general acceptance of credits from their former institution(s). Much of this can be accomplished during the application process if the student's record is complete. All evaluations of transfer credits must be completed by the end of the student's first semester of registration at the NYU Tandon School of Engineering. Some programs may choose to delay approval of transfer credits until students demonstrate satisfactory progress at Tandon.

Undergraduate transfer credit is not given for any course in which a grade less than C or equivalent has been earned. In addition, students completing a course at NYU Tandon for which transfer credit already has been given automatically forfeit the transfer credit for that course. The University does not award transfer credits of gym or physical education courses. Transfer credit is not awarded for classes that were completed pass/fail or for credits that were earned 10 years or more from the students entering term to NYU Tandon. The maximum number of credits that can be granted is half of the degree; students must still meet the residency requirements after credit transfer.

For new first-year students admitted to NYU, it may be possible to transfer college courses taken while in high school. Credit may be awarded if the following criteria are met: 1) Received a grade of B or better; 2) NYU offers corresponding courses; 3) Courses were not used to satisfy high school graduation requirements.

The contents and standards of courses vary from university to university. Thus, some transfer students find after a semester's work at NYU Tandon School of Engineering that they are better prepared for advanced courses if they re-enroll in a course at NYU Tandon for which they have been given transfer credit. Students may be required to enroll in such a NYU Tandon course after consulting with their academic adviser. In some instances, course requirements may be waived for students who demonstrate sufficient knowledge of specific course content through either written or oral examination given by the academic department offering such course. In such cases, no credit is awarded, but students are allowed to submit

a more advanced course to satisfy degree requirements. This approach differs from "credit by examination," described later in this section.

Grades of courses for which transfer credit is given are omitted in computing a student's cumulative or current semester GPAs.

The receipt of transfer credit is subject to the discretion of the corresponding academic department, the Tandon School of Engineering, and the larger New York University.

Articulation Agreements

To provide students with alternative pathways to a BS degree from the NYU Tandon School of Engineering and to facilitate the transfer process, the School has developed cooperative programs with other institutions. Students completing approved programs at these institutions with sound academic achievement are guaranteed admission to the School. Students interested in learning more about the cooperative programs should contact the Office of Undergraduate Admissions. Currently, the NYU Tandon School of Engineering offers an articulation agreement with Brooklyn College.

Articulation with Brooklyn College

The present articulation between Brooklyn College and the NYU Tandon School of Engineering is for the first two years in the fields of Civil, Chemical, Computer, Electrical and Mechanical Engineering. Further information may be obtained from Brooklyn College or the NYU Tandon's Office of Academic Affairs.

Transfer Credits While in Residence

Undergraduates at NYU Tandon School of Engineering are expected to complete all coursework at the School. Exceptions are rare and only made in cases where NYU Tandon School of Engineering does not offer courses integral to the attainment of students' academic goals.

To obtain credit for courses taken elsewhere while enrolled at NYU Tandon School of Engineering, students must obtain written permission from the major academic adviser, the department head of the course for which transfer credit is requested and the Office of Academic Affairs. This must be done before registering for the course at another institution. Forms for such permission are available on the Registrar's website.

The following requirements apply to all courses taken outside of NYU:

- The outside institution must be accredited.
- Grades earned must be C or better for undergraduate courses.
- Pass/fail courses are not acceptable under any conditions.
- Only credits are granted; grades are omitted in computing cumulative or current semester GPAs.

Credit for Courses at Other Institutions or Schools/ Divisions of New York University

Undergraduate students at the Tandon School of Engineering may complete coursework in other undergraduate divisions of New York University or outside institutions and have credits for these courses applied to their degree. Courses outside of Tandon require review from the students' academic adviser. Non NYU courses require preapproval from the corresponding academic department, the students academic adviser, and the Tandon Academic Affairs Office.

Students may take a total of 4 courses or 16 credits in other divisions. Students seeking additional credits beyond the 4-course limit must inform their departmental advisor, who must request approval for these additional courses/credits via academic memo management (AMM).

Exceptions may be made for students who are interested in completing more than 4 courses/16 credits only in extenuating circumstances.

Students must discuss with their departmental adviser before registering for courses in any other divisions of NYU or outside universities. Without consultation with and preapproval from an academic adviser, courses in other divisions that duplicate the contents of an NYU Tandon School of Engineering course or independent study courses do not count towards the Tandon degree. If a course is not preapproved, students will not receive credit for it. Students are encouraged to consult with their academic adviser regarding applicability of such courses towards degree requirements.

Your first cross-school minor, study abroad coursework, and courses offered at or by other schools that are required for a major here at Tandon do not count towards this 4 course/16 credit limit. In addition, this 4 course/16 credit limit does not apply to test credits and transfer credits that a student earned prior to attending Tandon.

Also excluded from credit toward the degree are any courses taken in the School of Professional Studies once a student is matriculated in Tandon.

Undergraduate Validation Credits

When it is unclear whether a course taken outside of NYU Tandon School of Engineering is suitable for transfer credit, students may qualify for transfer credit by passing a validation examination. Permission to take such an examination must be recorded in advance on the student's transfer evaluation form at the time of application to NYU. The format of the examination is at the discretion of the department giving the course. Scheduling of the examination is by mutual agreement, but in no event more than one calendar year after the student begins study at the NYU Tandon School of Engineering. A grade of C or better is required to validate course credits for undergraduate students. An examination may not be taken more than once. Students who register for or attend the course at NYU Tandon School of Engineering forfeit the right to take a validation examination.

Advanced Placement and International Baccalaureate Credits

NYU Tandon School of Engineering grants students credit for approved Advanced Placement (AP) and International Baccalaureate (IB) courses in high school, given acceptable performance on AP and IB examinations. Students must request evaluation of AP and IB credits by no later than the end of their first semester of matriculation. Credit also may be granted for college preview courses at the NYU Tandon School of Engineering or other universities while a high-school student if these courses are relevant to the student's degree program and acceptable grades were achieved. Grades for advanced placement, international baccalaureate, or college preview courses are omitted in computing the cumulative or current semester GPAs.

Grading

Computing the Grade-Point Average (GPA)

The Office of the Registrar determines the GPA of undergraduate students according to the following numerical values assigned to letter grades:

Grade	Point Value	Description
A	4.000	Excellent
A-	3.667	Excellent
B+	3.333	Good

B	3.000	Good
B-	2.667	Good
C+	2.333	Satisfactory
C	2.000	Satisfactory
C-	1.667	Satisfactory
D+	1.333	Minimum Passing Grade
D	1.000	Minimum Passing Grade
F	0.000	Failure
S		Satisfactory
U		Unsatisfactory Progress
W		Withdrew Officially
I		Incomplete (converts to F after 180 days)
AUD		Auditor Status
P		Passing
NR		No record

In computing GPAs, NYU Tandon School of Engineering does not consider or count courses graded W, I, S, or U toward the total credits passed or earned. GPAs are computed by multiplying the numerical grade in each course by the number of credits for each course, adding these products for the courses taken and then dividing this sum by total number of credits represented by courses considered.

The W and I grades are described in greater detail in subsequent sections. Grades S or U are used to indicate progress in multi-semester research projects or theses, or for non credit-bearing remedial or other courses. Undergraduates enrolled in graduate courses may not receive grades of D or AUD.

Course Withdrawal: The W Grade

Students may withdraw from a course or courses without academic penalty until the published withdrawal deadline of the normal fall or spring semester. Students should process their own withdrawals online via the Albert Student Center. No approvals are required, but students are encouraged to consult with their academic advisers as withdrawing from certain courses may delay their planned graduation date. When the course duration varies from the norm, such as in six-, nine- or 12-week courses, withdrawal must be completed before two-thirds of the sessions are completed. Withdrawals must be processed online by 11:59 p.m. on the withdrawal deadline indicated on the published Academic Calendar. Withdrawn courses remain on the student's transcript with a grade of W and are not calculated into the GPA. Once entered on the student's record, a W cannot be changed to any other grade. An F grade is recorded for any student who ceases to attend a course without formally withdrawing in the required fashion by the required deadline. Students are also encouraged to consult with Financial Aid before withdrawing from a course, as it may affect their status and eligibility for aid.

Incomplete Grades

If a student cannot complete coursework at the requested time due to a valid reason, such as an illness or other critical emergency, the instructor may give a grade of Incomplete/I. In such cases, the instructor and the student must develop a detailed plan for completion which includes a specific completion date. Ordinarily, this date should not extend beyond the intercession, in fairness to students who finish course requirements

on time and to ensure that students complete prerequisites for advanced courses. An I grade lapses into an F if the student fails to complete the work within the specified completion time line, or at most by 180 days after the end of the semester in which the I was given. All I grades must be converted before graduation.

The grade of Incomplete/I is used sparingly and only in cases with valid reasons, not merely because students have planned poorly or overloaded themselves. An I grade should not be issued if a student is unable to complete the course requirements without attending or participating in the course a second time. If the student re-registers for a course in which an I grade was given, the I grade lapses to an F. If successful resolution of an I grade would require the repetition of any course or portion of a course, the student should consider formally withdrawing from the course.

Change of Grade

Grades on file with the Registrar at the end of the semester, with the exception of incomplete (I) and temporary grades (S or U), are considered final unless an error in calculating or recording the grade is discovered.

No correctly reported final grade may be changed based upon re-taking an examination or completion of additional work. Incomplete (I) grades are handled according to the policies described under Incomplete Grades. Temporary grades (S or U), used for continuing projects, thesis or dissertation, will be converted to standard letter grades upon completion of the project, thesis or dissertation. Once recorded with the Registrar, these grades are treated as all other final grades. If an error in calculating or reporting a grade is discovered, the instructor will submit the change of grade request to the Department Chair. Upon approval of the Department Chair, the request will be submitted to the appropriate Associate Dean for approval. Any incorrectly assigned grade must be corrected within one semester.

Repeating Courses

If an undergraduate student takes a course two or more times, only the second and subsequent grades will count toward their GPA. This policy holds regardless of the first and second grades earned, even when the second grade is lower than the first. The repeated course must be taken within one year of the first course, or at the first time it is offered, where a course is unavailable to repeat within one year. If the student first repeats the course more than one year after taking it initially, and the course has been offered, all grades earned in the course will be counted in the student's GPA. If a student earns a passing grade and subsequently fails the course, the passing grade can be used to satisfy degree requirements.

No undergraduate course may be repeated more than twice, for a total of three attempts. If a student earns an F grade in each of their three attempts in a prerequisite course or a degree requirement, the student is then academically disqualified.

Grade Appeal Process

Grades on file with the Registrar, with the exception of Incomplete/I grades and temporary grades (S or U), are considered final unless an error in calculating or recording the grade is discovered, or if it is determined that the student was graded unfairly due to personal prejudice. No correctly reported final grade may be changed based upon re-taking an examination or completion or submission of work beyond the last day of the term.

Final grades may be appealed only under the following circumstances:

a) If there has been an error on the instructor's part in calculating or recording your grade; or b) If the student believes that the instructor graded unfairly due to personal prejudice. The instructor's judgment of the quality of a student's submitted work may not be appealed.

If a student believes they have received an inappropriate grade, based on the criteria enumerated above, they may appeal in writing to the instructor for a grade change. The deadline for appealing a grade to the course instructor is the add/drop deadline of the semester following the semester in which the grade was given. The instructor will consider the appeal and respond to the student in writing, stating their reasons for their decision and copying the Department Chair. If the instructor agrees with the appeal and decides to change the original grade, they must submit a grade change in Albert. The grade change will need to be approved online by the department chair and the Associate Dean for Academics.

A student may appeal an instructor's decision in writing to their Department Chair, using the same criteria enumerated above. A Chair may not substitute their own judgment of the quality of a student's work for that of the instructor's. The Chair will review the submitted evidence, consult with the instructor, and render a decision in writing, stating their reasons for their decision and copying both the student and the instructor.

The student or instructor may appeal the Chair's decision in writing to the Student Affairs Committee, a standing committee of the NYU Tandon School of Engineering. The only possible basis of such an appeal are that the Department Chair did not review the submitted evidence, did not consult with the instructor, did not render a decision in writing, or there is evidence of personal prejudice on the part of the Chair. The Committee will review the submitted evidence and render a final, written decision in the matter. There is no appeal of a decision rendered by the Student Affairs Committee.

Academic Standing and Progress

General Academic Standing

To remain in good academic standing, undergraduate students must maintain term and cumulative GPAs of 2.0 or greater. In addition, students must successfully complete a minimum number of credits for each semester of full-time study, excluding summers and mini-sessions. In the case of part-time students, a semester indicates the point at which 12 or more credits are undertaken. Thus, the first semester of study ends when 12 credits are accumulated; the second semester is calculated from that time onward until 24 credits are accumulated. According to these semester equivalents, grade-point requirements for part-time students follow those for full-time students.

The minimum number of cumulative credits to be achieved by the close of each semester of full-time study appears in the following table.

Minimum Credits and Minimum GPA Required by Semester of Full-Time Study

Number of Full-time Semesters Completed	Minimum Required Cum Grade Point Average	Minimum Credits to be Earned
1	1.50 ¹	8
2	1.50 ¹	16
3	1.50 ¹	28
4	1.67	40
5	1.78	56

6	1.88	68
7	1.95	84
>8	2.00	96

1

Any time a student's cumulative GPA falls below 1.5 they are placed on Final Probation regardless of how many credits they have completed.

In calculating the number of successfully completed credits:

1. Courses for which a student received an F grade do not count toward the minimum credits earned.
2. If a student receives an F grade in a course which they repeat within one academic year, their GPA will be recalculated using the second grade earned and the first grade of F will be removed from the GPA calculation.
3. Credits with an I grade will be counted toward enrollment for one year. Thereafter, any I grade that has not been changed by the instructor on record will automatically become an F grade.
4. Credits assigned a W grade do not appear in the calculation of credits undertaken, earned or successfully completed.
5. Transfer students will enter this table from the point at which their transfer credits place them.

A second requisite for enrollment is the maintenance of a 2.0 GPA or better or performance approaching 2.0 in a steady and realistic fashion. The table above contains the absolute minimum cumulative GPA to be achieved by the close of each semester of full-time or full-time equivalent enrollment.

The Office of Academic Affairs regularly monitors all undergraduate students, reviews their academic records after each semester, and informs students' academic adviser or other representatives from the their major department of the results of that review. Students identified as being in academic difficulty may not register for more than 12 credits per semester unless otherwise approved by their adviser. Students in academic difficulty are placed on academic probation following the steps and actions described below.

Academic Warning

Students whose midterm grades show they are in danger of failing a course receive e-mails of academic warning. The e-mails provide guidance for the student and invite them to meet with their academic adviser to discuss their academic performance and what steps to take to complete their course(s) successfully.

Academic Probation

Students are placed on academic probation when (1) their semester and/or cumulative GPAs fall below 2.0, but remain above the minimum standards as outlined above or (2) their number of successfully completed credits falls below the minimum standards as outlined above. Students falling into these categories are notified and directed to meet with their advisers. Students placed on academic probation are limited to a maximum of 18 credits per semester while on probation, unless otherwise approved by their adviser and the Office of Academic Affairs.

All first-year, first-time probationary students must enroll in SL 1020, the Academic Skills Seminar. The seminar consists of eight one-hour sessions, meeting weekly and taken on a pass/fail basis. SL 1020 helps students develop and enhance an awareness of their individual learning styles, study skills and time management techniques so they may be more successful students and return to good academic standing.

Topics include establishing a mind-set for success, discussing career opportunities, setting goals, managing time, overcoming procrastination, learning study and test-taking skills and self assessing. SL 1020 is offered in small, interactive group sessions to support students as they develop strategies for academic success.

Final Probation

Students whose academic record indicates an unacceptable level of academic progress may be placed on final probation. Notified of their standing, these students must meet with their adviser to determine a study program and are limited to a maximum of 12 credits while on final probation to improve their academic performance. Should a final probation student need additional credits to satisfy the full-time requirement, he or she may be allowed to register for another course with the approval their adviser and the Office of Academic Affairs, but will be limited to a maximum of 14 credits. Academic Disqualification results from failure to improve performance and to meet the minimum progress requirements as outlined in the minimum-progress table above.

Disqualification

The Academic Standing Committee, comprised of members of the Office of Academic Affairs, faculty and a representative of the student's major department, shall jointly disqualify from the School any student whose cumulative GPA or number of credits successfully completed falls below the approved minimum shown in the above table for two consecutive semesters. Additionally, a major department may disqualify a student at or above the minimum listed if it is indicated that continuation will not lead to a successful completion of degree requirements. If a student is disqualified, they will be notified via e-mail.

Extenuating circumstances, such as serious medical problems (physical or psychological), must be documented by the Office of Student Affairs and can lead to a one-semester waiver of these criteria. Performance in the subsequent semester must meet minimum standards. Such arrangements must be made with the head of the major department and the Office of Student Affairs.

No undergraduate course may be repeated more than twice, for a total of three attempts. If a student earns an F grade in each of their three attempts in a prerequisite course or a degree requirement, the student is then academically disqualified.

Disqualification Appeal

Students who would like to appeal their academic disqualification may begin the appeal process immediately. Students must begin the disqualification appeal process a minimum of three weeks before the first day of classes of the semester immediately following their disqualification. If students do not begin the appeal process by this deadline they must wait until the next semester before they can reapply for readmission to the School and initiate the appeal process.

Leave of Absence and Withdrawal from the School

Leave of Absence

The NYU Tandon School of Engineering expects its students to maintain continuous registration in an academic program. However, the school recognizes that it is sometimes necessary or desirable for a student to take a leave from enrollment for a period of time. Should extenuating circumstances necessitate time away from the university, students are encouraged to consider a leave of absence. The duration of the leave will be a minimum of one academic semester, or an equivalent four month period, to a maximum of two academic semesters or the equivalent in months (8 months). A leave does not extend the time period permitted

for obtaining a degree. The Leave of Absence policy may not be used in lieu of disciplinary action to address any violations of University rules, regulations, policies, or practices, nor may it be used in lieu of academic probation or disqualification.

Medical Leave of Absence

If a student and physician agree that a medical leave of absence is in the student's best interest, a physician should make a recommendation to the Associate Dean of Student Affairs at the NYU Tandon School of Engineering for a withdrawal from the semester and a leave of absence. To officially request a leave, the student must submit a Medical Leave of Absence Request Form (<https://engineering.nyu.edu/sites/default/files/2018-09/MLOA%20Request%20Form.pdf>), along with appropriate supporting documentation, to the Office of Student Affairs, which is located in the Dibner Building (5 MetroTech Center).

A request for a medical leave of absence must be accompanied by documentation from a health care provider and may require additional evaluation by the Medical Services Division of the Student Health Center. A leave is official only after the student receives final written approval from the Associate Dean of Student Affairs. This letter will clarify the steps necessary for reentry into the School of Engineering. Please feel free to contact the Office of Student Affairs (646.997.3918) regarding inquiries related to medical leave of absences.

Psychological Leave of Absence

If a student needs to request a psychological leave of absence, he or she must schedule an appointment with a counselor at the University Counseling and Wellness Services Center by calling 646.997.3456. Counseling and Wellness Services is located within the basement of Roger's Hall (6 MetroTech Center).

Should the student and counselor agree that a leave of absence is in the student's best interest, the counselor should make a recommendation to the Associate Dean of Student Affairs at the School of Engineering for a withdrawal from the semester and a leave of absence. To officially request a leave, the student must submit a Medical Leave of Absence Request Form (<https://engineering.nyu.edu/sites/default/files/2018-09/MLOA%20Request%20Form.pdf>) to the Office of Student Affairs, which is located in the Dibner Building (5 MetroTech Center), Room LC 232.

A leave is official only after the student receives final written approval from the Associate Dean of Student Affairs. This letter will clarify the steps necessary for reentry into the School of Engineering. Please feel free to contact the Office of Student Affairs (646.997.3918) regarding inquiries related to psychological leaves of absences.

Personal Leave of Absence

A personal leave of absence may be requested for reasons unrelated to medical or psychological conditions. Personal leaves are voluntary and apply to issues related to national service or personal circumstances. The NYU Tandon School of Engineering is committed to handling requests for personal leaves in a reasonable manner. Please note that personal leaves will not be granted for graduate students who are not in good academic standing with the University.

To officially request a personal leave of absence, the student must submit a Personal Leave of Absence Request online via the Albert Student Center.

A personal leave is official only after the student receives final approval from the Office of the University Registrar. This letter will clarify the steps necessary for reentry into the NYU Tandon School of Engineering. Please feel free to contact the Office of Records & Registration (<http://>

engineering.nyu.edu/academics/records-registration/) regarding inquiries related to personal leave of absences.

Applying for a Leave of Absence

As a general rule, leave of absences must be requested prior to the first day of the classes. Thereafter, requests will be evaluated on a case-by-case basis. Please note that leaves are not granted retroactively for past semesters.

After the conclusion of the Drop/Add period, students withdrawing for the term will receive grades of W in all courses. The grade of Incomplete is not possible for a student on leave, and the student is not permitted to make up work for courses after a W is assigned, as it is a terminal grade. Students on leave of absence are not permitted to receive credit for any coursework completed outside of the university while on leave.

Returning from a Medical Leave of Absence

If the reason for a leave was medical or psychological, the student must follow the steps outlined in the letter provided by the Office of Student Affairs.

Returning from a Personal Leave of Absence

A student granted a personal leave of absence does not need to submit a formal application for readmission as long as he or she returns to the School within the agreed-upon time. Any student who fails to resume studies after the expiration of an approved leave of absence will be discontinued and would have to apply for readmission. Please note that readmission is never guaranteed.

Important Related Issues

Students should be aware that a leave of absence may affect financial aid, University housing, and future student status. While on leave, students are responsible for meeting all financial aid and housing deadlines relevant to returning students. Students receiving federal loans (SSL, SLS, and Perkins) should note that a leave of absence does not certify one as an enrolled student for the purpose of loan deferral. The contact information for relevant offices can be found below.

- **NYU Housing** - If you reside in University housing, you should contact the NYU Housing at housing@nyu.edu to determine how the leave may impact your housing license and future ability to participate in the housing lottery.
- **Financial Aid** - Students are advised to find out how the leave of absence may affect their scholarship and financial aid award. Please contact the Financial Aid Office within Student Link at the Dibner Building (5 MetroTech Center), Room 201 or at financial.aid@nyu.edu to clarify your responsibilities and status.
- **Tuition** - If a student is granted a leave after the semester has begun, the same graduated refund schedule applying to withdrawal from classes is in effect. For the graduated refund schedule and policies, please refer to the Refund Schedule (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals.html>) posted online. The refund schedule is strictly enforced.
- **Office of Global Services** - International Students should contact the Office of Global Services immediately for information regarding visas and exit deadlines. Please contact OGS by visiting their office at the Dibner Building (5 MetroTech Center), Room 259 or by calling them at 646.997.3805 for more information.

Interruption of Study

NYU Tandon School of Engineering graduates must fulfill degree requirements using courses that meet current standards in the field.

Accordingly, students have up to eight years to complete the degree requirements in effect when they first enrolled in an NYU Tandon School of Engineering undergraduate degree program. This time limit is irrespective of any leave of absence granted during the eight-year period. As courses continuously evolve, the School may replace courses in the original degree requirements with comparable courses with updated content. Should the School establish a new set of degree requirements for new students, continuing students may choose to satisfy those requirements. In such cases, the Tandon School of Engineering decides which portion of the new requirements may be satisfied by the courses students have completed and also rules on modification, if any, of the original eight year time limit.

If a student has exceeded or is about to exceed the eight-year limit and has not yet finished their degree requirements, they need to appeal for an extension in order to finish the remaining courses.

To appeal, the student must consult with their academic adviser and fill out the "Extension of Time Limit to Complete Degree" form. All courses remaining in order to complete their degree must be listed and the time frame in which they will be completed.

The form should then be signed by their academic adviser and the Office of Undergraduate Academics before it is submitted to the Registrar's Office.

Continuous Enrollment

All students are required to be continuously enrolled each Fall and Spring semester until graduation. Students that do not enroll for a term and do not formally file for Leave of Absence in the NYU Albert Student Center are automatically discontinued. Students discontinued due to non-enrollment must apply for readmission. If readmission is granted, students will be governed by the catalogue and rules effective at the time of readmission and the terms and conditions of the readmission.

Outcomes Assessment

NYU Tandon School of Engineering conducts outcomes assessments to monitor students' academic achievement, effective teaching methods, institutional improvements, and to ensure compliance with accreditation standards. To obtain periodic measurements of student perceptions and intellectual growth, undergraduate students are asked to participate in surveys, focus groups, interviews or related activities. While individual input is collected, the data from these assessments are published in aggregate form. Undergraduate students must complete online course surveys for all courses in which they are registered each semester (except guided studies and courses in which the enrollment is fewer than six students). Graduating seniors must complete exit surveys online. Any additions to or exceptions to this requirement are disseminated to the campus community each semester by the Office of Assessment and Institutional Research. Compliance with outcomes-assessment activities is traditionally a precondition for receipt of semester grade reports, transcripts, and degrees.

Withdrawals

Total Withdrawal

Undergraduate students must notify the Office of Records and Registration if they elect to withdraw from the University prior to the published deadline and during a semester in which they are registered. No total withdrawal is official unless the online form, which is available via the Albert Student Center, is submitted and approved by the Office of the Registrar. Mere absence from courses does not constitute official

withdrawal, but will lead to F grades recorded for courses not completed. To receive W grades for the semester, the withdrawal must be completed by the withdrawal deadline indicated on the academic calendar.

Involuntary Withdrawal

NYU Tandon School of Engineering is concerned about the health, safety and well-being of its students. Students judged to be a threat to themselves or to others may be withdrawn involuntarily from the Tandon School of Engineering. The School seeks, whenever possible, to allow such students to continue as active students if they agree to undergo professional care. Full details on this policy are available from the Office of Student Affairs.

Automatic Withdrawal

Undergraduates who do not file a formal leave of absence and who are not continuously enrolled are automatically withdrawn from the University. Students in this category must apply for readmission. If readmission is granted, students will be governed by the catalog and rules in effect at the time of readmission.

Readmission

Students applying for readmission must apply through the Office of Undergraduate Admissions. Applications for readmission will be sent to the student's academic department for evaluation. The academic department in consultation with the Office of Academic Affairs and Associate Dean of Academics will determine whether the student is eligible to continue his/her studies at NYU Tandon School of Engineering.

Standards of Conduct and Disciplinary Measures

Preamble

Academic communities exist to facilitate the process of acquiring and exchanging knowledge and understanding, to enhance the personal and intellectual development of its members, and to advance the interests of society.

In order to realize these goals, community members must not be subject to a disruption of the community's educational mission and social activities. They must be free from unreasonable interference in the exchange of concepts and ideas. They must be free from the threat of personal injury, bias or harassment, and intimidation or coercion. They must be free from the threat of damage to or loss of their property.

At the same time, members of the academic community have a responsibility to uphold the goals and good order of the academic community through personal integrity, honesty, and respect for others.

This Code of Conduct (http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1366#Polytechnic_Institute_of_NYU_Code_of_Conduct) is concerned, in particular, about the rights and responsibilities of the student in the NYU Tandon School of Engineering.

Program of Enforcement

A. The function of the Office of Student Advocacy in the Office of Student Life and Services at the Tandon School of Engineering and the Office of Student Conduct and Community Standards at NYU is to support the educational mission of the University through efforts to preserve the social and academic integrity of the University environment and to facilitate the academic, professional, and personal growth of students

by addressing and resolving issues involving students whose behavioral choices negatively affect themselves and the community.

B. Academic misconduct and issues of academic integrity arising from academic programs and activities will be reviewed by faculty members in cooperation with the Associate Dean of Student Life and Services, the Office of Student Advocacy at the Tandon School of Engineering, and faculty members of the Student Affairs Committee (SAC), depending on the nature and circumstances of those matters and in accordance with the policies and procedures of NYU Tandon School of Engineering. See Section III.

C. 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>) and other University-wide policies of a non-academic nature, shall be addressed under the University Student Conduct Procedures (<https://www.nyu.edu/students/student-information-and-resources/student-community-standards/studentconductprocedures.html>) as administered by the Office of Student Conduct and Community Standards.

NYU Tandon Policies and Procedures on Academic Misconduct

A. Introduction: The Tandon School of Engineering encourages academic excellence in an environment that promotes honesty, integrity, and fairness, and students at the Tandon School of Engineering are expected to exhibit those qualities in their academic work. It is through the process of submitting their own work and receiving honest feedback on that work that students may progress academically. Those who breach the School's rules on academic integrity may be subject to sanctions, up to and including dismissal, suspension, or expulsion from the University under this Code. Students are responsible for familiarizing themselves with this Code.

B. Definition: Academic dishonesty is any act of misrepresentation, deception, dishonesty, or falsification committed by a student to influence a grade or other academic evaluation. Academic dishonesty also includes intentionally damaging the academic work of others or assisting other students in acts of dishonesty.

Students should review the class syllabi for more details to obtain a clear understanding of any further specific rules or standards of academic misconduct.

Common examples of academically dishonest behavior include, but are not limited to, the following:

1. Cheating: intentionally using or attempting to use unauthorized notes, books, electronic media, or electronic communications in an exam; talking with fellow students or looking at another person's work during an exam; submitting work prepared in advance for an in-class examination; having someone take an exam for you or taking an exam for someone else; violating other rules governing the administration of examinations.
2. Fabrication: including but not limited to, knowingly falsifying experimental data and/or citations.
3. Plagiarism: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotations, paraphrases, or borrowed facts or information.
4. Unauthorized collaboration: working together on work that was meant to be done individually.
5. Duplicating work: presenting for grading the same work for more than one project or in more than one class, unless express and prior permission has been received from the course instructor(s) or research adviser involved.
6. Forgery: altering any academic document, including, but not limited to, academic records, admissions materials, or medical excuses.
 - 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 Tandon graduate program admissions unit.

C. Procedures for review (at class, departmental, and Student Affairs Committee level) of allegations of academic misconduct: When a student is suspected of academic dishonesty, the following action must be taken. Note that all time frames in these procedures may be extended in appropriate circumstances at Tandon's sole discretion.

1. If a course instructor suspects a student has engaged in behavior that violates this Code of Conduct, or if a course instructor has been notified of an alleged act of academic dishonesty by a proctor, a third party, or the Department Chair, evidence of that dishonesty must be collected and presented to the student via email within a reasonable time frame within the semester the offense occurred, generally within a 7 day period.
2. After the evidence of misconduct is presented to the student via email, the course instructor shall conduct a meeting (in person or virtually) with the student to discuss the allegations and proposed sanction, generally within 10 business days.
 - At such a meeting, the course instructor should explain their reasons for suspecting that an act of academic dishonesty has occurred and confirm the results of the discussion in writing, generally within 48 hours.
 - The student should be given an opportunity to respond. The student will have 7 business days to respond to the instructor regarding the allegations via email.
 - If a student does not respond within the 7 business day period, the instructor will assign the proposed sanction and notify the Office of Student Advocacy of the misconduct at that time. An academic misconduct file will be made for the student and will remain on file. At this point, the case will be considered closed.
3. If, after the meeting, the course instructor becomes convinced that the student is not responsible for a violation of academic integrity, then the accusation shall be dropped and no record will be sent to the Office of Student Advocacy. The professor will confirm this via email with the student in question.
4. If the student admits dishonesty, the course instructor shall render a decision and impose a sanction listed in Sections III.D 1-3 of this policy, generally within 48 hours.
 - If the course instructor believes the imposition of a sanction listed in Sections III.D 1-3 of this policy effectively addresses the matter, the instructor should impose such a sanction and notify the student via email along with the Chair of the department and the Office of Student Advocacy, generally within 48 hours of the initial discussion and admission of dishonesty.
 - If the course instructor believes the nature of the admitted action warrants a sanction that exceeds their authority to impose (i.e. Sections III.D 4-6), the course instructor may refer the matter to the Department Chair for review. In doing so, the course instructor should provide the Department Chair with a memo describing the allegation and the evidence in the matter supporting the proposed

sanction, generally within 48 hours of the initial discussion and admission of dishonesty.

5. If the student denies the dishonesty or if the student feels the imposed sanction is excessive, the course instructor shall refer the matter to the Department Chair for review, providing the Department Chair with an email describing the allegation and the evidence in the matter generally within 48 hours of the initial discussion and denial of dishonesty.
6. After receiving the email, the Department Chair shall meet with the student, generally within 7 business days of receiving the evidence email and attempt to find a resolution.
7. Should the Department Chair not be able to reach a mutually agreeable resolution within 7 business days after the meeting, or if the student continues to deny academic dishonesty, or if the student believes the imposed sanction is excessive, then the issue will go to the Student Affairs Committee (SAC).
 - The Department Chair will inform the Associate Dean of Student Life and Services in writing of the basis for the allegation of academic misconduct. The Associate Dean of Student Affairs will inform the Office of Student Advocacy, as well as the Student Affairs Committee about the matter.
 - Within 7 business days after receiving notification from the Department Chair, the Associate Dean of Student Life and Services, or their designee, will gather the relevant facts and evidence and will prepare a case for a Student Affairs Committee hearing. The hearing should generally be held within 10 business days of receipt of the case materials.
 - Prior to a SAC hearing, the results of the investigation and the related evidence will be supplied to the SAC members via NYU secure messaging.
 - All those involved in the hearing (for example, the accused student, identified here as the respondent; the course instructor, identified here as the complainant; the witnesses) will be notified by the Associate Dean of Student Life and Services of the date, time, and location of the hearing at least 7 business days prior to the hearing. The hearing can be held in person or virtually.
 - If a student who is alleged to have engaged in an act of academic dishonesty withdraws from the course within the University Registrar's deadline for doing so *but before the completion of the ongoing investigation* of the student's case and, thus, is awarded a W instead of the grade subsequently deemed to be warranted as a result of the alleged misconduct (for example, an F), the matter should be referred to the SAC. In such instances, the student should be afforded an opportunity to appear before the SAC to present their case. Based on its investigation and deliberation, the SAC will make a recommendation to the course instructor regarding the student's final grade. The Registrar will be informed of the instructor's final decision by the Department Chair once a decision has been rendered.
8. Student Affairs Committee hearings will be conducted in accordance with the following procedures:
 - The Student Affairs Committee is composed of three elected faculty members, one of whom is the Chair of the Committee, and four students, two of whom are graduate students and two of whom are undergraduate students. The students will be chosen by the Associate Dean of Student Life and Services in consultation with the Student Affairs Committee.

The Associate Dean of Student Life and Services will, at their sole discretion, exclude any potential student member who may have

a substantive conflict of interest in the case, including being a member of the same academic department as the respondent.

The SAC Chair will exclude, at their sole discretion, any faculty members who may have a substantive conflict of interest in the case, including being a member of the same academic department as the respondent. The Associate Dean of Student Life and Services, the Associate Dean's representative, or other NYU administrators may be present *ex officio*, if requested by the Chair of the Student Affairs Committee.

- Student Affairs Committee hearings are closed to the public.
- The presiding Chair of the Student Affairs Committee hearing shall exercise control over the proceedings to achieve a fair and orderly process.
- Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code.
- Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person and is subject to the policies of the University Code governing non-academic misbehavior.
- After receiving notice of the hearing, if the respondent fails to appear for the hearing, the hearing may proceed in the respondent's absence.
- Hearings shall be recorded and written notes will be taken. Both will be retained in the Office of Student Life and Services by the Office of Student Advocacy in accordance with the NYU Records Retention Policy.
- The complainant and the respondent will be afforded an opportunity to present their perspectives and related evidence relevant to the matter being heard by the Student Affairs Committee.
- Complainants and respondents shall be allowed to question those witnesses who testify for either party at the hearing. Questioning will be led by the SAC Chair. Badgering witnesses will not, however, be allowed.
- The complainant, respondent, and witnesses will be asked to affirm that their testimony is truthful.
- Prospective witnesses will be excluded from the hearing during the statements of other witnesses.
- All parties and witnesses shall be excluded during the Student Affairs Committee deliberations that follow the hearing.
- A determination as to the responsibility of the respondent for a violation shall be made on the standard of preponderance of the evidence, meaning that based on the evidence, it is more likely than not that a violation occurred.
 - The Student Affairs Committee assigns sanctions as listed in Section III.D.1-3 for most cases based on the evidentiary standard above.
 - The Student Affairs Committee reviews evidence, including meeting with witnesses and taking testimony from the respondent, and reaches a conclusion whether the evidence supports the course instructor's decision or not. The Student Affairs Committee notifies the course instructor of its decision. Under no circumstances does the Student Affairs Committee act to change a grade. It can recommend that the course instructor reconsider the grade if the results of the hearing suggest this.
 - If, however, the behavior in question rises to the level of an offense thought to be egregious by the academic community as a whole, such as, but not limited to, plagiarism of a Ph.D.

dissertation, the Student Affairs Committee may impose additional sanctions as deemed appropriate.

- The Student Affairs Committee will communicate the decision and any sanctions to be imposed in the matter, generally within 7 business days from the date of the hearing to the Associate Dean of Student Life and Services through the Office of Student Advocacy. The Associate Dean of Student Life and Services will communicate the Student Affairs Committee's decision to the respondent within 7 business days of receiving it from the Student Affairs Committee. The Department Chair and instructor will also be informed.

D. Sanctions Available in Academic Misconduct Matters

1. A rejection of the assignment or project, along with a requirement that the student complete a substitute assignment. This may be particularly appropriate where there is an honest misunderstanding about the degree of collaboration permitted by a course instructor, or where a course instructor is not sure a student has intentionally acted dishonestly.
2. A grade of F for the assignment, examination, or project. A record of the sanction will be retained in the office of the Associate Dean of Student Life and Services by the Office of Student Advocacy. See also Sections III.C.11.n.iv and III.E.2.
3. A grade of F for the course or other academic requirement; *this sanction is typically reserved for major assignments or more egregious offenses*. A record of the sanction will be retained in the office of the Associate Dean of Student Life and Services by the Office of Student Advocacy. See also Sections III.C.11.n.iv and III.E.2.
 - In these cases of egregious offenses, if a student withdraws from the course, within the University Registrar's deadline for doing so, *and* is awarded a W instead of the grade subsequently deemed to be warranted as a result of the alleged misconduct (for example, an F), this matter should be referred to the Associate Dean of Academic Affairs for further review which may include submitting the case to the SAC and can result in a grade change.
4. Dismissal from an undergraduate or a graduate program based on the nature of the academic misconduct and in consultation with the Associate Dean of Academics.
5. Suspension from the School and University for a period not to exceed one year with notation on the transcript during the suspension period based on the nature of the academic misconduct and in consultation with the Associate Dean of Academics. A record of the sanction will be retained in the office of the Associate Dean of Student Life and Services by the Office of Student Advocacy. See also Sections III.C.11.n.iv and III.E.2.
6. Expulsion from the School and University with appropriate notation on the student's transcript based on the nature of the academic misconduct and in consultation with the Office of Student Conduct. The Dean of the Tandon School of Engineering will also be notified. A record of the sanction will be retained in the office of the Associate Dean of Student Life and Services by the Office of Student Advocacy. See also Sections III.C.11.n.iv and III.E.2.

E. Appeal in a Matter of Academic Misconduct

1. A decision rendered by a Student Affairs Committee hearing may be appealed if the sanction involves a suspension or expulsion from the School and University and in accordance with the following procedures. See also Sections III.C.11.n.iv and III.D. 6 and 7.
2. An appeal of suspension or expulsion from the School and University must be submitted in writing to the Dean of the Tandon School of

Engineering within 7 business days from the date on which the decision was sent to the student.

3. The appeal must cite one or more of four of the following grounds as the basis for the appeal; it must include evidence to support the allegation; and it must specify the remedy sought by the appellant:
 - That the proceedings were conducted in an arbitrary or unfair manner not in accordance with the policies and procedures described above.
 - That the outcome or decision was unreasonably disproportionate to the nature of the behavior in which the student was determined to have engaged.
 - That the administrator or panel that reviewed the matter was unfairly biased or that there was a significant conflict of interest that reasonably could have resulted in a different outcome.
 - That there is new, substantial, and relevant evidence that was unavailable at the time of the hearing.
4. The appeal will be reviewed by the Dean of the Tandon School of Engineering or, at the Dean's discretion, by a panel consisting of two faculty members and one administrator appointed by the Dean. The Dean will exclude any potential faculty member who may have a substantive conflict of interest in the case, including being a member of the same academic department as the respondent.
 - The Dean or the panel considering the appeal may stay the sanction pending the outcome of the appeal.
 - An appeal does not consist of a new hearing. Rather, it involves a review of the letter of appeal and the related documents of the case. The Dean or the panel may request additional information from the appellant and/or the original hearing, as needed.
 - The Dean or the panel may reach one of the following conclusions:
 - That there is an insufficient basis to support the appeal and leave the original sanctions in place as issued.
 - That there is a sufficient basis to support the appeal and remedy sought by the appellant.
 - That there is a sufficient basis to support the appeal and mandate that a new hearing or proceeding be conducted on the matter by a new committee of three faculty members, and four students, two of whom are graduate students and two of whom are undergraduate students, appointed by the Dean and not involved in the original SAC hearing. The Dean will exclude any potential student member and faculty who may have a substantive conflict of interest in the case, including being a member of the same academic department as the respondent. The new hearing or proceeding shall be conducted within a reasonable time frame.
 - The Dean shall notify the appellant of the panel's decision generally within 15 business days of the date the appeal was received.
 - There is no further opportunity for appeal beyond the procedure described in this Code.

School Compliance and Other Guidelines

Most issues of compliance are adjudicated through the Office of Community Standards. Please consult the following links: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/governance-legal.html> (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/governance-legal.html>).

You will find a number of links, alcohol and drugs, for example, which you can then follow.

Please note that any issues of sexual misconduct have their own link: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html> (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-policy.html>).

Academic misconduct is handled at the Tandon School of Engineering, and is usually initiated at the departmental level. Please check: <http://engineering.nyu.edu/life/student-affairs/code-of-conduct> (<http://engineering.nyu.edu/life/student-affairs/code-of-conduct/>). The contact person is Deanna Rayment (deanna.rayment@nyu.edu): deanna.rayment@nyu.edu.

Redress of Grievances

NYU Tandon follows the University Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

Internships

Internship Policies and Guidelines

The majority of undergraduate internship courses are designated by CP-UY. That being said, some departments have their own internship courses that are designated with the departmental subject area. Students should confer with their departments which course is the most suitable for their request.

These courses provide an opportunity for students to pursue internship and work experiences in varying fields of study that enhance and augment classroom learning, while also enhancing the overall educational experience by obtaining practical experience.

Eligibility and Requirements: Students

F-1 international students are required to complete at least two semesters of full-time study in the United States (U.S.) to be eligible for internship authorization. This may include time spent studying at another U.S. institution, including completion of a bachelor's degree immediately prior to studying at NYU. Please contact the Office of Global Services for details on F-1 internship eligibility (<http://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/curricular-practical-training.html>). These requirements do not apply to domestic students.

All undergraduate students must have a cumulative GPA of at least 2.50, as reflected on their academic transcript. Students cannot enroll in internship courses if they have an incomplete grade in any course from a prior semester. Students cannot enroll in a subsequent internship course if they have an Incomplete or a Fail grade from a previous internship course. Students are allowed to complete a maximum of 6 credits of internship, via either CP or a departmental internship course.

Eligibility and Requirements: Work Experiences

During the academic year, work experiences must be at least 10 weeks long. During the summer, they must be at least 6 weeks long. Additionally, the work experience must be a minimum of 120 hours. Start and end dates need not coincide with the first and last day of the semester, but must fit within the semester in order to ensure that final reports may be submitted and grades may be submitted in a timely manner.

During the academic year, students cannot work more than 20 hours per week while classes are in session. During the summer, however, students are permitted to work full-time. Work hours should be discussed and agreed upon by the organization, the student, and the academic department.

Work experiences must comply with the Fair Labor Standards Act (www.dol.gov/whd/flsa). As such, students must be paid at least minimum wage unless specific exceptions apply. The Department of Labor outlines a six-point test (www.dol.gov/whd/regs/compliance/whdfs71.htm) regarding unpaid internships. Employers should consult their legal counsel for more information.

If receiving payment, students must be hired as employees of the participating organization and must be paid directly by the organization using a W-2 form. Employers cannot pay students as independent contractors using an IRS 1099 form.

Employers must agree to assign a responsible, ranking employee as the student's supervisor. This individual will provide appropriate supervision and mentoring, including establishing clear goals and expectations regarding tasks and projects. Employers must be willing to submit written midterm and final evaluations of the student's work. Experiences will not be approved for companies that are not permitted to submit written evaluations. Employer supervisors must review the student's final report so that proprietary and/or confidential information can be removed.

Procedures

All undergraduate students should follow the procedures put forth by their academic department in order to receive approval for the internship and enroll in an internship course. Students must obtain an offer letter on organization letterhead from the prospective employer. This letter must identify the company, its address, contact information, the student's job title, and start and end dates of the internship.

Students will submit their offer letter and other required documents to their departmental adviser who will identify a suitable faculty adviser. The faculty adviser will be responsible for all academic matters related to the work experience. The faculty adviser will evaluate the relevancy of the work experience and, if approved, will direct the student to register for the appropriate internship course. Upon approval, students must submit internship information to the Department of Academic Affairs via the Undergraduate Internship Form (<https://airtable.com/shrLitVJhLLFaorTu/>).

For approved International students, the faculty adviser will provide the Office of Global Services (OGS) with all relevant information in order to process work authorization. International students cannot begin working until they have received work authorization.

The company supervisor must provide a mid-term evaluation and a final evaluation to the faculty supervisor. The student will submit a project report at the end of the term. Some departments or programs may also require a presentation. The report (and presentation, if required) will be included as a part of the assessment for the student's grade. Faculty advisers will provide guidelines for the reports.

With the faculty adviser's approval, consecutive work experiences may be completed with the same employer. Students must complete the same registration process and follow all procedures for re-applying and enrolling in another internship course. International students must obtain prior permission from OGS for every period of employment. International students are not authorized to work during the interim period between the end of their prior CPT and the

beginning of their next even if they will have an internship with the same company; this jeopardizes their visa status. Review the CPT guidelines (<https://www.google.com/url/?q=https://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/university-life/office-of-studentaffairs/office-of-global-services/faculty-and-staff-resources-to-support-international-students1/guidelines-for-academic-departments/current-practical-training.html&sa=D&source=calendar&ust=1667328462532442&usg=AOvVaw3jSHy8pP5nVIVfXfcDfjX1>) for the most up to date information.

examination and will receive the form to take the exam after making the payment. The course and credits are posted on student's permanent record without a grade and do not count toward the minimum-residence requirement for the bachelor's degree or toward the GPA.

Placement Exams

Course Placement Evaluation

NYU Tandon course placement evaluations are intended to ensure that each student receives the most pertinent instruction in areas necessary to successfully complete their degree program. Placement evaluations may supersede the results of Advanced Placement and International Baccalaureate examinations and/or acceptable transfer credits from another institution of higher education as determined by the designated adviser and the department offering the course.

Mathematics Diagnostic Examination

The Mathematics Diagnostic Examination is an extensive test to profile students' knowledge and skills in basic and advanced mathematics. The Mathematics Department uses the scores on various components of the exam to place students in relevant mathematics courses. Incoming first-year students (excluding those with AP/IB credit) are placed into Precalculus MA-UY 914 (<http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1361#tt4113>) or Calculus I (MA-UY 1024 (<http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1361#tt5615>) or MA-UY 1324 (<http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1361#tt1533>)).

Writing Placement

Incoming students will be automatically placed into EXPOS-UA 1 Writing the Essay (<http://bulletin.engineering.nyu.edu/content.php?catoid=17&navoid=1361#tt1280>). A first day in-class writing sample will be used to determine if any students should be changed to EXPOS-UA 4 International Workshop Writing I (http://bulletin.engineering.nyu.edu/preview_course_nopop.php?catoid=17&coid=41828).

International students who are flagged for the English-language survey will be required to take an online diagnostic exam.

Credit by Examination

Undergraduate students with an outstanding record or with specialized competence may establish a maximum of 16 credits toward the baccalaureate degree by passing comprehensive examinations. Each department determines the courses in which such an examination is available and the examination format. Students must obtain the approval of the department giving the course, the department of major study, and the Office of Undergraduate Academics.

A grade of B+ or better is required to achieve credit by examination. Students registering for or attending a course at the NYU Tandon School of Engineering may not subsequently take the examination for credit for the course or for a course with similar content. The examination may be taken only once.

Students pay a fee to the Office of Records and Registration (<http://engineering.nyu.edu/academics/records-registration/>) before each