

# ACADEMIC POLICIES

## Honors and Awards

### Latin Honors

Latin honors are given to Baccalaureate degree recipients who have achieved a high cumulative grade point average (GPA) and completed the minimum number of 58 points in residence. Effective with the September 2008 graduating class, 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 within the top 5 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. Information about the GPA cutoffs for the previous year can be found on the University Registrar's website (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-honors.html>).

Honors are not indicated on a student's records until after the degree has been posted on the official date of graduation. If a student meets the minimum requirements of 58 points of computable grades in residence in NYU Meyers and has a final grade point average as listed on the University Registrar's website, Latin honors will be granted.

### Dean's List

At the end of the fall and spring terms, a Dean's List is compiled by the University's Registrar. This is an honor roll for students who have maintained a term average of 3.6 or better in a program of studies of at least eight credits in NYU Meyers Baccalaureate Program. Grades of I or N disqualify the student.

## LEAD Honors Program Mission and Vision

The mission and vision of the LEAD Honors Program are:

- Mission: To nurture intellectual curiosity and inspire life-long learning through interdisciplinary curricular and co-curricular experiences for high-achieving undergraduate nursing students.
- Vision: We aim to cultivate the high-achieving nursing student's quest for scholarship in practice, research, and teaching, preparing future nurses to serve populations locally and globally.

## LEAD Honors Program Model

Throughout the four-year program, LEAD Scholars will be immersed in seminars and experiential learning experiences that will introduce them to a broad range of healthcare disciplines and help them develop collaborative skills in working with interprofessional teams.

Through individualized leadership development and advanced, specialized instruction led by an outstanding team of dedicated NYU Meyers LEAD Honors faculty and facilitated by one-on-one mentoring, the program will prepare the LEAD Scholar to be a leader in advancing healthcare for all through research, education, practice, or service.

## Residency Requirements

### Transfer Residency Requirement

The Rory Meyers College of Nursing's residency requirement is 32 credits. To be eligible for a degree, a transfer student must complete a minimum of 32 credits with an average of 2.0 or higher in courses

held in the Rory Meyers College of Nursing during two or more terms. All course requirements must be completed within six years from the date of matriculation. Continuous maintenance of matriculation is required. Students should check with the Office of the University Registrar regarding the policy governing excess credits earned toward the baccalaureate degree. A student is not permitted to be matriculated for more than one degree at a time.

## Graduation

It is the student's responsibility to apply for graduation and it is recommended that students apply for graduation no later than the beginning of the semester in which all program requirements are expected to be completed. Waiting to receive end of term dissertation defense results before applying for graduation may result in a delay in graduation. Refer to the specific deadlines for the completion of requirements for each graduation available listed in Office of the University Registrar's Graduation.

## Transfer and Articulation Agreements

Upon admission, transcripts from regionally accredited institutions are examined carefully to determine how much, if any, transfer credit will be granted. Once matriculated, you must complete all liberal arts and science prerequisite requirements before starting the nursing clinical course sequence. Please note that a minimum grade of C is required in completed courses in order to be applied toward BS degree requirements. In institutions where a grade of C is the lowest passing grade, then one full grade above the lowest passing mark, a grade of B, may be considered transferable. The maximum number of transfer credits granted to students transferring from a two-year college shall not exceed the minimum number of credits required for your associate degree, or shall not exceed 64 credits. A tentative statement of transfer credit is provided to each student upon notification of admission. You will be notified on the tentative statement of transfer credit if additional transcripts are required. A final statement of transfer credit is provided during your first semester of matriculation.

## Agreements with Other Four-Year Institutions

### Skidmore College

NYU Meyers has established an articulation agreement with Skidmore College. Skidmore College students have the opportunity to complete the requirements of the baccalaureate program at Skidmore College in four years and enroll in the 15-month accelerated BS program at NYU Meyers following graduation. Please contact the Office of Student Affairs and Admissions at 212-998-5317 or [nursing.ug.admissions@nyu.edu](mailto:nursing.ug.admissions@nyu.edu) for more details.

### Stern College for Women (Yeshiva University)

NYU Meyers has an articulation agreement with Yeshiva University, which enables Stern College for Women students to jointly complete the requirements of the baccalaureate program at Stern College for Women and the 15-month accelerated BS program at NYU Meyers, or the College's two-year/non-accelerated baccalaureate nursing program. Please contact the Office of Student Affairs and Admissions at 212-998-5317 or [nursing.ug.admissions@nyu.edu](mailto:nursing.ug.admissions@nyu.edu) for more details.

## Off-Campus Courses

In general, the University does not permit students to take courses at another college after enrolling at NYU. If extenuating circumstances arise that necessitates that a student take a course(s) off campus, the student must speak with their adviser and complete the Application for Off-Campus Registration (<https://drive.google.com/drive/>

folders/1BoNmgjMa-LHWmWJZoqrDXKHnigIM3agR/?usp=sharing). This form must be completed and approved by the Vice Dean, Administration, Planning, and Inclusion before students can register for a course at another college/university. Courses taken off-campus must be at an accredited four-year college or university (two-year colleges are not acceptable). To ensure that there is enough time to review your request, please note that the deadline to submit this form is Week 13 of the previous semester.

After completion of the course(s), it is the responsibility of the student to have the official transcript sent to NYU Meyers, Office of Advising & Academic Services. The grade for courses taken outside of NYU after matriculation are not computed into one's grade-point average at the Rory Meyers College of Nursing. If one is taking a course to replace a previously taken course at NYU Meyers, the NYU grade will remain on the student's transcript, and the off-campus course will only be used to meet the degree requirement.

## Transfer Students

Any additional course(s) that was/were not included in students' admissions application must be approved by the NYU Rory Meyers College of Nursing Asst. Director for Undergraduate Student Affairs and Admissions. Without prior approval, acceptance of any additional coursework for transfer credit is at the sole discretion of NYU Meyers administration.

### Writing Proficiency Exam for Transfer Students

All transfer students entering the Rory Meyers College of Nursing are required to pass the Writing Proficiency Examination, administered by the Expository Writing Program. This examination determines whether additional coursework in expository writing will be required for proficiency certification. This examination is given during orientation.

Transfer students who pass the examination and transfer in two courses in writing composition or the equivalent will not be required to complete additional coursework in expository writing. Those who pass and transfer in only one course will be required to complete EXPOS-UA 1 Writing as Inquiry. This course is significantly different from most writing courses students take in two- and four-year colleges and provides the foundation for writing in the University.

Students who fail the Writing Proficiency Examination and have received transfer credit for either one or two courses in expository writing or the equivalent will be required to complete at least one expository writing course, EXPOS-UA 13 Writing Tutorial or EXPOS-UA 4 International Writing Workshop I, as determined by the Expository Writing Program. Placement may vary depending on the writing issues present in the examination. Students who achieve a letter grade of C or above in Writing Tutorial are certified proficient. Students who do not achieve a C or above must sit for the Writing Proficiency Examination.

## Meyers Clinical Attendance Policy

### Overview

The NYU Meyers clinical attendance policy upholds professional accountability and responsibility for developing their nursing practice. **Students are required to attend all scheduled on and off-campus clinical experiences, arrive on time, be dressed in the NYU Meyers nursing uniform, and be ready to work and learn.**

Engagement in clinical learning experiences is essential to integrate theory and practice, master course content, and develop skills required

to meet learning outcomes and ultimately pass the course. Absences and lateness impact patient care continuity, team collaboration, and the learning environment. Consistent attendance is also an important component for developing professional accountability.

### Absences

Mandatory attendance at all on-campus clinical (simulation) and off-campus clinical experiences is essential for nursing students to apply theoretical knowledge in real-world patient care settings. Students are also encouraged to reflect on how their presence contributes to the safety and well-being of patients, the effectiveness of the healthcare team, and the collaborative learning experience with their peers. To that end, students are committed to attend every scheduled clinical day, arrive on time, and complete their full shifts, as clinical learning involves significant responsibility for patient well-being. Absences are a serious professionalism concern and can lead to course failure or program dismissal.

Off-campus clinical and on-campus clinical (simulation) absences must be directly reported to the clinical and course faculty and no later than one hour prior to the start of the clinical day.

All matters related to off-campus clinical or on-campus clinical (simulation) absences, including required make-up hours, will be determined by the clinical coordinator in collaboration with the executive director of the Joan K. Stout Clinical Simulation Learning Center. Insufficient clinical hours may result in failure of the course.

Students with more than one (1) non-religious absence per class or with an inability to make up the absence will be given an "incomplete" for the semester and will need to make up the missed time prior to continuing in the subsequent semester.

Students with religious absences must make-up the clinical experience. Failure to do so will result in an "incomplete" for the semester and will need to make up the missed time prior to continuing in the subsequent semester.

### Late Arrivals

Punctuality is a professional responsibility and expectation. Students must arrive at their clinical site or assigned simulation activity at least 15 minutes before the scheduled start time.

- **Late Arrival:** Considered late; students must notify their clinical instructor as soon as possible. All lateness and absences will be documented in the student's clinical evaluation.
- **First late arrival:** Written warning and a conversation with faculty to review this policy, discuss what challenges may have contributed to the tardiness, and ways in which lateness may be avoided in the future.
- **Subsequent late arrival:** Performance improvement action plan initiated and a conversation with faculty to discuss the impact of consistent lateness and what may be needed for the student to be successful in meeting these standards. Failure to fulfill requirements as outlined in the Action Plan may result in course failure.

### Religious Holidays and Observances

NYU's Policy on Academic Accommodations for Religious Holidays and Observances (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html>)

Students must notify the clinical instructor, course faculty, Director of Clinical Affairs, and the Director of the CSLC within 7 days of the calendar start of the semester of their planned religious absence.

Students may also contact [religiousaccommodations@nyu.edu](mailto:religiousaccommodations@nyu.edu) for assistance.

## Return to Clinical After Hospitalization or Injury

If a student is absent because of a hospitalization or injury which required emergency/urgent care (injury which requires urgent treatment, emergency evaluation, or prevents ongoing participation in course or clinical activities), they must submit a written medical clearance from a licensed healthcare professional (physician, nurse practitioner, or physician assistant) prior to attending the next scheduled clinical.

Students must be cleared to return to lab/simulation and off campus clinicals by the Director of Clinical Academic Affairs. To initiate this process, the student must **email [nursing.healthclearance@nyu.edu](mailto:nursing.healthclearance@nyu.edu)** with their name, NYU N-number, and phone number. Students should not include personal health information in email correspondence. The director of clinical academic affairs will contact the student with additional information regarding the required documentation and review process to return to lab/simulation or off campus clinicals after hospitalization or injury.

## Meyers Test Absence and Makeup

- Overview This prelicensure program policy, developed by BWG, outlines the guidelines and process for students regarding scheduled exams, make-up requests, and attendance. Our aim is to ensure fairness and academic integrity while providing support to students.
- Students are committed to take all exams as scheduled. Exams are an important part of the academic journey and are scheduled to provide timely feedback and equitable learning opportunities for all students.
- We encourage students to proactively communicate with faculty or their advisor about any challenges that may impact their ability to take an exam as scheduled. A make-up exam may be granted under extraordinary circumstances; students must request a make-up exam via email to the course faculty no later than 48 hours before the date of the scheduled exam.
- In the event that a student encounters extraordinary circumstances on the day of an examination, every effort should be made to notify the course faculty in advance. If prior notification is not feasible, the student must contact the faculty within 48 hours following the exam to request a make-up.
- Students who miss a scheduled examination without notifying the course faculty in advance will receive a zero and must appeal the zero within three (3) business days. Please note that this is the only circumstance under which an exam or assignment grade appeal will be reviewed by course faculty.
- Students who notify the faculty ahead of time about missing an exam will work with the faculty to take the make-up exam within a week of the original exam date.
- The format of any make-up exams may consist of (but not limited to) multiple choice, true-false, and short answer questions.
- Rescheduling an exam or quiz at a student's request only occurs in rare cases and is only due to extraordinary circumstances or serious illness. The student must submit a written petition before the scheduled exam date to request a make-up test. Personal travel, a desire for additional study time, or attendance at other events will

not be considered valid reasons, except in rare cases with advance approval, appropriate documentation, and when the situation is beyond the student's control.

- In the effort to optimize academic support for all students, students requesting multiple make-up examinations will meet with the Assistant Dean of the Prelicensure Program. The goal of this conversation is to understand any recurring challenges that a student may be facing and connect them with the appropriate resources.

## Grading

### Grading Scale

- A = 92.45%
- A- = 89.45%
- B+ = 86.45%
- B = 82.45%
- B- = 79.45%
- C+ = 76.45%
- C = 72.45%
- C- = 69.45%
- D+ = 66.45%
- D = 59.45%

## Final Course Grade

Final course grades involving decimals will be rounded up to the next whole number when equal to 0.45 or greater. For example, 89.45 will be rounded to a 90.

## Grade Point Average Requirements

Students are required to earn a minimum of 2.0 cumulative GPA each semester. When a student does not earn at least a 2.0 cumulative GPA for one semester, the student will be placed on academic notice. If the student does not earn at least a minimum 2.0 cumulative GPA after the second consecutive semester, they may be dismissed from the nursing program. Students should refer to the chart below for the letter grade, numerical value, and GPA equivalences.

- A = 93 to 100 (4.0 points)
- A- = 90 to 92 (3.667 points)
- B+ = 87 to 89 (3.333 points)
- B = 83 to 86 (3.0 points)
- B- = 80 to 82 (2.667 points)
- C+ = 77 to 79 (2.333 points)
- C = 73 to 76 (2.0 points)
- C- = 70 to 72 (1.667 points)
- D+ = 67 to 69 (1.333 points)
- D = 60 to 66 (1.0 points)
- F = 59 & below (0. points)
- W = Official withdrawal. If withdrawal occurs after the midpoint of the term and the student is failing at that time, the grade will be reported as F.
- R = Registered paid auditor, not graded.
- P = Pass, not counted in average.
- I = Incomplete

## Course Repeat Policy

Courses cannot be repeated for the purpose of obtaining a higher grade.

Students who successfully pass a repeated course due to a previous failure will have the two course grades averaged to determine the course GPA.

## Incomplete Grades

The grade of incomplete (I) is a temporary grade that indicates that a student has not yet completed all requirements for a course as outlined on the syllabus but could pass the course if they were to complete those outstanding requirements. The “I” grade is only appropriate where unexpected and/or unavoidable circumstances—in most cases occurring near the end of the semester/term—have prevented a student from completing a limited number of remaining course requirements that can reasonably be completed by an agreed-upon deadline.

Additional information can be found on the Undergraduate Incomplete Policy page (<https://bulletins.nyu.edu/nyu/policies/undergraduate-incomplete/>). Graduate students should consult their school's specific policy for additional information.

## Pass / Fail Option

Students matriculated in the Rory Meyers College of Nursing have the option of taking their liberal arts electives as Pass/Fail based on the policies of the school or college in which the course is being offered, as well as on approval of their adviser. Once this option is utilized, the action cannot be reversed, nor will the letter grade be recorded. Pass/Fail option forms may be obtained from the Meyers College of Nursing website prior to the end of the ninth (9th) week of the term for fall and spring term courses. The fifth (5th) meeting of the class is the final date for filing Pass/Fail option forms for courses taken during the summer sessions.

The maximum number of courses students may take Pass/Fail cannot exceed 25 percent of their total program of study. The Pass/Fail option is not available for CORE-UA courses or Introduction to Psychology. Furthermore, the Pass/Fail option is not available for science, nursing prerequisites, or nursing sequence courses. The “Pass” grade is not calculated in students’ GPA. The “Fail” grade is calculated in students’ GPA.

Please note the following:

- The lowest passing undergraduate grade is D (60-66) for non-nursing courses.
- The passing grade for undergraduate program nursing prerequisite and nursing courses is a C (73-76).
- Nursing cohort seminar is taken Pass/Fail (P/F) and is a graduation requirement.

**Note:** NYU Meyers urges students taking courses in other schools and colleges to check with the respective schools for details of their grading policies, because they may differ from those of the College.

## Academic Standing and Progress

### Progression Policies and Terminology

#### Traditional Students

Traditional students admitted to NYU Rory Meyers College of Nursing enroll as freshmen in the fall semesters and complete their liberal arts and science courses prior to starting the first nursing clinical sequence courses in the fall of their Junior Year. Traditional students have summers off, which allow for global coursework, volunteer, externship, and internship experiences at health care agencies. Due to the way courses are sequenced at NYU Meyers, transfer students who begin their first

clinical nursing sequence in the spring semester must follow a 15-month progression plan with a January graduation date.

#### Accelerated Students

Accelerated Students admitted to NYU Meyers have a minimum of a baccalaureate degree in another field and have completed (or will complete) all prerequisite courses. Accelerated students enter clinical sequence courses either in the fall (with a January graduation date) or spring (a May graduation date) with a 15 month consecutive progression plan (f/sp/su/f or sp/su/f/sp).

## Leave of Absence, Withdrawal and Maintenance of Matriculation

NYU Meyers students who are taking a leave of absence are referred to their academic adviser to discuss their request for a Leave of Absence (LOA), term withdrawal, or total withdrawal from the university. A leave of absence (personal or medical) may be taken for a maximum of two semesters; that is, two continuous semesters equaling one academic year or two separate LOA semesters, each taken in different academic years. Two LOAs are the maximum in the lifetime of a degree. (Note: newly admitted students are not allowed to take a leave of absence within the first semester they matriculate, unless it is on or after the census date for that first semester. Instead, new students are withdrawn from classes up until the census date of the respective first semester of matriculation, and are eligible to have their admissions application updated for consideration for an upcoming semester. Admissions deferrals are not granted for accelerated or transfer students.)

Students must complete an online withdrawal form, which is University based, and is found in the Student Center drop-down menu in Albert via the ‘term withdrawal’ tab. Further information regarding the term withdrawal process may be found on the Registrar’s website (<http://nyu.edu/registrar/withdrawal/>). The deadline to submit a Leave of Absence for the semester is the same as the add/drop deadline. After this point, students who withdraw from their courses for the current term will receive a grade of “W” for all withdrawn courses. The deadline to withdraw from any and all courses is the end of the ninth week of classes.

Please note that leave of absence requests for medical reasons are assessed by the NYU Student Health Center prior to approval.

Directions for submitting an LOA, Semester Withdrawal or Complete withdrawal are posted on the Registrar’s website (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/leaves-term-total-withdrawals.html>).

For students who are requesting an LOA, please review the Maintenance of Matriculation information.

Students should also consult the Bursar’s refund schedule (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds-and-withdrawals.html>) to determine the financial implications of taking an LOA or University Withdrawal.

The Rory Meyers College of Nursing adheres to the policy that continuous matriculation is required. After two leave of absence semesters (LOA), if an undergraduate student does not enroll in classes, they will be withdrawn from the program. The MM fee is the cost of tuition for one graduate nursing credit plus a nonrefundable registration and services fee. Registration procedures for MM are the same as any credit-bearing course. If these steps are not taken and the student does not register for



MM, the student must reapply to the program and will be billed for past MM fees when they reappear to register or re-enroll.

There is a maximum of two semesters of maintenance of matriculation permitted. All course requirements must be completed within six years from the date of matriculation. Continuous maintenance is required.

## Academic Requirements

Each semester, students must receive a minimum passing grade (C) in all nursing sequence courses before progressing to the next level of courses. The student must repeat the failing course if it is a prerequisite for another course in all three categories of courses. The three categories of the nursing curriculum courses are: Liberal Arts, Science, and Nursing Sequence courses.

## Academic Standards and Consequences

Academic requirements of NYU Meyers include academic standards and technical standards that must be met in order to successfully progress and graduate from the undergraduate nursing program. The consequences of not meeting these standards are described below.

## Academic Notice

Any student whose record is deemed unsatisfactory at the end of a semester or sequence will be placed on academic notice. A record will be deemed unsatisfactory for the following reasons:

1. If, in any semester, the cumulative or semester grade point average falls below 2.0
2. Students with nine credits or more of IP and IF grades on their transcript
3. Receiving a grade below C, or an IF, in any science or nursing sequence course

Failure to satisfy the conditions of notice will result in further academic sanctions and possibly dismissal from the College. The conditions usually require that the student:

1. Achieve a grade point average of at least 2.0 during the term the student is on academic notice,
2. Not receive any grade below a C or any grade of IP and IF and
3. Not withdraw from any course without securing the permission of their academic adviser.

In addition, students in the clinical nursing sequence may not progress to courses in a subsequent sequence until they have successfully completed all prior coursework. Students on academic notice are also required to meet with their adviser to develop an action plan aimed at guiding the student towards academic success. Failure to complete the action plan, or to complete remaining coursework associated with an IP or IF, may result in further academic consequences, including academic dismissal.

Students on academic notice should be aware that they are often ineligible for financial aid. Students should speak with the Office of Financial Aid for further information if they are unsure of their eligibility for aid based on their academic status. To speak with a financial aid counselor, visit the StudentLink Center website (<https://www.nyu.edu/admissions/financial-aid-and-scholarships/contact-the-financial-aid-team.html>) to schedule an appointment.

## Academic Dismissal

Students may be dismissed from the College for the following reasons:

1. If a passing grade of C is not achieved upon re-taking any science or nursing sequence course
2. Failure of two science or nursing sequence courses (i.e., if a student fails Adult and Elder I, retakes and passes the course, but then fails Adult and Elder II, this student is subject to dismissal)
3. Two consecutive semesters below a cumulative GPA of 2.0
4. Two terms on academic notice

## Academic Notice and Dismissal Status

The Assistant Dean of for Pre-Licensure Programs will notify the student of their probationary status or dismissal from the college via email by attaching the formal notification letter in PDF format with return receipt. The following individuals will be copied on the letter:

1. The student's adviser,
2. The Executive Vice Dean,
3. The Senior Associate Dean, Academic Affairs,
4. The Associate Dean for Student Affairs and Admissions,
5. The Vice Dean, Enrollment Management, Student Success, and Inclusion,
6. The Assistant Registrar,
7. The Director of Clinical Affairs, and
8. The Assistant Director of the Undergraduate Program.

## Application for Readmission Following Dismissal

Students who are dismissed from Rory Meyers College of Nursing may apply for readmission one year from the date of their dismissal. If readmitted, students are automatically placed on academic notice and will be provided with a student action plan for success that may include repeating previously completed coursework. Failure of any subsequent coursework "or failure to comply with the student action plan" may result in a second dismissal from the College.

## Withdrawals

### Drop / Add Withdrawal Policies

Courses added or dropped without adviser approval may be considered as not meeting degree requirements. Students and advisers are urged to monitor this procedure carefully. Only an official adviser is authorized to sign a student's drop/add form.

No change in schedule is valid unless it is reported to the NYU Meyers Office of Advising & Academic Services on the forms provided or by using the Albert registration system. Change of Program forms may be obtained from the Office of Advising & Academic Services. Courses officially dropped during the first three weeks of the term will not appear on the transcript. Those dropped from the beginning of the fourth week through the ninth week of the term will be recorded with a grade of W. After the ninth week, no one may withdraw from a course. Students should consult the University Refund Schedule for financial implications of dropped courses.

## Course Withdrawal Policy for Nursing Sequence Students

Every nursing sequence is created with a great deal of thoughtful and considered input from the college's Curriculum Committee, composed of faculty and senior leadership of the college. Each course within a nursing sequence is a co-requisite for the other courses within that sequence. All courses within a sequence should be taken simultaneously in order for students to obtain the maximum academic benefit of each

sequence. However, a student may withdraw from a single course within a sequence for any reason. In these cases, students will be aided by their academic adviser regarding the withdrawal process, changes to their academic progression, and next steps regarding continued success in the nursing program. Students who withdraw from a single course will a) not be permitted to withdraw from the same course for a second time, b) must successfully complete that course before progressing to the next sequence, and c) will not be given approval to withdraw from a single course more than one time while pursuing their undergraduate nursing degree.

## Standards of Conduct

### Student Conduct

All students in the NYU Meyers community must abide by the University Student Conduct Policies.

### Discrimination, Harassment, and Sexual Misconduct

All members of the NYU Meyers community must abide by the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students, the Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees, and its Sexual Misconduct, Relationship Violence, and Stalking Policy, which outline the policies and procedures regarding all forms of prohibited discrimination, harassment, and sexual misconduct.

### Academic and Research Integrity

All students in the NYU Meyers community must abide by the University's policies on Academic Integrity for Students at NYU and its Principles and Procedures for Dealing with Allegations of Research Misconduct, as well as the policy on Retention of and Access to Research Data. In addition to University policies, all students must also abide by the NYU Meyers Statement on Academic Integrity and the NYU Meyers Statement on Technical Standards.

### Non-Academic Misconduct

All students are expected to abide by the expectations set forth in the University-wide Student Conduct Policy. Allegations of non-academic misconduct against a student of NYU Rory Meyers College of Nursing shall be addressed pursuant to the NYU Student Conduct Procedures, administered by the Office of Student Conduct under the authority of the Senior Vice President of Student Affairs. Allegations of academic misconduct (plagiarism, cheating, clinic/internship/field placement conduct, etc.) shall be addressed by NYU Rory Meyers College of Nursing in accordance with the established procedures as set forth below.

### NYU Meyers Academic Integrity Policy

Students enrolled in the NYU Rory Meyers College of Nursing are expected to follow the university's policy for academic integrity, including plagiarism and cheating. Nursing students are also expected to follow the guidelines of the NSNA Code of Ethics and Interpretive Statements from the National Student Nurses Association, and the Code of Ethics for Nurses from the American Nurses' Association for professional conduct in and out of the classroom and in on and off campus clinical simulation experiences. Nursing students must maintain high standards of honor in their academic and professional work. Violations of academic integrity may result in failure on a particular assignment, failure in a course, suspension or expulsion from the College, or other penalties.

## Disciplinary Measures

The New York University Rules for the Maintenance of Public Order (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/rules-for-the-maintenance-of-public-order.html>) govern the behavior of all NYU Rory Meyers College of Nursing (NYU Meyers) students. University Bylaw 80 provides that the faculty of each school has disciplinary authority over its students. The New York University Student Disciplinary Policies and Procedures (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html>) designate those cases for which the faculty of the school in which the student is enrolled has jurisdiction over student disciplinary proceedings and describe general procedures for disciplinary action.

## Redress of Grievances

Due process for student appeals is part of the organizational structure of the NYU Rory Meyers College of Nursing. The policy and protocols are designed to assure students that they will have a just and fair academic review. Students who wish to appeal a course grade, failure, or dismissal must present a case in writing through email within 5 days of receiving grades or notification (either posted on Brightspace or Albert, whichever is sooner). The appeal case should focus on fairness of grading, adherence to policies outlined on course syllabi, and the equal and fair treatment of all students.

### Steps for Academic Appeal of Course Grade or Failure

1. Faculty Level: Student sends written appeal via email to the course faculty member within 5 business days of receiving the contested grade.
2. Faculty member sends written response to student appeal via email in a timely fashion. If the appeal is denied, student may choose to proceed to next level.
3. Assistant Dean Level: If the student's appeal is denied, the student may then appeal in an email to the Assistant Dean, Undergraduate Program.
4. After appropriate fact finding, the Assistant Dean, Undergraduate Program will notify the student of their decision via email.
5. A copy of the email correspondence to the student will be placed in the student's record.

### Steps for Academic Appeal of Dismissal

1. The Senior Associate Dean, Academic Programs will notify the student of their dismissal via email. Student sends written appeal via email to the office of the Executive Vice Dean or designee of the College within 5 business days of notification of dismissal.
2. After appropriate fact finding, the office of the Executive Vice Dean or designee will inform the student of the final decision via email.
3. A copy of the email notification of the decision from the office of the Executive Vice Dean or designee to the student will be placed in the student's record.
4. If the dismissal is due to a failure of course grade, the student may appeal a course failure leading to dismissal according to step one for academic appeal of course grade or failure above. If denied, the student may follow step 1 (above) of the formal Appeal of Dismissal process.

Students who are dismissed from NYU Rory Meyers College of Nursing may apply for readmission one year from the date of their dismissal. If readmitted, students may be required to repeat previous coursework.

to support their overall academic success. Readmitted students are automatically placed on academic notice and will work with an adviser on an action plan for success. Failure of any subsequent coursework “or failure to comply with the student action plan” may result in a second dismissal from the College.

## Steps for Appeal of Ethical Issues and Professional Behavior

1. Student sends written appeal via email to the office of the Executive Vice Dean or designee of the College within 5 business days of notification of violation of ethical or professional behavior.
2. The office of the Executive Vice Dean or designee if necessary may call the Vice Dean, Enrollment Management, Student Success and Inclusion, the student’s faculty adviser, or another faculty member for fact-finding information about the case.
3. After appropriate fact finding, the office of the Executive Vice Dean or designee will inform the student of the final decision via email by attaching the formal letter in PDF format.

## Other Issues

For any other issue a student encounters that they wish to appeal which is not covered by the procedure for filing a formal complaint in regard to Academic, Technical Standards, Ethical Issues and Professional Behavior, NYU Meyers requires the student to attempt to resolve this issue first informally and then, if the issue is not resolved, the student should initiate a formal complaint. The appeal process is as follows:

1. Informal: Seek an informal meeting with the individual to resolve the issue.
2. If the issue is not resolved, file a formal written complaint via email, within 5 days, to the program director of the respective program.
3. The Assistant Dean for Pre-Licensure Programs will review and respond to the student as soon as possible via email.
4. If the issue still has not been resolved, the student will send their written complaint to the office of the Executive Vice Dean or designee of the College within 5 days of receiving the response from the Assistant Dean for Pre-Licensure Programs.
5. The office of the Executive Vice Dean or designee of the College will review and respond to the student as soon as possible via email.

## Grievance at the University Level

Grievances are not heard at the University level until they have been heard and a determination has been made at the College level. If the student wishes to pursue the matter, it shall be addressed in accord with NYU policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

## Reasonable Accommodations for Qualified Individuals with Disabilities

NYU Meyers is committed to providing educational opportunities to otherwise qualified students with disabilities to afford such students an opportunity equal to that provided to non-disabled students to achieve a desired educational outcome. A “qualified individual” with a disability is one who, with or without reasonable accommodations, meets NYU Meyers’s academic requirements and Technical Standards. Students with disabilities are not required to disclose their disability to NYU Meyers. However, students wishing to request reasonable accommodations must register with NYU’s Moses Center for Student Accessibility (<https://www.nyu.edu/about/leadership-university-administration/office-of-the->

president/office-of-the-provost/office-of-studentaffairs/student-health-center/moses-center-for-student-accessibility.html) (Moses Center) to initiate the process.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act define a person with a disability as someone who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such an impairment; OR (3) is regarded as having such an impairment. Students are encouraged to meet with a Moses Center representative when unsure if a condition qualifies as a disability.

The Moses Center determines qualified disability status and assists students in obtaining appropriate accommodations and services. Decisions regarding reasonable accommodation are determined on a case by case basis taking into consideration each student’s disability-related needs, disability documentation and program requirements. While the process for requesting reasonable accommodations may be started at any time, reasonable accommodations may not be implemented retroactively. It therefore is important that students allow ample time for their accommodation requests to be processed. While NYU Meyers will make every effort to work with students with disabilities to accommodate their disability-related needs, NYU Meyers is not required to provide accommodations that fundamentally alter or waive essential program requirements.

Students should review the information found on the Moses Center website or contact the Moses Center directly at: Henry and Lucy Moses Center for Student Accessibility, 726 Broadway, 2nd Floor, New York, NY 10003, Phone: 212-998-4980, Fax: 212-995-4114, or via email ([mosesCSA@nyu.edu](mailto:mosesCSA@nyu.edu)).