

# 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.

### St. Lawrence University

NYU Meyers has an articulation agreement with St. Lawrence University in Canton, New York. The articulation agreement enables St. Lawrence University students the opportunity to complete the requirements of the baccalaureate program at St. Lawrence University in four years and enroll in the 15-month accelerated BS program at NYU Meyers post-

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.

## 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-LHWmWJZoqrDXKHniglM3agR/?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.

# Clinical Course Requirements and Policies

## Clinical Requirements

The Clinical Requirements section (<https://nursing.nyu.edu/current-students/clinical-affairs/requirements/>) of the NYU Rory Meyers College of Nursing web site contains current information pertaining to all clinical requirements and policies.

Topics covered include:

- Criminal Background Checks and Drug Screens
- Undergraduate Dosage Calculation Exam Requirements
- On-Campus and Off-Campus Clinical Learning Experience Lateness Policy
- Health Clearance
- Punctuality for On and Off Campus Clinicals
- Attendance
- Medical Clearance After Clinical Absence due to Medical Condition
- Liability/Malpractice Insurance
- CPR/Basic Life Support Certification
- Nursing Supplies
- Nursing Uniform
- PDA/Smartphone
- Laptop/PC Requirements
- Social Media Policy

## BS Clinical Absences

### Notifications

Please note that the Course Coordinator, Course Lead, and On/Off Campus Clinical Instructor must be notified prior to the scheduled clinical. Notification includes the date and time of the message, the date and time of the absence and the emergency circumstances requiring absence from the clinical experience (health provider note and proof of emergency is required). In the case of religious holiday, the student must notify in writing the Course Coordinator, Course Lead, and On/Off Campus Instructor(s), Director of Clinical Affairs, and Director of the Clinical Simulation Learning Center (CSLC) during the first week of the academic term so that a makeup clinical experience can be arranged in advance.

### Absence Policies from On or Off Campus Clinicals

1. Students are required to attend all scheduled on and off campus clinicals.
2. Students who must unexpectedly miss a clinical experience must adhere to the notification requirements.
3. An absence (and any associated written assignment[s]) will be made up in accordance with Clinical Makeup Policies.
4. A maximum of two clinical makeups is allowed.
5. Students with excessive absences in any given course will receive a clinical course failure. A clinical course failure equates to an automatic course failure with a grade of F.
6. Excessive absence is defined as more than two absences, with the exception of absences due to religious holiday.
7. All clinical absences will be documented on the student's clinical evaluation form.

### Punctuality Policies for On and Off Campus Clinicals

1. All students are expected to arrive 15 minutes before the start of the scheduled on and off campus clinical days. As a component of

the NYU Meyers Technical Standards, punctuality is a professional responsibility. Students cannot interrupt or delay other students and faculty once the clinical experience has begun, which will cause the loss of valuable clinical time. It is also disruptive to the hospital staff who expect students to be on time in order to fulfill their clinical responsibilities.

2. Students expecting to arrive late to the clinical experience must adhere to the notification requirements.
3. Tardiness is defined as arriving after the scheduled clinical start time by no more than 30 minutes.
  - a. The first time a student is tardy, they will receive a written warning from the Clinical Instructor and a review of the punctuality policy. The Course Coordinator will also be notified.
  - b. Students with excessive tardiness will receive an Action Plan from the Clinical Instructor, who will also notify the Course Coordinator.
  - c. Excessive tardiness is defined as more than one tardy, without exception.
  - d. Failure to comply with an Action Plan through continued tardiness could result in clinical course failure.
  - e. All clinical tardiness will be documented on the student's clinical evaluation form.
4. If a student arrives more than 30 minutes after the scheduled clinical start time, the student will not be allowed to participate in the clinical experience and will be sent home. This will be counted as a clinical absence, requiring the student to comply with the clinical absence policies, including immediate notification and the requirement of a clinical make-up experience.

## Notification of Absence or Lateness

### Clinical Absence Notification

1. Students who must unexpectedly miss a clinical experience must contact their Clinical Instructor and the Course Coordinator prior to the start of the scheduled clinical experience.
2. Notification includes the date and time of the message, the date and time of the absence, and the emergency circumstances requiring absence from the clinical experience.
3. For every missed on or off campus clinical, students must also complete the electronic clinical absence notification form within 24 hours of the date of the missed clinical.

### Clinical Tardiness Notification

1. Students who are expecting to be tardy for the clinical experience must contact their Clinical Instructor immediately upon learning of the arrival delay and prior to the start of the scheduled clinical experience.
2. Notification includes the date and time of the message, the emergency circumstances leading to the tardy, and an expected time of arrival.
3. If expected arrival is more than 30 minutes after the start of the clinical day, the student will not be admitted into the clinical experience per Section II above. The student will receive a clinical absence and must complete the clinical absence form using the link provided above.

### Failure to Notify

1. Students who fail to provide proper notification for clinical absence or tardiness as described above will receive a written warning from the Clinical Instructor and a review of the Undergraduate Clinical Attendance Policies. The Course Coordinator will also be notified.

2. For failure to provide proper notification a second time for a clinical absence or tardiness, students will receive an Action Plan from the Clinical Instructor, who will also notify the Course Coordinator.
3. Failure to comply with an Action Plan due to continued failure to provide proper notification could result in clinical course failure.

## Clinical Makeup Policies

1. Every absence (and any associated written assignment[s]) will be made up through a plan developed by the Course Coordinator and the Director of the Clinical Simulation Learning Center (CSLC). The make-up will be developed based on learning outcomes comparable to those of the missed experience.
2. Students who unexpectedly miss a make-up experience must notify the Course Coordinator and the Director of the Clinical Simulation Learning Center (CSLC) prior to the scheduled session.
3. Failure to attend a scheduled clinical make-up experience will count as a clinical absence for the course. The student will have their final grade reduced by one third at the end of the course. All make-up clinical absences will be documented on the student's clinical evaluation.

## Religious Holiday Policies

- Students missing on or off campus clinical due to religious holiday must complete the clinical absence form and notify the Course Coordinator and On and/or Off Campus Instructor(s) during the first week of the academic term so that a makeup clinical experience can be arranged in advance.
- Regardless of the number of on and off campus clinicals missed, a maximum of two clinical makeups for religious holiday will be required. Also, students must meet the clinical learning outcomes of the course as determined by the On and/or Off Campus Clinical Instructor(s) in consultation with the Course Coordinator.

## Clinical Return After Hospitalization or Injury

In the event of hospitalization or injury requiring boot, crutches, rolling scooter, etc, students are required to obtain return health clearance by contacting the Director of Clinical Affairs.

- For hospitalization or injury, students must submit the Interim Health Clearance MSK Form.
  - Review the NYU Meyers Health Clearance forms for more information.
- For injury, students must submit the Technical Standards for Core Professional Nursing Competency Performance Health Clearance Form.

Students must be cleared at least one (1) business day before the scheduled clinical in order to attend.

## Medication Administration Absentee Policy

Students must be cleared at least one (1) business day before the scheduled clinical in order to attend.

## Clinical Failure Appeal Process

Students who fail a clinical component of a course due to absenteeism that they feel was caused by extraordinary circumstances (e.g., critical illness, death in the immediate family, automobile accident on way to clinical) may appeal the failing grade for the clinical component to the Associate Dean of the Undergraduate Program. With written approval of the Associate Dean of the Undergraduate Program, the student may continue to attend the course while the appeal is pending.

### Course Failure/Repeat of Course

Course failure may result from more than two clinical absences. Please note: If clinical absence is not made up, the student will fail the course. Provided that the course failure is the student's first, the student may repeat the course once and may not withdraw from the repeated course due to poor academic or clinical performance.

## 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 probation. 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

At the discretion of a course instructor and only under exceptional circumstances, a student can request an incomplete (I) grade. If the course instructor agrees to render a grade of incomplete for a particular course, the student must fill out an Incomplete Grade form (<https://drive.google.com/drive/folders/1BoNmjMa-LHWmWJZoqrDXKHnigIM3agR/?usp=sharing>) with the faculty member rendering the incomplete grade. It is incumbent upon the student to bring the form to their faculty member. The length of the contract period is determined by the course instructor, but cannot exceed six months after the close of the semester. If outstanding work is not completed or submitted by the deadline indicated on the Incomplete Grade form, the I grade becomes an F. Nursing students will not be permitted to take any new courses if they have an unaddressed incomplete grade on their transcript. The signed Incomplete Grade form should be submitted to the Office of Advising and Academic Services so that it may be added to the student's academic file.

### 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/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 Probation

Any student whose record is deemed unsatisfactory at the end of a semester or sequence will be placed on academic probation. 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 probation 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 probation,
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 probation 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 probation 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 probation 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 probationary terms

## Academic Probation and Dismissal Status

The Associate Dean of the Undergraduate Program 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, Administration, Planning 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 probation 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

Students who withdraw from one co-requisite course, will be required to withdraw from all courses for the semester.

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 must be taken simultaneously in order for students to obtain the maximum academic benefit of each sequence. Therefore, if a student withdraws from a course within a sequence for any reason, the student must withdraw from all of the courses within that sequence. In these cases, students will be aided by their academic adviser regarding the term withdrawal process, and next steps regarding continued success in the nursing program.

## 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 within 5 business days. If the appeal is denied, student may choose to proceed to next level.
3. Associate Dean Level: If the student's appeal is denied, the student may then appeal in an email to the Associate Dean, Undergraduate Program.
4. After appropriate fact finding and within 5 business days, the Associate 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 Associate Dean of the Undergraduate Program 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. Within 5 business days and 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 are automatically placed on academic probation and will be provided with a student action plan for success that may include repeating previous coursework. 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,
3. Administration, Planning and Inclusion, the student's faculty adviser, or another faculty member for fact-finding information about the case.
4. Within 5 business days and 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 Associate Dean of the Undergraduate Program 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 Associate Dean of the Undergraduate Program.
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)).