

ACADEMIC POLICIES

Academic Integrity Policy

Students are expected to be honest and ethical in all academic work. This trust is shared among all members of the University community and is a core principle of American higher education. Any breaches of this trust will be taken seriously. One common area of academic dishonesty is plagiarism. Plagiarism involves borrowing or using information from other sources without proper and full credit. Students are expected to quote accurately and identify the origin of citations from others, as well as to acknowledge when ideas are dependent upon concepts developed from other sources. This process of attribution and referencing allows one to demonstrate how their understanding and ideas relate to an existing body of knowledge—and add to them. It demonstrates the values of academic integrity and systematic reflection and intellectual development. To do otherwise and not reveal sources constitutes plagiarism. While plagiarism is a common violation, it is not the only form of academic dishonesty that is taken very seriously at NYU SPS. Other forms of academic dishonesty include, but are not limited to, unauthorized collaboration on assignments, purchasing papers and assignments, reusing an assignment for a different course, and completing assignments or taking an exam/quiz on behalf of another student.

Academic Offenses

Academic integrity offenses that go beyond teachable moments are categorized in the three levels noted below. Additionally, higher-level sanctions may be applied to lower-level offenses when there has been more than one occasion of an academic integrity violation. For any level of violation, students must take/retake the Academic Integrity tutorial and possibly some other educational activity as determined by Student Affairs.

Level 1 Offense Sample Violations

- Evidence of minor plagiarism (e.g., leaving out a citation) as determined by the instructor.
- Unauthorized collaboration on assignments or other class activities.

Level 2 Offense Sample Violations

- Evidence of more serious plagiarism (e.g., failing to cite several passages or including verbatim text) as determined by the instructor.
- Submitting a paper that was prepared for another class or a product of work for an internship without expressed written permission from both instructors.
- Sharing or copying answers from another student or copying material from any source (including digital) websites on homework assignments.

Note: A second offense (even if a Level 1 offense) is considered a Level 2 Offense.

Level 3 Offense Sample Violations

- Submitting work from another person or outside source as one's own work.
- Cheating on an exam (i.e., the use of unauthorized materials, sharing or copying answers, and/or unauthorized collaboration with another student.)

- Facilitating dishonesty by another student (i.e., if a student helps another student cheat).
- Evidence of excessive plagiarism as determined by the instructor.

Note: Two or more violations (even if Level 1 or 2 offenses) is considered a Level 3 Offense.

For all-level offenses: Along with the sanction(s) levied, a written warning from the Office of Student Affairs with a copy to the Academic Director is required and the student must take/retake the Academic Integrity tutorial or some other educational activity as determined by Student Affairs..

Egregious Violations Sample Violations

- Purchasing a paper or other academic materials to submit as one's own work.
- Selling a paper or other academic materials to another student.
- Falsifying data or content.
- Other Egregious Actions
 - Falsifying identity (e.g., another person taking the exam on student's behalf)
 - Stealing and sharing an exam
 - Severely compromising the exam environment (e.g., pulling a fire alarm)
 - Falsifying documents or other documentation

Process for Reporting Violations

The processes faculty use to report academic integrity violations is detailed below. Any questions about the process should be directed to the Academic Director (AD) of the division, department, or program in which the faculty member teaches.

Academic Integrity Violation Process - Student Accepts Responsibility

1. Violation occurs. Instructor informs the Academic Director (or designee) both in writing and verbally.
2. Instructor and Academic Director meet with the student to discuss the violation. **NOTE:** If the Academic Director is the faculty member for the course where the violation occurs, then the Academic Director or designee should invite an additional Academic Director to join the conversation with the student and help negotiate the process outlined in the policy.
3. Student accepts responsibility and signs the Academic Integrity Determination of Responsibility form.
4. Faculty emails Academic Integrity Determination of Responsibility (AIDR) form to Academic Director, and Academic Director asks Student Affairs to check the database for prior violations.
5. Academic Director and instructor determine recommended sanctions to Student Affairs based on current violation and history.
6. Student Affairs issues a sanction letter (cc's Academic Director, faculty if first offense only) and enters info in the database.

Academic Integrity Violation Process - Student Denies Responsibility

1. Violation occurs. Instructor informs Academic Director (or designee) both in writing and verbally.
2. Instructor and Academic Director meets with students to discuss violations. **NOTE:** If the Academic Director is the faculty member for the course where the violation occurs, then the Academic Director should invite an additional Academic Director to join the conversation with the student and help negotiate the process outlined in the policy.

3. Student denies responsibility and signs the Academic Integrity Determination of Responsibility (AIDR) form.
4. Faculty emails Academic Integrity Determination of Responsibility (AIDR) form to Academic Director and Academic Director asks Student Affairs to check the database for prior violations.
5. Academic Director meets with student to discuss violation and evidence
6. If a student accepts responsibility at this point, follow the process for accepting responsibility.
7. If a student denies responsibility, the Case goes to Panel.

Academic Integrity Violation Process - Case Goes to Panel

1. Academic Integrity Panel meets and determines if a violation has occurred.
2. If the Academic Integrity Panel determines no violation occurred, the case is closed, and the student is notified in writing by Student Affairs.
3. If the Academic Integrity Panel determines that a violation has occurred, Student Affairs notifies the Academic Director and instructor who determine the sanctions and then make the recommendation to Student Affairs.
4. Student Affairs checks the Database to determine equity across programs.
5. Student Affairs issues the sanction letter or confers with Academic Director if sanctions need to be revised.

Academic Integrity Panel

If a student denies any wrongdoing/violation of academic integrity, an SPS Academic Integrity Panel is assembled to review the evidence and determine whether or not a violation occurred. If the Panel determines a violation has occurred, the case will be subject to the appropriate sanctions recommended by the instructor and Academic Director and approved by the Office of Student Affairs. The Office of Student Affairs approves the outcome and issues a Determination of Findings letter.

Academic Integrity Judiciary Process

Authority

The expectation of sound ethical behavior is of paramount importance at the NYU School of Professional Studies ("NYU SPS"). To uphold these standards, NYU SPS has established the policy on Academic Integrity and Plagiarism (the "Policy") and the NYU SPS Academic Integrity Panel (the "Panel"). Students have the right to a fair and timely hearing in accordance with the NYU SPS Academic Integrity and Plagiarism Judiciary Process. The Dean of NYU SPS (or designee) has the right to suspend a student at any time for cause.

Jurisdiction

The Panel has jurisdiction over academic disciplinary matters involving all students—whether visiting, matriculated, or noncredit—taking classes at NYU SPS in graduate, undergraduate, and continuing education academic programs or courses. This jurisdiction includes, without limitation, any violations of the Policy.

Upon entering NYU SPS each student is bound by the Policy. If there are questions of jurisdiction in any case, they shall be referred for decision to NYU's Office of Legal Counsel.

Membership of the Academic Integrity Panel

Cases will be adjudicated by the "Panel." The Panel will be composed of five (5) members: three voting faculty members, the EMSS Dean (or their designee), and a student affairs staff member. There will also be one (1)

faculty alternate in the event a voting faculty member is unable to serve or must recuse themselves from a case.

- The three (3) voting faculty and one (1) alternate faculty on the Panel will be drawn from the Academic Integrity Faculty Standing Committee.
- Faculty on the Academic Integrity Faculty Standing Committee will be nominated by their academic unit leader (each academic unit leader will nominate one faculty member) and appointed by the SPS Dean.
- Terms of service will be for two years and will be staggered to provide consistency from year to year (half of the faculty serving in year one will serve only for one year).
- Faculty will rotate on cases and will recuse themselves if a case arises from their home unit. The members of the Academic Integrity Standing Committee will elect their own chair each academic year.
- Non-voting members
 - The Associate Dean of Enrollment Management and Student Success (EMSS) or their designee who serves as a non-voting member as a standing position.
 - A staff member will be assigned by the Associate Dean of EMSS or their designee to record proceedings/take notes. This person is not an official member of the Panel.

Preliminary Procedure for the Panel Review

The Associate Dean of EMSS (EMSS) or their Designee reviews the Compilation of Findings Report that will be provided to the Panel. The following steps are taken after this report is received. The EMSS/ Designee:

- contacts the party alleging the violation (the "Complainant") and the person alleged to have committed the violation (the "Respondent") within five business days to notify the parties that a review panel will be convened.
- notifies the Panel (review Section II for membership).
- sets a hearing date no later than 30 days after the case has been received for Panel review.
- notifies the Respondent and Complainant of:
 - The Panel membership
 - The date of the hearing
 - The Respondent and Complainant have two business days to send email notification if they perceive any Panel member is biased and should not serve on the Panel. Explanation of biases (positive or negative) should be included in the email statement.
- shares the evidence with the Panel.

Official Hearing

- Notice of the hearing date will be sent to the NYU email accounts of the Respondent and Complainant. Alternative hearing date requests should be directed to the EMSS/Designee with an explanation of unavoidable extenuating circumstances. The Panel Chair and the committee members will consult to determine whether an alternative hearing date can be arranged.
- If a Panel member has a personal relationship with or bias against the Respondent or Complainant, the Panel member shall recuse themselves.
- Respondents and Complainants have the option to bring Witnesses to the hearing
 - Witnesses are defined as those individuals with first-hand knowledge of what has occurred.

- All witnesses must be approved by EMSS/Designee.
- The identity and relationship of Witnesses to the Respondent or Complainant should be provided to the Panel Chair no later than five business days prior to the hearing.
- A Witness roster will be shared with involved parties and the Panel.
- Respondents and Complainants have the option to bring an advisor to the hearing.
 - Advisors are defined as academic advisors or another university representative who can offer support.
 - All advisors must be approved by EMSS/Designee.
 - The identity and relationship of advisor to the Respondent or Complainant should be provided to the Panel Chair no later than five business days prior to the hearing.
 - Advisors are not allowed to directly address the panel or directly participate in the hearing.
 - An advisor roster will be shared with involved parties and the Panel.
- EMSS/Designee alerts the Respondent and Complainant that they are responsible for notifying Witnesses and Advisors of hearing details.
- An effort to have both the Respondent and Complainant attend the hearing must be made to ensure due process for all parties. Both parties have the right to decline the hearing proceedings but must notify the Panel in writing.
- The Panel can render decisions based on the Compilation of Findings Report, available testimony, and/or any other supporting evidence.
- Attendees at the hearing proceedings may include the Respondent, the Complainant, the Panel Chair and members, Witnesses, advisor to the Respondent, advisor to the Complainant, and a staff member who records the minutes.
- Respondents and Complainants are not in attendance at the same time.
- The Panel Chair convenes and administers the proceedings.
- The Panel Chair reads the allegation(s) statement and gives the Respondent the opportunity to address the allegations. Next, the Panelists ask the Respondent questions based on evidentiary materials and commentary. The Respondent is dismissed before the Complainant gives testimony.
- The Complainant testifies and the Panelists ask the Complainant questions based on evidentiary materials and commentary.
- Notarized Witness statements may be provided in lieu of physical attendance. Notarized statements must be provided five business days prior to the hearing date.
- The hearing deliberations to determine whether a violation occurred proceed immediately after the hearing concludes. Each voting member of the Panel has one vote, including the chair. A majority vote constitutes a valid decision.
- The Panel makes every effort to render a decision within three business days.
- Unless additional information is required, the Panel decides whether the violation of the Academic Integrity policy has occurred. If the Academic Integrity policy has been violated, the AD of the program and the Complainant determine the Sanctions and make the recommendation to Student Affairs. The EMSS/Designee makes the final decision after checking the database to confirm equity across programs.

- The staff member prepares the meeting minutes within five working days and delivers them to the Associate Dean of EMSS and the program's Academic Director/Designee.
- The Associate Dean of EMSS/Designee informs the Respondent, the Academic Director of the student's program, and the Complainant, when appropriate, of the decision by NYU email within two business days of the decision being rendered.

Sanctions

Sanctions should align with the scope and severity of the case based on NYU SPS sanction guidelines and should strike a balance between austerity and development. Proposed sanctions are determined by the Program's Academic Director and the faculty and are submitted to the Associate Dean of EMSS/Designee who makes the final determination and notifies the Respondent.

Record-Keeping

The Office of Student Affairs maintains records of disciplinary cases, proceedings, and sanctions. Confidentiality must be maintained in accordance with the Federal Educational Rights and Protection Act (FERPA). Documents will be retained in accordance with the timeline specified by the NYU Office of General Counsel.

Rights and Obligations of Respondents and Complainants

- The Respondent has the right to be informed of allegations.
- The Respondent has a right to full and detailed review of their appeal by The Panel to assess whether they are in violation of Policy.
- The Respondent and the Complainant have the right, but not the obligation, to testify at the hearing.
- The Respondent's decision not to testify will not presume guilt upon the Respondent.
- The Respondent and Complainant may consult with an advisor to assist in preparation for the hearing.

Academic Standing and Progress

Satisfactory Academic Progress

Good Standing

Students are in good academic standing during semesters in which their cumulative grade point average (CGPA) is 2.0 or greater and they have completed at least 50% of the term hours attempted. Students must be in good academic standing for every semester in which they are enrolled or they are subject to being placed on academic probation.

An inability to make Satisfactory Academic Progress will have an impact on your Financial Aid award. Be sure to contact the Office of Financial Aid and click on the link below to review the Financial Aid Eligibility Requirements.

Students should discuss any questions they have regarding their academic progress and academic standing with their advisors.

Academic Probation

Students whose cumulative grade point average (CGPA) falls below a 2.0 or who do not successfully complete at least 50% of the cumulative hours attempted during a semester will be placed on Academic Probation and receive formal written notification. Students return to good academic standing and are removed from Academic Probation when they raise their CGPA to a minimum of 2.0 or better and successfully complete the required cumulative attempted hours by the end of the semester in which they are on Academic Probation.

Probationary Status

If a student's cumulative GPA falls below the minimum required cumulative GPA for more than one semester, either consecutive or nonconsecutive semesters, the student will be dismissed from the program.

Restrictions While on Academic Probation

Students on Academic Probation are subject to certain conditions and restrictions. These restrictions will remain in place until the student's academic performance results in their returning to good academic standing.

Students on probation will not be allowed to register for classes for the semester following their probationary term, unless they have succeeded in achieving a minimum cumulative GPA of 2.0 or better during the probationary term. Additional restrictions include the inability to hold student government positions; needing permission to participate in competitions, study away, and any and all extracurricular activities outside of advisor-approved courses.

Students on probation:

- must achieve a minimum cumulative GPA of 2.0 or better during the term on probation with an advisor-approved course load;
- cannot receive any grade below a C or any grade of Incomplete;
- may not withdraw from any course;
- must meet with their academic advisors on a monthly basis.

All undergraduate students receiving federal or state financial aid or other forms of external financial aid are subject to specific regulations tied to terms of their award requirements.

Academic Dismissal

A student whose performance falls into probationary status a second time in his/her academic career, either consecutive or nonconsecutive semesters, will be dismissed from the School. The Associate Dean of the program will make the dismissal decision and inform students in writing, as soon as possible, but no later than thirty (30) days after the end of the semester. In addition, a student who fails a required course twice will be dismissed from the School.

When students are academically dismissed, the Registrar will be notified and the designation "Academic Dismissal" will appear on their transcripts. Students who receive notice of academic dismissal after they have begun attending classes will be withdrawn from those classes and tuition and fees will be cancelled.

Students are not permitted to register for or attend classes while appealing an academic dismissal.

Appeal of Academic Dismissal

A student may appeal the academic dismissal decision to the Associate Dean of Student Affairs if he/she believes the dismissal was the result of an administrative error or if the student can offer compelling reasons for falling out of good academic standing. The student must appeal to the Associate Dean of Student Affairs, in writing, within fifteen (15) days from the date of the dismissal decision letter. The written appeal must include a personal statement explaining the student's poor academic performance, reasoned argument why the academic dismissal decision should be reversed, and original documentation to corroborate all extenuating circumstances. Anticipated grade changes from outstanding Incompletes do not constitute evidence for an appeal to be granted

Once the written appeal is received, the Associate Dean of Student Affairs has the sole discretion to determine whether an appointment or interview is necessary and, in any case, will communicate a written decision within fifteen (15) days after receiving the written appeal.

Appeal of Academic Dismissal to the Dean of the School (Final Decision)

Only after the dismissal has been appealed to the Associate Dean of Student Affairs and the dismissal upheld, may an appeal be submitted to the Dean of the School. The student must request an appeal to the Dean of the School within fifteen (15) days from the date of the appeal decision made by the Associate Dean of Student Affairs. The written request must include a copy of the original dismissal letter and a copy of the response upholding the dismissal from the Associate Dean of Student Affairs. Any new information in the student's defense must be submitted at the same time. Once the written appeal is received, the Dean or the Dean's authorized Designee has the sole discretion to determine whether an appointment or interview is necessary and, in any case, will forward a written decision within thirty (30) days after receiving the appeal. Academic dismissals by the Dean of the School are final and there are no further avenues of appeal.

Leave of Absence

NYU expects its students to maintain continuous registration in an academic program with the exception of summer. However, it is sometimes necessary or desirable for a student to take a Leave of Absence. Such leaves may be voluntary or involuntary and will be handled in accordance with the NYU Student Leave Policy.

Students should consult with their advisor and must complete the Leave of Absence form available on Albert. Failure to do so may jeopardize your continued registration with the University.

Voluntary Leave

Matriculated students who wish to withdraw from school for one or two semesters, not including summer, for national service, serious medical or psychological illness, or compelling personal reasons are required to talk with their academic advisor and then submit their request for leave by logging into Albert.

Note: If students are on Academic Probation when the leave is granted, they will return on Academic Probation.

If students study at another institution during a voluntary leave, normally no credits can be accepted for transfer. Only under extraordinary circumstances are students allowed to enroll for courses at another regionally accredited college or university while on leave and receive transfer credit. Such a request must be made at the time of applying for the leave, and must be approved by the Associate Dean or their representative. Up to sixteen (16) credits may be approved for transfer, subject to submission and evaluation of an official transcript.

Leave for Medical or Psychological Conditions

An evaluation by the NYU Student Health Center may be required at no charge to the student.

Duration of Leave

Except where a leave is mandated by compulsory national service, leaves may be granted for a maximum of two (2) consecutive semesters (not including summer) in any undergraduate program.

- Absence on leave does not extend the stipulated period of time to degree completion, unless a waiver is specifically granted by the program.

- The notation "Leave of Absence" will be entered on the student's transcript.
- If requested, students on an approved leave will need to return the NYU student identification card and will not have access to the NYU campus, the School of Professional Studies, or department facilities.

International Students with an F-1 or J-1 Student Visa Are Additionally Subject to these Federal Government Requirements

- International students on a *Personal Leave of Absence* may not remain in the United States.
- International students requiring a Leave of Absence or permission to take less than a full course load *for medical reasons* are eligible to stay in the United States, subject to conditions set forth by the Department of Homeland Security in accordance with information provided by a physician. For questions, please consult the Office of Global Services.

Involuntary Leave

The NYU School of Professional Studies may place a student on an involuntary Leave of Absence when that student:

1. poses a direct threat to the health and safety of self or others and
2. is not able or not willing to take a voluntary Leave of Absence.

With regard to involuntary leaves, SPS will follow the NYU Student Leave of Absence Policy.

Advanced Standing

Transfer credit, to include advanced standing, will be articulated into the student's degree requirements in consultation with their academic advisor in concert with their academic department.

For students studying at the Schack Institute, the Tisch Center, and the Tisch Institute, a maximum of sixty-four (64) advanced standing credits (including transfer credits and AP credits) will be accepted toward the bachelor's degree.

For students studying in the Division of Applied Undergraduate Studies, a maximum of eighty (80) advanced standing credits for the bachelor's degree or thirty (30) credits for the associate's degree (including transfer credits, AP credits, CLEP, Prior Learning Credits) will be accepted.

Advanced Placement Credits

Undergraduate students may receive Advanced Placement or Higher Level International Baccalaureate credits toward the 128-credit degree requirement. If test results are a 5 or 4, depending on the subject examination, the student may receive college credit toward the degree and, if college credit is received, will not have to take the corresponding college-level course for credit. To qualify, the course must have an NYU course equivalent and be approved by the student's academic advisor. Courses used to fulfill any high school graduation requirements are not eligible. Students should see their advisor for details.

If a student registers for a course after receiving AP credit in that area, the student will lose the AP credit on the transcript. AP credits do not satisfy any major requirements.

For the International Baccalaureate (IB) examination, the School of Professional Studies recognizes higher level examinations passed with grades of 6 or 7. No credit is granted for standard level examinations. Students must have official IB Examination scores sent directly to

NYU Undergraduate Admissions from the International Baccalaureate Organization.

Students should contact their academic advisor for more information regarding AP or IB examinations.

Transfer Credits

Credit for courses taken at other colleges will be considered if the courses were completed at a regionally accredited college and the grade received was a minimum of C. Courses must have been taken prior to enrolling in any School of Professional Studies program. Course work taken ten (10) years or more prior to matriculation at this School may be transferable only if approved by the Associate Dean. Courses that are transferred carry no grade point value at New York University.

Division of Applied Undergraduate Studies Advanced Standing Opportunities

College Level Examination Program and Foreign Language Proficiency

Students studying in the Division of Applied Undergraduate Studies may also earn college credit by examination by completing the College Board Examination Program (CLEP) testing or by assessment through the SPS Foreign Language Proficiency Testing.

Credit for Prior Learning

Students in the Division of Applied Undergraduate Studies may earn credits for college-level learning obtained outside of the classroom. Students wishing to explore detailed policies on credit for prior learning by examination or experience, are encouraged to review the detailed Credit for Prior Learning Assessment Policy.

Attendance Policy

Although the administration of NYUSPS does not supervise attendance of classes, students are expected to attend all classes. Please be aware that some faculty take attendance into consideration in final grades. Students who, in the judgment of the instructor, have not substantially met the requirements of the course, or who have been excessively absent, may be considered to have withdrawn unofficially and may be given the final grade of "F." Students who miss class for medical reasons are required to notify their instructor of their absence and may be asked to produce a doctor's documentation of treatment at the next class.

Students who plan to miss class for religious reasons are expected to inform instructors beforehand and to be responsible for assignments given during their absence. See University Calendar Policy on Religious Holidays (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html>) for more information.

Grading

Grading for undergraduate programs is by letter grade: A, A-, B+, B, B-, C+, C, C-, D+, D, and F.

Course and assignment grades will be made according to the following NYUSPS guidelines.

Letter	Percentage	GPA	Meaning
A	93-100	4.00	Excellent: Earned by work whose excellent quality indicates a full mastery of the subject and is of extraordinary distinction.
A-	90-92	3.667	Excellent: Earned by work whose excellent quality indicates a full mastery of the subject.
B+	87-89	3.333	Good: Earned by work that indicates a very good comprehension of the course material, very good command of the skills needed to work with the course material, and indicates the student's full engagement with the course requirements and activities.
B	83-86	3.000	Good: Earned by work that indicates a good comprehension of the course material, good command of the skills needed to work with the course material, and indicates the student's full engagement with the course requirements and activities.
B-	80-82	2.667	Good: Earned by work that indicates comprehension of the course material, command of the skills needed to work with the course material, and indicates the student's engagement with the course requirements and activities.
C+	77-79	2.333	Satisfactory: Earned by work that indicates an adequate and satisfactory comprehension of the course material and the skills needed to work with the course material, and indicates the student has met the requirements for completing assigned work and participating in class activities.
C	73-76	2.000	Satisfactory: Earned by work that indicates a satisfactory comprehension of the course material and the skills needed to work with the course material, and indicates the student has met the basic requirements for completing assigned work and participating in class activities.

C- 70-72 1.667 **Satisfactory:** Earned by work that indicates a minimally satisfactory comprehension of the course material and the skills needed to work with the course material, and indicates the student has met the minimum requirements for completing assigned work and participating in class activities.

F Below 60 **Failing:** Demonstrates minimal to no understanding of all key learning outcomes and core concepts; work is unworthy of course credit towards the degree.

P Passing If a Pass/Fail grade is allowed, the choice of pass/fail must be made prior to the completion of the ninth week of the term.

D+ 65-69 1.333 **Passing:** Earned by work that is unsatisfactory, but that indicates some minimal command of the course materials and some minimal participation in class activities that is worthy of course credit toward the degree.

W Withdrew Officially

D 60-64 1.000 **Minimum passing grade:** Earned by work that is unsatisfactory, but that indicates some minimal command of the course materials and some minimal participation in class activities that is worthy of credit toward the degree.

NR	No Record	Grades not entered by the course instructor or authorized school administrator within 60 days from the grade due deadline lapse to NR (No Record). NR grades can be changed later by instructors or authorized administrators using the standard grade change process in Albert. Courses with NR grades do not count toward earned credit and are not factored into the GPA; these courses do count as credits attempted and impact academic progress evaluations used for financial aid eligibility. Students cannot graduate with NR grades on their record without a formal documented exception approved by the Academic Dean.
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GPA=58.666 divided by 18=3.259. The total grade points (58.666) are divided by the number of credits earned (18) to obtain the GPA (3.259).

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

Pass/Fail Option

Students can take a maximum of sixteen credits (16) on a Pass/Fail basis, and no more than one (1) course per semester. The grade of Fail "F" is calculated into the GPA. The grade of Pass "P" has no impact on the GPA.

In addition, the following restrictions by program are as follows:

- Division of Applied Undergraduate Studies:
The Pass/Fail option applies only to elective courses.
- Jonathan M. Tisch Center of Hospitality
Courses with the *TCHT1-UC* prefix cannot be taken as Pass/Fail.
- Preston Robert Tisch Institute for Global Sport
Courses with the *TCSM1-UC* prefix cannot be taken as Pass/Fail.
- Schack Institute of Real Estate
Courses with the *REBS1-UC* prefix cannot be taken as Pass/Fail.

Incomplete Grades

"Incompletes" are reserved for unavoidable circumstances which prevent a student from finishing a course in a given term, and the nature of the course permits the faculty member to allow late completion. Incompletes are given at the discretion of the instructor in consultation with the department. The "grade" of Incomplete is thus subject to approval and is never automatic; it can only be issued to students who have completed at least 50% of the course work. The faculty member will determine what constitutes 50% of the course work.

In addition, an Incomplete Contract must be signed by the student, the instructor, and the academic chair. Students must submit a written request for an "Incomplete" to the instructor and secure a signed contract prior to the last day of class; if the written request is not made, the instructor will submit a final grade based on work completed to that point.

If the student's request for an incomplete is approved, the student must complete the necessary work by the date specified by the instructor: this date can be no later than the end of classes in the following full term (i.e., by the end of the spring term for a fall or January course; or by the end of the fall term for a spring or summer course).

If the required work is not completed and submitted by the deadline indicated on the Incomplete Contract, the grade of "I" will become an "F."

Students who are out of attendance in the semester following the one in which the course was taken have one additional semester to complete the work. When a grade defaults to an "F", students need to register and pay for the course again.

Students cannot graduate if they have an Incomplete in any course.

Repeating a Course

Only courses with a grade of "C-" or lower may be repeated.

In the case of a course that has been repeated, for students who began their studies at NYUSPS prior to spring 2015: only the second grade, whether higher or lower, is computed into the cumulative grade point average. The initial grade, however, remains on the transcript.

Computing the Grade Point Average

The grade point average (GPA) can be obtained by determining the total of all grade points earned and dividing that figure by the total number of credits completed. For example, if a student has completed an 18-credit schedule and receives grades of A, A-, B, and C+, respectively, in four 4-credit courses and a B+ in a 2-credit course, the student's semester GPA would be computed as follows:

- 4.000 (A) x 4 credits = 16.0
- 3.667 (A-) x 4 credits = 14.668
- 3.000 (B) x 4 credits = 12.0
- 2.333 (C+) x 4 credits = 9.332
- 3.333 (B+) x 2 credits = 6.666
- Total grade points = 58.666

In the case of a course that has been repeated, for students who began their studies or were re-admitted to NYUSPS in spring 2015 and thereafter: both grades will be recorded on the transcript and both grades will be computed into the cumulative grade point average.

Students may repeat a required course only once and will be dismissed from the program if a required course is not passed after the second attempt. In order for the grade of a repeated course to be included in the GPA and to be recorded on the transcript, students must register and pay for the course. Credit is earned one time only.

Grade Changes and Appeals

Grade appeals are handled by the schools at New York University and will not be considered at the University level. It is the faculty's responsibility to evaluate the student's work in the classroom. To appeal a grade in an NYUSPS course, the student must objectively demonstrate that his/her grade is in error or that some documented extenuating circumstance was not taken into consideration.

Only final grades can be appealed.

If you receive a final grade in a course that you wish to appeal, you must first:

- Review the syllabus to ensure that you fulfilled the course requirements as to how the grade was calculated: assignments, attendance, final exam, etc., and the percentages assigned to each component.
- Objectively assess your attendance record. As partners in learning, students are expected to attend class.
- Objectively assess the quality of your class participation. If a student's grade appeal is based solely on a difference of opinion about class participation which, for example, may have been listed on the instructor's syllabus as worth 10 percent, only the instructor's evaluation will be considered.
- Check that the work you submitted met the requirements enumerated by the instructor. For example, if you submitted a well-written and well-researched paper on the life of Plato for "Issues in Philosophy," but the instructor specifically asked for a comparative study of the ideas of Plato, Aristotle, and Socrates, the grade appeal would not be reviewed since you did not follow instructions as to what was required.

If after taking these steps, you believe a grade appeal is justified, the following levels of appeal are available at NYUSPS:

Level 1: Faculty

Contact the instructor within thirty (30) days after the grade is posted and discuss concerns before beginning the official grade appeal process. Students can reach their instructor by email or telephone number as given on the syllabus or, when available, by leaving a note in the instructor's departmental mailbox. If you do not receive a response from the instructor within two (2) weeks, notify your advisor.

Level 2: Written Appeal to the Director of Your Program

If the conversation with the instructor does not resolve the dispute, the student may begin the formal grade appeal process by writing a letter to the director of the program within 45 days of the grade being posted. The Academic Director or the Director's Designee will read the appeal, investigate, and determine a final grade, which may be the same as that determined by the instructor, higher or lower. A written decision

will be rendered approximately one month after receipt of all required documentation for the appeal.

Level 3: Written Appeal to the Associate Dean

If after receiving the decision in writing from the Academic Director or Designee, the student remains in disagreement, the final step is to submit an appeal in writing to the Associate Dean within fifteen (15) days after receipt of the Director's Level 2 Appeal response letter. Appeals must include:

1. A memo to the Associate Dean indicating why the decision rendered by the program is being appealed.
2. A copy of the decision letter received from the program.
3. A copy of the supporting materials submitted to the program.

The final decision, which will be rendered by the Associate Dean within three weeks, will be the grade that appears on the student's official New York University transcript. The student must be prepared for a final decision that either preserves the original grade, is a higher grade, or lowers the original grade, since no further grade appeals of the same course will be considered.

Once a student has graduated and a degree has been awarded by New York University, a grade appeal will not be considered.

Graduation

Students must submit an application for graduation in the term where they expect to graduate prior to the deadline established by the University Registrar. Undergraduate students must be in academic good standing (a cumulative GPA of 2.0 or higher), have no incomplete or missing grades, and enrolled in their final degree requirements to be considered a degree candidate. Students wishing to participate in Convocation and/or Commencement ceremonies, but not having completed all degree requirements, may request a Dean's Exception to participate in the ceremonies. A Dean's Exception may only be considered for no more than two outstanding course requirements, and be enrolled in their final course(s) in the immediate next semester. The semester of degree conferral is the semester in which the degree requirements are ultimately completed.

Time to Complete a Degree

Students studying at the Schack Institute, the Tisch Center, and the Tisch Institute have eight (8) years from initial enrollment to complete their bachelor's degree. Failure to do so may result in academic dismissal. For students to complete a degree in four (4) years, it is recommended that students take thirty-two (32) credits per year.

Students studying in the Division of Applied Undergraduate Studies have five (5) years from initial enrollment to complete their associate's degree or ten (10) years to complete their bachelor's degree.

Continuing Education Units (CEUs)

Continuing education courses do not carry credit that can be applied toward an NYU degree. If you are unsure whether or not a course carries credit, please contact the appropriate department.

Just as credits have made it possible to carry degree work from one school to another, the CEU is used nationally to document the type, quality, and duration of continuing education work. A CEU is generally equal to 10 class hours (50-minute hours) in a course where grades are issued. To earn CEUs, the grade must be A, B, C, D, or Pass.

Honors and Awards

Dean's List

The Dean's List is an academic honor awarded to undergraduate students who achieve a semester GPA of 3.7 or better while taking a minimum of 8 credits. Incompletes are not permitted.

Latin Honors

If you have achieved a high cumulative grade point average (GPA) and completed your school's minimum number of credits as a Baccalaureate graduate, you will be awarded Latin honors.

For all students except those attending NYU Abu Dhabi, the GPA cutoffs are determined by the combined GPA distribution from the preceding academic year.

For example, if you are graduating during the academic year from September 2021 to May 2022, the GPA cutoff for summa cum laude will be based on the top 5% of GPAs from combined graduates from September 2020, January 2021, and May 2021.

NYU Abu Dhabi students' Latin honors are determined by a different set of cumulative GPA cutoffs.

Internships

Internship course registration and policies relating to internships are governed by each individual academic program. Students are encouraged to speak with their academic advisor well in advance of seeking an internship for the relevant policies.

Redress of Grievances

Students who have grievances that relate to academic or non-academic matters should follow the procedures outlined below. If a student wishes to appeal a grade, there is a specific appeals process for grades, outlined in a separate procedure.

Informal Resolution

Students wishing to grieve an alleged violation of the School's policies shall first contact the person he/she believes to be responsible for the matter being grieved (the respondent). The grievant will contact the respondent within twenty (20) working days of any occurrence giving rise to the grievance and will attempt to resolve the grievance informally. For example, if the complaint involves the instructor of a course, the student should contact the instructor to attempt to resolve the issue. If the complaint is not resolved at this level, the student should schedule an appointment with the Academic Director for the next level of review. If, in the judgment of the student, there is no satisfactory resolution of the complaint at the Academic Director level, the student may submit a written statement of the complaint to the attention of the Associate Dean/Divisional Dean. At the discretion of the Associate Dean/Divisional Dean, a meeting will be arranged between the parties. The Associate Dean/Divisional Dean shall attend such meeting(s) in order to resolve the grievance. The Associate Dean/Divisional Dean is responsible for administering the student complaint procedure and may, when appropriate, make recommendations for a resolution.

Formal Complaint

If the grievance is not resolved informally within fifteen (15) working days after the grievant and relevant parties have met with the Associate Dean/

Divisional Dean, a student may obtain additional review by submitting a written letter of complaint to the Associate Dean of Student Affairs.

The letter of complaint will:

- state the policy that allegedly has been violated,
- describe the facts and evidence supporting the alleged violation,
- indicate what redress the grievant seeks, and
- provide a brief history of the attempts to resolve the grievance.

Depending on the nature of the complaint, the Associate Dean of Student Affairs, or his/her Designee will send a letter to the grievant stating that further investigation of his/her complaint is being conducted. The Associate Dean of Student Affairs, or his/her Designee/s will then meet with the complainant and with such other persons as they deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint.

After completing the investigation, the Associate Dean of Student Affairs, or his/her Designee/s may dismiss the complaint if they determine that there has been no violation of the School's written policies, even if the facts alleged by the grievant were true. Otherwise, the Associate Dean of Student Affairs, or his/her Designee/s will render a written decision regarding the grievance to the grievant and the respondent.

Record Keeping

The Office of Student Affairs will retain a copy of the letter of complaint, any amended complaint, and the decision rendered, for five full calendar years following the year in which the grievance is resolved.

Appeal Process

If the student wishes to appeal the decision made regarding their complaint, the student will submit a written request for appeal to the Dean of NYUSPS including all material from the formal complaint within two weeks of the decision rendered by the Associate Dean of Student Affairs.

Registration and Schedule Changes

Adding Courses

The deadline for adding a course for the fall and spring semesters is the end of the second week of the semester. For short-session terms, see the Registrar's Calendar.

Students adding courses during this time are expected to make up any work missed during the initial classes.

To make any changes to your academic program, including dropping or adding courses given at other schools at the University, you must access ALBERT. You can make scheduling changes to your program on ALBERT until the end of the second week of the semester. After the second week of the semester, you must visit the advising office to obtain authorization for any changes.

Dropping/Withdrawing from Courses

The deadline for dropping a course is the end of the second week of the semester. If you need to drop a course after the second week of classes, you must see your advisor. To find out the drop/withdrawal deadlines for short-session terms, see the Registrar's Calendar.

Occasionally, students may withdraw from a course if, because of reasons beyond their control, they cannot continue. Courses dropped during the first two weeks of the term will not appear on the transcript.

Those courses dropped from the beginning of the third week through the ninth week of the term will be recorded with a grade of "W." The grade of "W" is a Registrar's grade, without numerical value, and is assigned when a student officially withdraws from a course. It is not computed in the student's GPA but may significantly impact the student's progress toward degree completion as well as the student's financial aid eligibility. Please be sure to consult with the Office of Financial Aid.

A grade of "F" will be assigned at the end of the semester if a student ceases to attend a course without officially withdrawing. In addition, students who are ill or have a serious personal problem should contact their advisor immediately.

A student is not officially withdrawn from a course until the Registrar's Office has been notified and the withdrawal recorded.

For the Refund Schedule, refer to the Bursar's Website.

Double Counting

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

Summer Credits

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

Appeal requests are submitted through the sps.studentappeals@nyu.edu alias.

Undergraduate Requests for Graduate Course Registration

A degree-seeking undergraduate student may be granted permission to enroll in graduate courses to earn credit applicable towards the undergraduate degree. The availability of a graduate course to undergraduate students is determined by the academic unit offering the graduate course.

Students must meet all eligibility requirements as stated below in order to qualify for graduate-level coursework.

Eligibility Requirements

1. Undergraduate students may take a maximum of 16 credits at the graduate level. Graduate coursework used to meet undergraduate degree requirements may not also be counted to meet master's degree requirements.
2. Undergraduate students must have an earned GPA of 3.0 to take graduate-level courses, with 60 credits earned. Of these 60 credits, students must have completed at least 16 credits at NYU.
3. Undergraduate students are required to meet any prerequisites for the course or obtain permission from the department.
4. Undergraduate students must work with advisors to determine how graduate-level courses will apply to their current degree curriculum and to facilitate registration in the course.

5. The number of credits taken as an undergraduate student—that are not being counted towards any degree requirement (major, minor, total credit) and can be counted towards future graduate work—is dependent on the admission and degree requirements of the graduate program. It is strongly recommended that if you want to utilize graduate courses taken as an undergraduate for a future graduate degree you contact advising in that program before enrolling in a course.
6. Enrollment in courses outside of the School of Professional Studies must also observe the academic and registration policies of the host school.

Residency Requirements

Associate's Programs

Residency for an associate's degree is a minimum of 50% of the total credits required for the degree. Division of Applied Undergraduate Studies associate degree students, upon matriculation, must complete their degree requirements by taking all their courses from DAUS.

Bachelor's Programs

To earn a bachelor's degree at NYUSPS students must complete a minimum of 128 credits.

For students studying at the Schack Institute, the Tisch Center, and the Tisch Institute, a minimum of sixty-four (64) credits, must be completed at New York University. At least half the requirements for the major must be taken at SPS.

For students studying in the Division of Applied Undergraduate Studies, a minimum of forty-eight (48) credits, must be completed at New York University.

Division of Applied Undergraduate Studies bachelors degree students, with an advisor's approval, may take a total of sixteen (16) credits of course work in other undergraduate schools or divisions of the University provided they are in good academic standing.

Standards of Conduct

All students are expected to abide by the expectations set forth in the University-wide Student Conduct Policy. Allegations of non-academic misconduct against a student of the NYUSPS will be addressed per 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.) will be addressed by NYUSPS in accordance with the established procedures.

All student conduct issues are to be reported to the SPS Office of Student Affairs at sps.studentaffairs@nyu.edu

Study Away Policy

Application to study at an NYU campus abroad must be made at NYU's Office of Global Programs. Students are eligible to study away once they have achieved sophomore status, are in good standing, and have a minimum cumulative GPA of 3.0 or better. Prior to applying for study away, please consult with your advisor.

Learn More (<https://www.nyu.edu/academics/studying-abroad.html>)

Withdrawals

Complete Withdrawals

Students wishing to withdraw from all classes in the spring and fall semesters must log into ALBERT by the end of the ninth (9th) week of the semester. For the "Complete Withdrawal" deadlines for shorter-session terms, see the Registrar's calendar.

A student who officially withdraws from all courses in a term may register for the following semester. If the student is unable to attend the semester following withdrawal, the student may request a Leave of Absence from the advising office.