

ACADEMIC POLICIES

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.

Residency Requirements

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

A minimum of sixty-four (64) credits, must be completed at New York University.

Division of Applied Undergraduate Studies associate degree students, upon matriculation, must complete their degree requirements by taking all their courses from the DAUS associate degree curriculum.

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.

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.

Transfer and Articulation Agreements

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.

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 towards the bachelor's degree.

For students studying in the Division of Applied Undergraduate Studies, a maximum of sixty-four (64) advanced standing credits for the bachelors degree or thirty-two (32) credits for the associate's degree (including transfer credits, AP credits, CLEP, Prior Learning Credits) will be accepted.

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.

The NYU School of Professional Studies is a qualified sponsor for New Jersey Continuing Professional Education and holds a continuing education sponsor agreement with the New York State Department of Education, which authorizes the granting of continuing education credit (CEU) in the following subject areas: accounting, auditing, taxation, advisory services, and specialized knowledge and applications related to specialized industries. Courses outside of these areas will not be recognized for credit under this agreement. For the acceptability of courses offered in Finance and Accounting; Law, Taxation, and Paralegal Studies; Architecture, Engineering, and Construction; and Real Estate, call 212-998-7200.

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.	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.
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.	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.
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-	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.

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.

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.

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.

W Withdrew Officially

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 Alberta. 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.

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

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. All other courses can be taken as Pass/Fail.
- Preston Robert Tisch Institute for Global Sport
Courses with the *TCSM1-UC* prefix cannot be taken as Pass/Fail. All other courses can be taken as Pass/Fail.
- Schack Institute of Real Estate
Courses with the *REBS1-UC* prefix cannot be taken as Pass/Fail. All other courses can 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.

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.

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 his or her 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.

Withdrawals

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.

For spring 2021 the deadline to withdraw is **Wednesday, April 28, 2021**. 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.

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.

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

Academic Integrity Policy

All NYU School of Professional Studies students are expected to familiarize themselves with, and to comply with, the rules of conduct, academic regulations, and the established policies and practices of the University and the School. Student disciplinary matters are the jurisdiction of the Dean, or his/her Designee, the Associate Dean of Student Affairs.

Academic Integrity and Plagiarism Policy

All 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. A hallmark of the educated student and good scholarship is the ability to acknowledge information derived from others. Students are expected to be scrupulous in crediting those sources that have contributed to the development of their ideas.

In the process of learning, students acquire ideas from many sources and exchange ideas and opinions with classmates, professors, and others. This development occurs in reading, writing, and discussion. Students are expected—often required—to build their own work on that of other people, just as professional researchers and writers do, and they must give credit for ideas, suggestions, and information that come from other sources. Since the standard of good academic, creative, and scholarly work is to incorporate one's own ideas, analysis, and synthesis along with the proper recognition of the work of others, students are expected to practice the skill of attribution in their writing. 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 each individual to demonstrate how her or his 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. And plagiarism is a form of academic dishonesty.

Plagiarism involves borrowing or using information from other sources without proper and full credit. Students are expected to demonstrate how what they have learned incorporates an understanding of the research and expertise of scholars and other appropriate experts; and thus recognizing others' published work or teachings—whether that of authors, lecturers, or one's peers—is a required practice in all academic projects. Students' own scholarly and creative work is strengthened when full and appropriate acknowledgement becomes routine.

Students must master the standard procedures for citations and using footnotes, endnotes, parenthetical references and/or bibliographies, as determined by the character of their assignments. It is an expectation that faculty members impress upon students that whenever their work is dependent upon the ideas, suggestions, phrasing, and data found in

sources, a failure to acknowledge them and reference their influence—whether intentional or not—may be considered evidence of academic dishonesty and/or plagiarism. The NYU School of Professional Studies does not tolerate such behavior; and substantiated cases of plagiarism will result in serious sanctions including dismissal.

Consequently, it is essential for every student to develop the habits of identifying sources and to learn and use the proper forms of citation.

Any of the following acts constitutes an offense of plagiarism:

- Using a phrase, sentence, or passage from another person's work without quotation marks and attribution of the source.
- Paraphrasing words or ideas from another person's work without attribution.
- Reporting as your own research or knowledge any data or facts gathered or reported by another person.
- Submitting in your own name papers, tests, examinations, or reports completed by another person.
- Submitting creative works, including images or reproduction of the creative works, of another person without proper attribution.
- Submitting oral or recorded reports of another person without proper attribution.
- Downloading documents in whole or part from the Internet and presenting them as one's own.
- Citing a source that does not exist.

Other offenses against academic integrity include the following:

- Collaborating with other students on assignments without the express permission of the instructor.
- Giving one's work to another student who then submits it as his or her own.
- Sharing or copying answers from other students.
- Copying material from any digital resource/website during examinations (unless expressly authorized).
- Using notes or other sources to answer exam questions without the instructor's permission.
- Destroying library or reference materials.
- Submitting as one's own work a paper or results of research purchased or acquired from a commercial firm or another person.
- Submitting original work toward requirements in more than one class without the *prior* permission of the instructor/s.

Disciplinary Measures

Academic Integrity Disciplinary Procedures

Students are subject to disciplinary actions for the following offenses which include but are not limited to:

- Cheating
- Plagiarism
- Forgery or unauthorized use of documents
- False form of identification

Academic Integrity Sanctions

Once a violation of the policy is detected, the faculty member will not issue a grade on the assignment or for the course until the case has been resolved. **Students may not withdraw from a course once there has been an allegation of plagiarism.**

After a violation of the Academic Integrity and Plagiarism policy is confirmed, one or more of the following sanctions can be issued:

- Required participation in a noncredit workshop or seminar on ethics or academic integrity.
- Requirement to take or retake the Academic Integrity Tutorial
- An assigned paper or research project related to ethics or academic integrity
- Student is issued a written warning or reprimand
- Requirement that the student redo the assignment
- Issue the grade of "0" on the assignment
- Issue the grade of "F" on the assignment
- Issue the grade of "F" in the course
- Issue the grade of "F" for the course; student cannot drop the course and the grade of "F" cannot be eliminated by retaking the course
- Suspension or dismissal

Sanctions cannot be appealed.

Academic Integrity and Plagiarism Judiciary Process

1. Authority

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

2. Jurisdiction

- a. The Committee has jurisdiction over academic disciplinary matters involving all students—whether visiting, matriculated, or noncredit—taking classes at NYUSPS in graduate, undergraduate, and continuing education academic programs. This jurisdiction includes, without limitation, any violations of the Policy.
- b. Upon entering NYUSPS each student is bound by the Policy. If there are questions of jurisdiction in any particular case, they shall be referred for decision to NYU's Office of Legal Counsel.

3. Membership of the Judiciary Committee and Panel

- a. The Chair of the NYUSPS Faculty Council's Student Affairs sub-committee and the Associate Dean of Student Affairs or his/her appointee, will establish the Committee to oversee issues of academic integrity and plagiarism cases. The Committee will consist of the following members:
 - i. The Chair of the NYUSPS Faculty Council's Student Affairs sub-committee (the "Committee Chair");
 - ii. The Associate Dean of Student Affairs or his/her appointee (the "Committee Designee"); and
 - iii. Three members of the NYUSPS faculty. Cases will be adjudicated by a panel, (the "Panel") which will be appointed, on a case- by-case basis, by the Committee Chair and the Committee Designee, and will consist of the individuals named above.
- b. If the Chair of the NYUSPS Faculty Council's Student Affairs sub-committee is unfilled or absent, the Committee Chair will be determined as follows:
 - i. The Chair of the NYUSPS Faculty Council will select the Chair of the Committee from members of the NYUSPS Faculty Council's Student Affairs sub-committee.

4. Procedure for Suspected Academic Integrity Policy Infractions

- a. The Associate Dean or Director of each academic program area/division will appoint an administrator of each respective academic program area/division (the "Departmental Designee") to review all allegations of Policy violations according to Section IV B (ii and iii) below.
- b. Once a faculty member suspects a violation of the Policy, the faculty member will immediately discuss the suspected violation with the student. After the faculty member has discussed the suspected violation with the student, there are three courses of action:
 - i. If the faculty member determines that the student did not violate the Policy, the matter is closed and no further action is taken.
 - ii. If the faculty member determines that a violation of the Policy has occurred and the student immediately admits wrongdoing, the faculty member promptly informs the Departmental Designee verbally and also provides, in writing, a detailed account of the academic integrity infraction describing all relevant facts and circumstances.
 - iii. If the faculty member determines that there is a violation of the Policy and the student denies wrongdoing, the faculty member will immediately inform the Departmental Designee verbally and will also provide, in writing, a detailed account of the alleged academic integrity infraction describing all relevant facts and circumstances.
- c. After the Departmental Designee has received the evidentiary report from the faculty member, the Departmental Designee will make a final determination as to whether or not a policy violation has occurred. If the Departmental Designee concludes that no violation has occurred, the matter is closed and no further action will be taken. If the Departmental Designee concludes that a violation has occurred, he/she meets with the student and presents the alleged violation of the Policy. The student has two options:
 - i. Complete the Academic Integrity Determination of Responsibility form, acknowledging the alleged policy violation. Within five business days, the Departmental Designee will then recommend sanctions in writing to the Associate Dean of Student Affairs that align with the scope and severity of the case based on NYUSPS sanction guidelines. The Departmental Designee will also provide all records to the Office of Student Affairs in accordance with Section IX herein.
 - ii. Complete the Academic Integrity Determination of Responsibility form, denying the alleged policy violation. The Departmental Designee will submit the alleged violation (the "Case") for Committee review in accordance with Section V.

5. Submitting a Case for Committee Review

The Departmental Designee submits the Case and all evidence to the Committee Chair and the Committee Designee for formal review. After submitting the Case to the Committee Chair and the Committee Designee for formal review, the Departmental Designee is no longer involved in the judiciary process.

6. Preliminary Procedure

- a. The Committee Chair and the Committee Designee gather evidence that will be provided to the Panel. The following steps are taken in the evidence-gathering phase:
 - i. The Committee 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 explore the nature of the offense.
- ii. The Committee Designee then asks the Respondent and Complainant to provide supporting documents and evidence within five business days. Examples of materials include:
 1. A copy of the course syllabus.
 2. A copy of all communications that address the allegations.
 3. A copy of the questionable content with highlights or other indications of sections of concern.
 4. A copy of original sources with highlights or other indications of authenticity.
 5. Correspondence.
 6. Other evidence that the Respondent or Complainant may deem relevant.
 - iii. The Committee Chair and the Committee Designee appoint a Panel (see Section III).
 - iv. The Committee Chair and the Committee Designee set a hearing date no later than 30 days after the case has been received for committee review.
 - v. The Committee Designee prepares a Compilation of Findings report in approximately five business days after receiving materials from the Respondent and Complainant. The Compilation of Findings report is then shared with the Panel.
 - vi. The Committee Designee notifies the Respondent and Complainant of:
 1. The specific violation;
 2. The Panel membership; and
 3. The date of the hearing.
 4. The Respondent and Complainant have two business days to send email notification if he/she feels that any Panel member is biased and should not serve on the Panel. An explanation of biases (positive or negative) should be included in the email statement.
7. Official Hearing
- a. Notice of the hearing date will be sent to the NYU email account of the Respondent and Complainant. Alternative hearing date requests should be directed to the Committee Chair and the Committee Designee with an explanation of unavoidable extenuating circumstances. The Committee Chair and the Committee Designee will consult to determine whether or not an alternative hearing date can be arranged.
 - b. 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 (the "Witness" or Witnesses") must be approved by the Committee Designee. The identity and relationship of Witnesses to the Respondent or Complainant should be provided to the Committee Designee no later than five business days prior to the hearing. A witness roster will be shared with involved parties and the Panel.
 - c. The Committee Designee invites the Respondent and Complainant to the hearing and notifies the Respondent and Complainant that they are responsible for notifying Witnesses of hearing details.
 - d. In the event that a Panel member has a personal relationship with or bias against the Respondent or Complainant, the Panel member shall recuse him or herself.
 - e. Attendance at the hearing proceedings is not required. The Panel has the power to render decisions based on the Compilation of Findings report, available testimony, and/or any supporting evidence.
 - f. Attendees at the hearing proceedings may include the Respondent, the Complainant, the Panel, Witnesses, advisor to the Respondent, advisor to the Complainant, the Committee Chair, and the Committee Designee.
 - g. A staff member will take the minutes, and the Committee Chair will convene and administer the proceedings in collaboration with the Committee Designee.
 - h. At the commencement of the hearing proceedings, the Committee Chair reads the allegation(s) statement, and the Respondent is offered the opportunity to respond to the allegations. After the Respondent responds, Panelists ask the Respondent questions based on evidentiary materials and commentary.
 - i. Next, the Complainant has the opportunity to respond. After the Complainant responds, Panelists ask the Complainant questions based on evidentiary materials and commentary.
 - j. Notarized Witness statements may be provided in lieu of physical attendance. Notarized statements must be provided five business days prior to the hearing date.
 - k. The Respondent and Complainant are each allowed to have one advisor present at the hearing for support and guidance. The advisor is not allowed to directly address the panel or directly participate in the hearing. The Committee Designee must be notified of the identity and relationship of the advisor at least five business days prior to the hearing.
 - l. The hearing deliberations proceed immediately after the hearing concludes. Each Panel member has one vote. A majority vote constitutes a valid decision.
 - m. Unless additional information is required, the Panel makes a decision based on the preponderance of credible evidence. If the Panel finds the Respondent in violation of policy, the Committee Chair and the Panel will provide a sanction recommendation based on NYUSPS sanction guidelines to the Office of Student Affairs and the Associate Dean of Student Affairs will make the final decision.
 - n. The Panel makes every effort to render a decision within three business days.
 - o. The staff member prepares the meeting minutes within five working days and delivers them to the Committee Designee and the program's Academic Director.
 - p. The Committee 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.
8. Sanctions
- Should the Panel find the Respondent in violation of Policy, the Panel identifies proposed sanctions that align with the scope and severity of the case based on NYUSPS sanction guidelines. Proposed sanctions strike a balance between austerity and development. Proposed sanctions are submitted by the Panel to the Associate Dean of Student Affairs who makes the final determination. The Associate Dean of Student Affairs will determine the final sanction for the Respondent within 10 business days after receiving the proposed sanctions from either the Departmental Designee or the Panel.
9. Record-Keeping

The Committee Designee provides all records of disciplinary cases, proceedings, and sanctions to the NYUSPS Office of Student Affairs. The NYUSPS Office of Student Affairs will maintain records and files of all Cases and proceedings in a confidential manner. 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.

10. Rights and Obligations of Respondents and Complainants

- a. The Respondent is innocent until the Panel finds the Respondent in violation of Policy.
- b. The Respondent has the right to be informed of allegations.
- c. The Respondent and Complainant may have viewing access only to the Compilation of Findings report two business days prior to the hearing. Viewing access is granted in person, and by appointment only, during regular business hours. Requests to view the Compilation of Findings report must be sent to the Committee Designee.
- d. The Respondent and the Complainant have the right to be present during any testimony. The Respondent, Complainant, or Witnesses are not permitted to communicate directly during the hearing. Questioning will be directed to and posed by the Committee Chair.
- e. 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.
- f. The Respondent and Complainant may consult with an advisor to assist in preparation for the hearing.

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 his or her 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.

Internships

Internships provide students with the opportunity to acquire professional experience and add a real-world perspective to their studies. The course consists of on-site work at a corporation, nonprofit or governmental organization, educational institution, or small and medium sized company that provides an educational experience for the student, under faculty supervision. Students apply the knowledge acquired through their coursework to industry practice and explore career options. This course has GPA and credit completion requirements.

Placement Exams

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 studying at the Schack Institute, the Tisch Center, and the Tisch Institute who are considering taking AP examinations should seek clarification of the policies in regard to a particular subject at the Office of Undergraduate Admissions.

Students studying in the Division of Applied Undergraduate Studies should contact their academic advisor for more information regarding AP or IB examinations.

AP Examination	Score	Core Requirement Satisfied
Biology	4, 5	Scientific Issues/ Natural Science
Chemistry	4, 5	Scientific Issues/ Natural Science
Environmental Science	4, 5	Scientific Issues/ Natural Science
Mathematics AB	4, 5	Quantitative Reasoning/Math
Mathematics BC	4, 5	Quantitative Reasoning/Math
Physics 1 or Physics 2	4, 5	Scientific Issues/ Natural Science
Physics 1 and Physics 2	4, 5	Scientific Issues/ Natural Science
Physics C—Mech. and Physics C—E&M	4, 5	Scientific Issues/ Natural Science
Physics C—Mech.	4, 5	Scientific Issues/ Natural Science
Physics C—E&M	4, 5	Scientific Issues/ Natural Science
Statistics	4, 5	Quantitative Reasoning/Math/Free elective

Note: A 4 or 5 on any foreign language AP satisfies the Humanities Requirement or a free elective requirement.

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>)