

GSAS POLICIES AND PROCEDURES MANUAL

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ADMINISTRATIVE FORMS

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1. COMMUNITY RESPONSIBILITIES

- 1.1. *Policies and Procedures:* The Graduate School of Arts and Science (GSAS) is committed to providing a supportive and structured environment for the development of scholars, researchers, and teachers. It is expected that the responsibilities of students, faculty, and staff will be discharged with impartiality, reason, and consistency. To this end, it is the responsibility of all members of the GSAS community to respect and comply with all GSAS Policies and Procedures and University rules and policies.
- 1.2. *Dean's Designee:* The Dean of GSAS may designate any member of the administration of GSAS or of the Faculty of Arts and Science (FAS) to fulfill any of the GSAS procedural roles outlined in this document in place of the indicated GSAS administrator.
- 1.3. *Illegal Discrimination and Harassment:* GSAS has adopted the University policy and procedures against all forms of prohibited discrimination and harassment, and fully embraces all applicable federal, state and municipal laws against illegal discrimination and harassment. GSAS has processes to consider redress for persons who believe that they may have been victims of these prohibited acts (See <http://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity.html> and Section 9 of this document.)

2. AFFILIATE PROGRAMS

- 2.1. *Definition:* Affiliate Programs are those which the University Registrar has designated as being divisions of or administered through GSAS, but which are overseen and taught by faculty other than those of FAS.
- 2.2. *List of Affiliates:* The following programs are Affiliate Programs of GSAS: Basic Medical Sciences programs, Environmental Health Sciences, and Ergonomics and Biomechanics, housed in the School of Medicine; Biomaterials Science, housed in the College of Dentistry; Cinema Studies and Performance Studies, housed in the Tisch School of the Arts; and Institute of Fine Arts programs and Institute for the Study of the Ancient World programs, which are free standing programs.
- 2.3. *Jurisdiction:* For all Affiliate Programs housed in other schools and colleges, the faculty of each such school or college has jurisdiction over any and all academic and non-academic policies and procedures including disciplinary matters, grievance proceedings, and appeals, except harassment (See Section 9), involving students enrolled in those Affiliate Programs. For all Affiliate Programs that are free standing, GSAS policies and procedures will be applied in any discipline, grievance or other matter that rises on appeal above the program level for students of these Affiliate Programs (See Sections 7, 8, 9).
- 2.4. *Administrative Support:* GSAS will provide administrative support to Affiliate Programs as required by the University Registrar. For any type of support provided, Affiliate Programs are required to follow the appropriate GSAS policies and procedures outlined below.

3. GRADUATE CURRICULUM COMMITTEE

RULES

- 3.1. *Membership:* The faculty Graduate Curriculum Committee (GCC) shall consist of six elected faculty members who have been approved to teach graduate courses (two from each academic division) and three graduate students. The Dean of FAS, the Dean and Associate Dean for Academic and Student Affairs of GSAS and the Director of the Master's College serve as ex officio members. The GCC shall review degree programs, courses and academic policies, and instructors. Recommendations of the GCC shall be brought to the FAS full faculty for final faculty approval.
- 3.2. *Committee Chair:* The GCC shall elect its own chair from the faculty membership of the committee, who shall attend Policy and Planning Committee meetings.
- 3.3. *Term of Office:* The term of office for faculty members is three years with two faculty members retiring from the committee each year. Student member term of office is 1 year.
- 3.4. *Student Member Voting:* Student members will not vote when instructors are considered for approval.
- 3.5. *Meetings:* The committee will meet at least four times during the academic year, a minimum of two times each fall and each spring.
- 3.6. *Affiliate Programs:* Affiliate Programs may submit program and course proposals to the GCC, which may recommend, but not require, changes to such proposals.
- 3.7. *Requests Not Approved:* Requests may be returned by the GCC to departments, which will be informed of any recommendations or additional supporting materials needed as well as the next deadline for submission.

ADMINISTRATIVE PROCEDURES

- 3.8. *Requests Approved:* After approval any agenda items by the GCC, the chair will present a motion at the next FAS meeting that they be approved by that body.
- 3.9. *New Course Materials Required:* For requests for new courses departments must submit an electronic copy of the request form and supporting material to the Office of the Associate Dean by the posted deadline for consideration at the associated meeting of the GCC.

4. COURSEWORK AND ASSESSMENT

RULES

- 4.1. *Good Standing:* GSAS requires students to maintain a GPA of 3.0 or higher and successfully complete 66 percent of points attempted at NYU, excluding the current semester. Courses with grades of "I", "N", "W", and "F" are not considered successfully completed. Students also must be

within time to degree limits (See 5.5). These GSAS standards are minimal requirements for “good standing”; departments may impose additional requirements and/or set stricter standards.

4.2. *Grades*: The following grades may be assigned:

Standard Letter Grades (Count in GPA and for credit)

| GRADE | MEANING | GPA VALUE PER POINT |
|-------|-----------------------------|---------------------|
| A | <i>Highest Grade</i> | 4.0 |
| A- | | 3.7 |
| B+ | | 3.3 |
| B | | 3.0 |
| B- | | 2.7 |
| C+ | | 2.3 |
| C | | 2.0 |
| C- | <i>Lowest Passing Grade</i> | 1.7 |
| F | <i>Failure</i> | 0.0 |

Pass/Fail (Both count for credit. P does not count in GPA; F counts in GPA)

| | |
|---|-------------|
| P | <i>Pass</i> |
| F | <i>Fail</i> |

Audit (Does not count in GPA or for credit)

| | |
|---|--------------|
| R | <i>Audit</i> |
|---|--------------|

Incomplete Grades*

| | |
|---|-------------------|
| I | <i>Incomplete</i> |
| W | <i>Withdrawal</i> |

4.3. *Cumulative GPA*: The cumulative grade point average (GPA) is an essential component of good standing (See 4.1) and is computed in the following way: for each course receiving a standard letter grade or “F” if taken Pass/Fail and counting toward the degree, the GPA value per point is multiplied by the number of points for the course. The sum of these products is divided by the sum of the number of hours for each course taken under the standard grading system. Courses that have not been awarded a grade, were awarded a grade of “P”, do not count toward the degree program, or have an incomplete grade are excluded from the GPA calculation.

4.4. *Completion Rate*: The completion rate is an essential component of good standing (See 4.1) and is calculated in the following way: the number of “earned hours” is calculated by summing the points for all courses that count toward the degree and in which a grade in the standard grade system or the pass/fail system has been awarded. Courses in which an “F” has been awarded are excluded. Next, the number of “attempted hours” is calculated by summing the points of all courses that count toward the degree and in which a grade in the standard grade system or the pass/fail system has been awarded. For this calculation “F” and “incomplete” grades are included, but courses from the most

* A grade of “N”, no credit, was awarded previous to Fall 2009 and is treated as a permanent incomplete.

recent completed semester for which grades are yet to be assigned are excluded. The completion rate is defined as the number of earned hours divided by the number of attempted hours.

- 4.5. *Change of Grades:* Only an incomplete grade, “I”, may be changed unless the original grade resulted from a departmental clerical error in recording. No change of grade will be awarded to any student for work submitted after graduating, withdrawing, or being terminated.
- 4.6. *Incomplete Grades:* An unresolved grade, “I”, reverts to “F” one year after the beginning of the semester in which the course was taken unless an extension of the incomplete grade has been approved by the Office of the Associate Dean for Academic and Student Affairs.
 - 4.6.1. At the request of the departmental Director of Graduate Studies (DGS) and with the approval of the course instructor, the Office of the Associate Dean for Academic and Student Affairs will review requests for an extension of an incomplete grade.
 - 4.6.2. A request for an extension of incomplete must be submitted before the end of one year from the beginning of the semester in which the course was taken.
 - 4.6.3. An extension of an incomplete grade may be requested for a period of up to, but not exceeding, one year
 - 4.6.4. Only one one-year extension of an incomplete may be granted.
 - 4.6.5. If a student is approved for a leave of absence (See 5.4) any time the student spends on that leave of absence will not count toward the time allowed for completion of the coursework.
 - 4.6.6. If a student permanently withdraws from his or her program, the department may request that the student be withdrawn from any course in which the student has an incomplete grade at the time of the withdrawal. Such a request may only be filed within one semester of the student’s withdrawal.
- 4.7. *Pass/Fail Option:* GSAS students may opt to take a course set up with standard letter grading under pass/fail grading with the permission of the course instructor and the student’s advisor. The student must apply to the Office of Academic and Student Affairs prior to the end of the third week of the semester to have pass/fail grading for a fall or spring term course and prior to the third meeting of a summer or special session course. The pass grade “P” counts for credit but does not affect the GPA. The fail grade “F” is identical to an “F” in the standard letter grading system with regard to credit and GPA. Students matriculated in GSAS apply for the pass/fail option through GSAS regardless of the school offering the course. A student matriculated in another school at NYU must apply through his or her home school for and abide by the rules of the home school governing the pass/fail option if he or she wishes to take a GSAS course under pass/fail grading.
- 4.8. *Withdrawal:* The grade “W” represents official withdrawal from a course. A student may petition GSAS in writing to withdraw from a course up to twenty-four hours prior to the scheduled final exam. Any tuition refund will be in accordance with the published refund schedule for that semester (See 5.14).
- 4.9. *Final Cumulative GPA:* GPA is final after the degree requirements for coursework have been met. Grades earned beyond those that satisfy the course-work requirements for the degree will not be entered into the computation of the final GPA. The only exceptions to this rule are as follows:

- 4.9.1. *Retaking Courses:* With permission of the Department Chair or the DGS, a student may be allowed to retake a course and have only the new grade count toward the GPA. In this case, only the credits for the retaken course will count toward the degree requirement. Permission will be granted for this only when the student can demonstrate that the previously earned grade was the result of factors outside the student's control. A tuition scholarship will not be awarded for courses that are retaken.
- 4.9.2. *Extra Courses:* With the permission of the Department Chair or the DGS and of the Associate Dean for Academic and Student Affairs, students may take as many as two additional departmental courses in order to meet the degree GPA requirement. Permission should only be granted when the reasons for the low GPA were at least partially beyond the student's control and when it is considered likely degree GPA requirement will be satisfied by taking additional courses. A tuition scholarship will not be awarded for extra courses.
- 4.10. *Skills Courses:* With permission of the Department Chair or DGS and the Office of the Associate Dean for Academic and Student Affairs of the Graduate School, doctoral students may take skills building undergraduate courses. The grades for such courses are not entered into the GPA calculation and course credit will not count toward the graduate degree. A student must be GSAS financial aid eligible (See 4.14) to enroll in these courses. For MacCracken students, if the student is beyond the fellowship period of the award (four or five years depending on the terms of admission), the enrollment in a skills course in a fall or spring semester will take the place of one semester of the post fellowship waivers of maintenance of matriculation (See 5.3.1). Tuition scholarship may be granted for undergraduate skills courses that meet the following criteria:
- 4.10.1. The course represents a skill or body of knowledge that is essential for graduate students' preparation to do dissertation research.
 - 4.10.2. The same course content is not available at the graduate level.
 - 4.10.3. The course must be offered by the College of Arts and Science.
- 4.11. *Transfer Credit:* GSAS programs accept transfer credit from accredited graduate institutions.
- 4.11.1. A student must apply for transfer credit, for courses taken prior to admission, within the first academic year of attendance as a matriculant.
 - 4.11.2. Students may transfer credit for courses taken at another institution while matriculated at NYU as long as the DGS has given written approval for the course(s) to be transferred in prior to the student's enrollment in those courses.
 - 4.11.3. Courses for which a degree has already been awarded may not be applied toward a GSAS master's degree.
 - 4.11.4. For doctoral students, when a prior graduate program is comparable to that of the department's master's program requirements, blanket credit equal to the number of credits required for the departmental master's will be awarded. Otherwise each course will be considered separately for transfer credit up to a maximum of 40 points.
 - 4.11.5. A grade below B is not eligible for transfer credit. A grade of P or S will be considered for transfer credit only: (1) if such grades were received for research or reading courses, or (2) with the submission of a written statement from the school issuing the grade stating equivalency of B or better.

- 4.11.6. If courses are transferred individually, credits will be transferred point for point (e.g., if transfer is requested for a three-credit course at another institution, then only a maximum of three credits will be granted by NYU) up to the maximum amount allowed (See 4.12)
- 4.11.7. An external credit earned on the quarter system is worth two-thirds of an NYU credit. Individual courses must be rounded down to the nearest half point.
- 4.11.8. GSAS awards international transfer credit in accordance with current guidelines regarding equivalency as determined annually by Graduate Enrollment Services.
- 4.11.9. GSAS graduate courses taken prior to enrollment in a GSAS program, and not used to earn another degree, are eligible to count toward the degree and will not be counted as transfer credits with regard to the maximum level of transfer credit allowed.
- 4.11.10. Transfer of credit for individual courses older than ten years for master's students and fifteen years for doctoral students will not be allowed.
- 4.12. *Residency Requirement and Maximum Transfers Allowed:* A student is in residence at GSAS when the student is actively enrolled in a GSAS program. Only points from NYU sponsored courses earned while the student is in residence at GSAS count toward fulfilling program residency requirements.
- 4.12.1. *Master's:* 24 points must be earned in residence at GSAS. The maximum transfer credit allowed may not exceed the difference between the number of credits required for the degree and the 24 point residency requirement. (e.g., in a 32 point required program, the maximum the student may transfer is $32 - 24 = 8$ credits.). An absolute maximum of 12 points may be transferred.
- 4.12.2. *Ph.D.:* 32 points must be earned in residence at GSAS. The maximum transfer credit allowed is 40 points.
- 4.13. *Language Proficiency and Examination:* English proficiency is a requirement of GSAS. Departments may require that candidates for the doctorate and/or master's degree demonstrate proficiency in languages integral to the student's academic research other than English.
- 4.13.1. *English Proficiency:* To demonstrate proficiency, applicants whose native language is other than English must take the TOEFL. Additional testing may be required when a foreign-speaking student first registers in GSAS. GSAS may require a student to register for noncredit English courses that may entail additional expense.
- 4.13.2. *Proficiency in a Language Other Than English:* Programs may set proficiency requirements for languages other than English.
- 4.14. *Financial Aid:* Students awarded financial aid will have their academic progress evaluated annually by their department and GSAS. Consult the department's student handbook and the GSAS Bulletin for specific information about degree requirements and standards of academic progress. Award eligibility is contingent upon making satisfactory academic progress. Students receiving awards from GSAS should consult the Terms and Conditions of Award document for complete information on the award.

- 4.14.1. *Eligibility*: Doctoral students are eligible for financial aid consideration if their enrollment is within seven years of their first term of enrollment in the program and are in good standing (See 4.1). Eligibility can be extended by up to an additional two years by approved field work waivers, approved leave of absence, and unusual academic circumstances beyond the student's control. Requests for consideration of an extension are submitted by the department's DGS to Graduate Enrollment Services. Extension of financial aid eligibility does not extend time to degree.

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- 4.15. *Change of Grade*: All grade changes for courses taken from the summer 2011 term forward must be submitted electronically. Any changes of grade for prior terms must be done with a change of grade form signed by the course instructor and department chair and submitted to the Office of Academic and Student Affairs.
- 4.16. *Extension of Incomplete*: After obtaining approval of the course instructor, the DGS of the student's home department should submit a completed Extension of Incomplete Application Form, indicating when, within two years from the date when the course began, the coursework will be completed. It is the responsibility of the department to notify students of the Office of the Associate Dean for Academic and Student Affairs' decision regarding the deadline for submission of an incomplete with an approved extension.
- 4.17. *Skills Courses*: Funded students should complete the Request for Tuition Remission for Dissertation Skills form and submit it to the Office of the Associate Dean for Academic and Student Affairs.
- 4.18. *Transfer Credit*: Requests to transfer credit earned prior to matriculation in GSAS must be made within the first year of matriculation. Requests to transfer credit earned outside of NYU after enrolment in GSAS must be accompanied by a memo from the DGS, including an explanation of the relevance of the course to the student's current program and an assurance that the course was not available at NYU or, for doctoral students, through relevant consortia programs.
- 4.18.1. All requests must be accompanied by an official transcript, and translation if necessary, from the institution where credit was earned. If the request is for credits earned while the student was enrolled in an undergraduate program, the transcript must explicitly state that the credits were not used for the undergraduate degree. If it does not, a letter from the undergraduate institution registrar stating that the credits were not used toward the undergraduate degree must be submitted.
- 4.18.2. If the Master's degree is more than ten years old the request for transfer must be accompanied by a supporting letter of explanation from the departmental chair or DGS. This will be treated in the same way as in the cases of requests for validation of superannuated coursework (See 5.8), and should be sent to the Office of the Associate Dean for Academic and Student Affairs.
- 4.18.3. Requests for transfer of credit from foreign universities should be sent for evaluation to Graduate Enrollment Services.
- 4.18.4. Requests for transfer of credit from American and Canadian universities should be sent to the Office of the Associate Dean for Academic and Student Affairs.

5. ENROLLMENT

RULES

- 5.1. *Enrollment*: Students must maintain continuous enrollment in their programs from the time of matriculation to graduation. To maintain enrollment in a degree program a student must enroll in that program each fall and spring semester until that degree is granted. There are three ways to maintain enrollment:
- 5.1.1. register for at least one credit or a fraction thereof;
 - 5.1.2. enroll in Maintenance of Matriculation (MAINT-GA.4747);
 - 5.1.3. take an approved official leave of absence (See 5.4).
- 5.2. *Maintenance of Matriculation*: Payment of the Maintenance of Matriculation fee (or the award of a fee waiver) and the University Registration and Services Fee entitles students to use the libraries and other research facilities, consult members of the faculty, participate in University activities, and use the University Health Services for emergency treatment of an injury or illness.
- 5.2.1. If the student has attempted enough credits for the degree, registration for Maintenance of Matriculation (course MAINT-GA 4747) is required during each fall and spring semester until the degree is conferred. Students who have completed coursework may maintain matriculation only up to the specified time limit of their degrees (See 5.5). Students beyond the specified time to degree must secure the permission of the Office of the Associate Dean for Academic and Student Affairs to extend time to degree (See 5.6) in order to continue to maintain matriculation.
 - 5.2.2. A student who has not attempted enough credits for the degree may only enroll in Maintenance of Matriculation with the approval of the Director of Graduate Studies and the Office of the Associate Dean for Academic and Student Affairs. These semesters count toward time to degree.
- 5.3. *Waiver of the Maintenance of Matriculation Fee*: A Maintenance of Matriculation waiver covers the required University Registration and Services Fees unless the waiver is given retroactively beyond one year. Only students who are in good standing (See 4.1) will be considered for waivers of Maintenance of Matriculation fees.
- 5.3.1. For funded doctoral students, waivers of Maintenance of Matriculation fees are awarded based on the terms and conditions of the MacCracken Fellowship program in consultation with Graduate Enrollment Services.
 - 5.3.2. A field work waiver of the Maintenance of Matriculation fee may be granted to a student who will be away from campus for an extended time doing field work, an internship, or other scholarly or research work that is required for the completion of degree requirements. A letter documenting the requirements and expressing the department's support must accompany this request to the Office of Associate Dean for Academic and Student Affairs. A student must be GSAS financial aid eligible to be considered for a field work waiver. A maximum of four semesters may be approved for this purpose. These semesters count toward time to degree.

- 5.3.3. A waiver may be granted to students who have experienced extreme financial hardship. Application for this waiver must be submitted to the Office of the Associate Dean for Academic and Student Affairs and must include a statement of support from the department and documentation that the hardship is truly extreme, that other remedies such as loans are not available, and a plan for the student's completion of his or her degree.
- 5.3.4. No requests for waiver of maintenance of matriculation fees will be considered for master's students.
- 5.4. *Leave Of Absence*: A student who is obliged to withdraw temporarily for national service, serious illness, or compelling personal reasons may request a leave of absence, which, if approved by the Office of the Associate Dean for Academic and Student Affairs, maintains the student's enrolled status.
- 5.4.1. *National Service*: A student compelled to take a leave of absence for national service may extend the time to degree by the number of years so spent. Military service, public health service, the Peace Corps or any comparable activity is deemed to constitute national service.
- 5.4.2. *Serious Illness*: Any condition that a physician or psychiatrist certifies is prohibitive to carrying on full- or part-time study. (See 5.16.2 for special procedures relating to health leaves.)
- 5.4.3. *Compelling Personal Reason*: Must be one outside the student's control and not a matter of choice. Difficulty maintaining good standing (See 4.1) does not qualify as a compelling personal reason. Examples of compelling personal reasons include serious family or legal crises. The Office of the Associate Dean for Academic and Student Affairs relies upon the DGS to review and support requests based upon compelling personal reasons and prefers that some justification be provided separately from the student's own request.
- 5.4.4. *Maternal or Paternal Leave*: The Graduate School will allow maternal and paternal leaves of absence for childbirth and care for the newborn.
- 5.4.5. *Time to Degree*: The period of an approved leave of absence counts toward time to degree except in the case of national service.
- 5.4.6. *Duration*: A leave of absence can be approved for a period up to one year, except in cases of compulsory national service in which case the leave would be approved for the duration of the service.
- 5.4.7. *Fees*: During a leave of absence, fees of any type for the terms the leave is granted for do not accrue.
- 5.4.8. *Enrollment Status*: A student on an official leave of absence is not eligible for full- or half-time equivalency (See 5.9 and 5.10).
- 5.4.9. *International Students*: Due to Section 5.4.8, The Office of International Students and Scholars (OISS) will be notified by the Associate Dean for Academic and Student Affairs' office each time an international student is given a leave. International students must also contact the OISS upon receiving a leave of absence.
- 5.4.10. *Grading*: When a leave involves withdrawal during a term, either a final grade or an incomplete may be assigned for a course by the instructor in consultation

with the student based on the work the student has already completed in the course.

5.4.11. *University Resources*: While on leave a student may not make use of any University resources including, but not limited to the library, the gym, and any University academic space. Students may continue in the student health insurance plan at their own expense. Please see <http://www.nyu.edu/shc/about/insurance.html> for details.

5.4.12. *Outside Academic Activity*: While on leave a student may not enroll in any other universities for the purpose of transferring credit earned there toward the NYU degree.

5.5. *Time To Degree*: To remain in good standing (See 4.1) students must complete their degrees within specific time limits:

5.5.1. Any master's degree must be completed within 5 calendar years after the date of first enrollment in that master's program.

5.5.2. If 24 or more credits are transferred toward the Ph.D degree in any doctoral program, the degree must be completed within 7 calendar years after the date of first enrollment in that Ph.D. program.

5.5.3. If fewer than 24 credits are transferred toward the Ph.D degree in any doctoral program, the degree must be completed within 10 calendar years after the date of first enrollment in that Ph.D. program.

5.5.4. Doctoral students enrolled in approved dual-degree programs, not including the cases when one of the degrees is an advanced certificate, must complete the Ph.D. within 10 years of first enrollment in the dual degree program regardless of the number of credits transferred.

5.6. *Extension of Time to Degree*: The Associate Dean for Academic and Student Affairs will consider requests endorsed by the department beyond the limits stated above for students who are making clear progress toward the degree. Only one request for extension of time to degree per student per degree program will be considered. This request must include a detailed plan for the completion of the degree with tangible goals which the student must meet during each semester of extension requested. Should the student not meet one or more of these goals, the student will be terminated from his or her program. While GSAS expects that any such extension should not exceed one year, extensions for a longer period will be considered as long as the department includes reasonable justification for the need of the additional time. The department will be responsible for warning the student of the deadline for completion of all requirements for the degree.

5.6.1. No requests for extension of time to degree will be considered if the student has outstanding incomplete grades.

5.6.2. No requests for extension of time to degree will be considered unless the department has issued the student a probation letter containing a time table for completion.

5.7. *Readmission*: Any student who has not enrolled for two or more consecutive semesters, exclusive of summer, is considered to have withdrawn and must apply for readmission to GSAS.

5.7.1. All requests for readmission must be approved by the Office of the Associate Dean for Academic and Student Affairs.

- 5.7.2. Readmitted students are responsible for filling out a new application for admission as directed by Graduate Enrollment Services and for paying the application fee.
 - 5.7.3. Re-admitted students are responsible for payment of the Maintenance of Matriculation fees and University Registration and Services fees for all lapsed semesters. Students will not be permitted to register until these fees are paid.
 - 5.7.4. Time to degree (See 5.5) calculation begins with the first semester of the student's initial registration. The Office of the Associate Dean for Academic and Student Affairs will exercise discretion in extending the time limit for readmitted students.
 - 5.7.5. All lapsed semesters count toward time to degree (See 5.5).
 - 5.7.6. Students who have been previously readmitted to the same degree program will not be considered for a second readmission.
 - 5.7.7. Students past time to degree will not be readmitted if all required coursework, exams and any other degree requirement other than the thesis has not been completed.
 - 5.7.8. Students with coursework that cannot be revalidated (See 5.8) will not be readmitted.
 - 5.7.9. No degrees will be conferred unless all delinquent fees have been paid.
- 5.8. *Course Work Validation:* The following lists the GSAS minimum requirements for course work validation. Departments may set more stringent standards.
- 5.8.1. *Master's:* At the time of completion of all requirements for any master's degree, course work greater than five years, but less than ten years old must be validated by the department and approved by the Office of the Associate Dean for Academic and Student Affairs. No course work older than ten years shall be validated.
 - 5.8.2. *Ph.D. or M. Phil.:* At the time of completion of all requirements for the Ph.D. or M. Phil degree, course work of greater than ten years but less than fifteen years old must be validated by the department and approved by the Office of the Associate Dean for Academic and Student Affairs. No course work older than fifteen years shall be validated.
- 5.9. *Full-Time:* The following are the requirements for full-time status and full time equivalence during any of the fall semester, spring semester, or the summer.
- 5.9.1. *Full-Time Status:* A student must be enrolled in at least twelve points of coursework in any fall or spring semester unless the program the student is in is registered to have a lower amount count as full time. In the summer semester, a student must be enrolled in a total of twelve points over all that year's summer semester terms. Students taking the last credits needed for the degree in any semester are also considered to have full-time status even if they are only taking one point in that semester.
 - 5.9.2. *Full-Time Equivalence:* Working on research, examination preparation, as a Research Assistant, internships, and/or coursework totaling 40 hours per week for the duration of the fall or spring semester or the entirety of the summer is

required for a student to claim full-time equivalence for that semester or summer.

5.10. *Half-Time*: The following are the requirements for half-time status and half-time equivalence during either the fall semester, spring semester, or the summer:

5.10.1. *Half-Time Status*: A student must be enrolled in at least six points of coursework in any fall or spring semester. For the summer, a student must be enrolled in a total of six points over all that year's summer semester terms.

5.10.2. *Half-Time Equivalence*: Working on research, examination preparation, as a Research Assistant, internships, and/or coursework totaling 20 hours per week for the duration of the fall or spring semester or the entirety of the summer is required for a student to claim half-time equivalence for that semester or summer.

5.11. *Maximum Time Allowed in Full-Time Status and Equivalence*: The maximum amount of time allowed for a student to be considered full-time is as follows:

5.11.1. Advanced Certificate students: two years;

5.11.2. Master's students: three years;

5.11.3. Ph.D. students: seven years.

5.11.4. A student combining an advanced certificate and a degree program or two degree programs is eligible only for the maximum of the two numbers, not the total of the two.

5.12. *Visiting and Non-Degree Students*: Students may be enrolled as visiting or non-degree students at the discretion of the department and with the approval of the Graduate School. Visiting or non-degree status allows a student to take courses in GSAS without actively pursuing a degree.

5.12.1. *Non-Degree Students*: To qualify as a non-degree student, the applicant must show proof of a bachelor's degree or its equivalent, with a grade point average of at least 3.0.

5.12.2. *Visiting Students*: Visiting student status requires current enrollment in a degree program at another accredited university. A potential visiting student must obtain written approval from the home institution prior to application at GSAS.

5.12.3. *Application and Enrollment for Non-Degree and Visiting Students*: Departments within GSAS are not required to admit visiting or non-degree students. All prospective students applying for non-degree or visiting status must complete an application for admission. Full instructions are at <http://gsas.nyu.edu/object/grad.app.nodeg>. Students who are accepted are eligible to register for up to twelve credits total in a period of time not to exceed one academic year (three consecutive semesters, including the summer).

5.13. *Consortia*: GSAS is a participating member in several consortia including, but not limited to the Inter-University Doctoral Consortium (IUDC), NYU-Polytech Consortium, NYU-Jewish Theological Seminary Consortium, NYU-Hebrew Union Consortium, and the European Studies Consortium.

5.13.1. GSAS abides by all rules as stated in the consortium agreement documents.

- 5.13.2. Students must be in good standing (See 4.1) to participate in any consortium.
 - 5.13.3. Credits earned as part of the established GSAS consortia do not satisfy the in-residence requirement (See 4.12).
 - 5.13.4. Students taking courses at other institutions must abide by the rules of those institutions with regard to completion of coursework.
- 5.14. *Tuition Refunds:* Students are entitled to refunds on tuition according to the refund schedule published by the Office of the Bursar. Students are not entitled to refunds of mandatory University Registration and Services fees.
- 5.14.1. The date on which the student submits a refund application, NOT the last date of attendance, is considered the official date of withdrawal from the course.
 - 5.14.2. Nonattendance of a course does not constitute withdrawal; a student is liable for tuition charges for any course not formally dropped. Notification to the instructor does not constitute official withdrawal.
 - 5.14.3. Stop payment of a check presented for tuition does not constitute withdrawal, nor does it reduce the indebtedness to the University.
 - 5.14.4. A student is entitled to a refund of tuition and fees if a course is canceled.
 - 5.14.5. Requests for exceptions to the published refund schedule should be made by the department in writing to Graduate Enrollment Services and must be accompanied by appropriate documentation regarding circumstances warranting a requested exceptional refund.

ADMINISTRATIVE PROCEDURES

- 5.15. *Maintenance of Matriculation Waivers:* Departments must nominate students for a hardship or fieldwork waivers which will be reviewed by the Office of Associate Dean for Academic and Student Affairs. All requests must be made in writing by the departmental chair or DGS. Requests for waivers that are awarded as part of the MacCracken support package should be recorded in the Arts and Science Information System (ASIS) and will be reviewed by Graduate Enrollment Services.
- 5.15.1. Departments will be responsible for informing students of decisions regarding approval or denial of requests for maintenance waivers.
- 5.16. *Leave of Absence Requests:* The student should submit a Leave of Absence Request form, with supporting documents, to the department. Upon departmental approval, the request should be forwarded to the Office of the Associate Dean for Academic and Student Affairs. Acceptable supporting documentation includes doctors' recommendations in the case of serious illness, evidence of national service, or a detailed written statement from the DGS documenting the compelling personal reasons.
- 5.16.1. Departments will be responsible for informing students of the Office of the Associate Dean for Academic and Student Affairs' decisions regarding approval or denial of requests for a leave of absence.
 - 5.16.2. If a student requests a leave of absence for health reasons either through his/her own initiative or through the Counseling and Behavioral Health Services (CBH) (for mental health) or the Student Health Center (SHC) (for physical health) he/she must obtain written clearance to resume registration

after evaluation from SCH or CBH. The University will place a hold on the student's registration until a reentry evaluation has been done by either SCH or CBH. Please refer to the New York University Student Leave Policy for complete regulations.

5.17. *Extension of Time to Degree Requests:* The departmental chair or DGS should submit a letter to the Office of the Associate Dean for Academic and Student Affairs providing a detailed plan for the completion of the degree and stating reasons for the recommendation of an extension of the time limit.

5.17.1. The department will be responsible for informing students of decisions regarding approval or denial of requests for extension of time to degree.

5.17.2. The department will be responsible for warning the student of the deadline for completion of all requirements for the degree, as approved by the Office of the Associate Dean for Academic and Student Affairs.

5.17.3. The department must request the Office of the Associate Dean for Academic and Student Affairs' validation of all superannuated coursework for a student who has been granted an extension of time to degree (See 5.8 and 5.18).

5.18. *Course Work Validation Requests:* The department should send a memorandum to the Office of the Associate Dean for Academic and Student Affairs endorsing validation of superannuated coursework.

5.19. *Full-Time or Half-Time Equivalence:* Students must submit in writing a request for full-time or half-time equivalence which must be approved by a student's advisor or DGS. This should be documented in the student's file. The advisor, DGS, or Graduate Administrator can enter an appropriate value in SIS. This action should be completed no later than the end of the third week of the semester, and must be done for each semester full- or half-time equivalence is granted. A department does not need to enter any change in SIS when a student is registered for 12 or more points.

5.20. *Consortium Grades:* Consortium partner schools exchange transcripts after the end of each semester. All recording of grades for consortium courses will be done through the Office of the Associate Dean for Academic and Student Affairs. Students may not submit transcripts directly. Students are responsible for notifying the Office of Academic and Student Affairs when they have completed any consortium course that was not completed prior to the exchange of transcripts.

6. GRADUATION

RULES

6.1. *Credit Requirements:* GSAS requires a minimum of 32 points of approved credit for a Master's degree. GSAS requires a minimum of 72 points of approved credit for the Ph.D. degree. Programs may set higher credit requirements.

6.2. *Master's Thesis Readers:* A minimum of two readers are required for a master's thesis. The DGS must approve all readers. The DGS may approve readers from outside FAS as well as readers whose

professional experience demonstrates mastery of the subject when such readers do not hold at least a master's degree.

6.3. *Ph.D. Dissertation Committee*: The Dissertation Committee must be composed of at least five members, three of whom must be full-time members of the FAS faculty. From the whole committee, three must be designated as core members. The core consists of the committee chair, the advisor, and one other member (or two if the chair and advisor is the same person).

6.3.1. The following are considered members of the full-time faculty of FAS for the purpose of service on the Ph.D. dissertation committee:

6.3.1.1. any individual currently designated by FAS as tenured or tenure-track faculty;

6.3.1.2. a tenured or tenure-track faculty member who accepts a position elsewhere for up to five years from the date the faculty member severs ties with FAS;

6.3.1.3. a retired faculty member granted emeritus status;

6.3.1.4. a tenured or tenure-track faculty member of FAS who left FAS as the result of the discontinuation of the student's doctoral program;

6.3.1.5. one clinical faculty member may be employed towards meeting the requirement of three members of the full-time faculty of FAS. Should the department and student wish to include more than one clinical faculty member as representatives of the full-time faculty, the department must seek the approval of the Office of the Associate Dean for Academic and Student Affairs in addition to departmental approval;

6.3.1.6. an NYU faculty member holding a primary appointment outside FAS who has been approved by FAS as an associated faculty member of the relevant department or program.

6.3.2. All Dissertation Committee members must have a scholarly record that is germane to the dissertation.

6.3.3. A student may have a Dissertation Committee of more than five members if so approved by the DGS.

6.3.4. A student may have co-advisors if so approved by the DGS.

6.3.5. The DGS must approve all members of the Dissertation Committee. Should the Director of Graduate Studies also be the advisor or committee chair, the Department Chair must approve all members of the Dissertation Committee.

6.3.6. Where circumstances require that the dissertation advisor be other than a member of the full-time faculty of FAS, the department must seek the Office of the Associate Dean for Academic and Student Affairs' approval

6.4. *Affiliate Programs*: Affiliate programs housed in a school will employ that school's faculty instead of FAS faculty for the dissertation committee in the same manner as outlined in Section 6.3. Affiliate programs which are free standing may employ program and/or FAS faculty for the dissertation committee to satisfy the requirements of Section 6.3.

- 6.5. *Approval for Defense:* Prior to the scheduling of a doctoral dissertation defense, the core committee members must approve the dissertation for defense. The Department Chair must provide signed authorization of this approval. Approval for the defense does not constitute approval of the dissertation.
- 6.6. *Successful Defense:* A successful defense requires that no more than one vote of disapproval from the dissertation committee on the oral defense is cast.
- 6.7. *Graduation Date:* The official NYU graduation dates occur in September, January and May each year. Students are responsible to know and follow all GSAS and University graduation procedures and deadlines.

ADMINISTRATIVE PROCEDURES

- 6.8. *Check Sheets:* Check sheets are prepared for each student who has applied for graduation, by the Office of the Registrar. Departments are responsible for the following:
- 6.8.1. The check sheet is sent to the department for review. Additions or changes are to be noted on the check sheet or in a separate memo to the Office of the Registrar, Degree Audit and Graduation Services.
 - 6.8.2. The department must notify the Office of the Registrar, Degree Audit and Graduation Services that the student is ready to graduate. A notation of "yes" or "no" in the upper right-hand corner of the check sheet suffices.
 - 6.8.3. The departmental chair or DGS must sign and date the check sheet.
 - 6.8.4. A copy of the check sheet must be returned to the Office of the Registrar, Degree Audit and Graduation Services by the deadline indicated. It should be accompanied by appropriate documentation where necessary or requested by the Registrar (e.g., comprehensive exam results, thesis reader sheets [doctoral, masters] language qualification reports, waivers, validation of coursework, outstanding fees, etc.).
 - 6.8.5. The department must retain a copy of the check sheet for the student's file.
- 6.9. *Master's Thesis Submission:* If a thesis is necessary to fulfill the requirements for the degree, the department must submit to the Office of the University Registrar, Degree Audit and Graduation Services, a copy of the title page and two signed copies of the Master's Thesis Reader Sheet.
- 6.10. *Dissertation Committee Members not Part of the Full-Time Faculty of FAS:* The Director of Graduate Studies (or Department Chair, See 6.3.5.) must approve any committee members who are not members of the full-time faculty of FAS by signing the Outside Dissertation Reader Approval Form. A C.V. for the outside reader must be attached and the form and C.V. must be made part of the student's permanent file and a copy must be forwarded to Degree Audit along with all other required material.
- 6.11. *Approval for Doctoral Defense Procedure:* Approval for defense is indicated with the completion of the Doctoral Thesis Reader Sheet, which must be submitted to the Office of the Registrar, Graduation Services.

- 6.12. *Doctoral Oral Defense Procedure:* The vote and approvals of a defense must be indicated on the Doctoral Thesis - Oral Defense Form, which must be submitted to the Office of the Registrar, Graduation Services.
- 6.13. *Applying For Graduation:* It is the student's responsibility to apply for graduation and it is recommended that students apply for graduation no later than the beginning of the semester in which all program requirements are expected to be completed. Waiting to receive end of term comprehensive exams, thesis or final project results before applying for graduation may result in a delay in graduation. Refer to the specific deadlines for the completion of requirements for each graduation available in the Graduation Deadlines Calendar.
- 6.14. *Ph.D. Dissertation Information Packet:* A candidate for a Ph.D. degree must read the Doctoral Dissertation Submission Guidelines at <http://gsas.nyu.edu/page/grad.life.dissertation.html> and submit the forms from the Ph.D. Dissertation Submission Packet to the Office of Academic and Student Affairs. The on-line packet outlines the procedures and deadlines for preliminary and final submission of the dissertation, including necessary forms, payment, typography and pagination. Students should be aware that GSAS deadlines precede University deadlines.
- 6.15. *Proof of Degree Completion:* Any student requiring proof of degree completion either before or after that student's official graduation date must request such verification from the Office of the Registrar.

7. ACADEMIC PROBATION AND TERMINATION

RULES

- 7.1. *Academic Probation:* If a student's academic performance falls below the GSAS standard for "good standing" (See 4.1), the student must be placed on academic probation by the Department. A student who has not met stated program requirements may also be placed on probation by the Department
- 7.1.1. *Notification of Academic Probation:* Departments are required to provide written notification to the students of their probationary status as soon as possible. The notification must inform students of the grounds for this determination, the specific steps that must be taken to return to good standing, the means by which the students' performance will be evaluated and the penalty that will be imposed if these requirements are not met. If the student is notified within the first two weeks of a semester, the student may be required to complete all requirements by the end of that semester. If notification occurs after the first two weeks of a semester have been completed, the student has until the end of the next full semester (including summer) to complete all requirements. Students on probation are not eligible for waivers of maintenance of matriculation fees or non-medical leaves of absence.
- 7.2. *Termination Resulting from Failure to Satisfy Terms of Academic Probation:* Students on academic probation who do not satisfy the stated terms of probation may be formally terminated from the graduate program by the Department or the Associate Dean for Academic and Student Affairs.

- 7.3. *Termination Resulting from Failure to Meet Program Requirements:* Students may be terminated by the Department or the Associate Dean for Academic and Student Affairs at any time for failing to meet stated program requirements that were in effect at the time of the student's admission.
- 7.4. *Right to Appeal Academic Probation or Termination:* Students have the right to appeal an academic probation decision, the criteria set for the reversal of academic probation or a termination issued by the Department within thirty (30) days of the receipt of the notification of termination or probation. Students wishing to appeal must file a written appeal to the Department by submitting the appeal to the DGS. This appeal must include the grounds for the appeal, specifying departmental, GSAS, or FAS policy, rules, or procedures which have not been followed; describe the facts and evidence in support of the appeal; indicate what remedy is sought; provide a brief history of the attempts to resolve the academic probation; and identify any individuals who may be contacted for relevant information. The DGS, in his/her discretion, may determine whether interview individuals identified by the students, other GSAS faculty and administrators and/or the student in order to decide the appeal. The DGS will make all reasonable efforts to provide the student with a written final determination within four weeks of the date the letter of appeal was received by the DGS. In the event this deadline cannot be met, the DGS will notify the student of the reason for the delay in writing.
- 7.5. *Right to Appeal to the Associate Dean of Academic and Student Affairs of the Graduate School:* If the student is not satisfied with the determination reached by the Department, the student may file a written appeal with the Associate Dean for Academic and Student Affairs of the Graduate School within two weeks of the receipt of the written determination from the department. This appeal must include the same items as listed in Section 7.4 as well as what departmental, GSAS or FAS policy was not followed in the departmental appeal. The Associate Dean's review will be limited to consideration of whether departmental, GSAS or FAS policy was followed at the departmental appeal and whether the determination reached by the department is supported by the record presented on the appeal. The Associate Dean should provide a written final determination within two weeks of receipt of the full submission on appeal.
- 7.6. *Right to Appeal to the Dean of the Graduate School:* If the student is not satisfied that the procedures were properly and fairly executed by the Associate Dean, the student may appeal the Associate Dean's determination to the Dean of the Graduate School within two weeks of receipt of the Associate Dean's decision. The Dean will review only the process resulting in the Associate Dean's finding to determine if it was fair and impartial and followed the rules and policies of the Graduate School. No new information beyond what was reported to the Associate Dean will be considered. The Dean will render a written decision to the student within thirty (30) days of receipt of the appeal. The Dean's decision shall be final for GSAS and its departments.

8. DISCIPLINE

RULES

- 8.1. *Jurisdiction:* [The New York University Rules for the Maintenance of Public Order](#) govern the behavior of all GSAS students. University Bylaw 80 provides that the faculty of each school has disciplinary authority over its students. [The New York University Student Disciplinary Policies and Procedures](#) designate those cases for which the faculty of the school in which the student is enrolled

has jurisdiction over student disciplinary proceedings and describe general procedures for disciplinary action. The rules of disciplinary procedure set forth below apply to all GSAS students.

- 8.2. *Disciplinary Offenses:* Disciplinary offenses in the jurisdiction of these rules include both Academic Misconduct and Behavioral Misconduct as defined below (See 8.4 and 8.5). Cases of behavioral misconduct include those that fall within the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students. The Graduate School does not have jurisdiction over cases that fall within the University's Sexual Misconduct, Relationship Violence, and Stalking Policy.
- 8.3. *Suspension Pending Consideration:* As provided in University Bylaw 80, the Dean of a school or the Dean's representative may suspend a student pending consideration of a case. The Faculty of Arts and Science urges that such action should only be taken to protect the physical or emotional safety and well-being of the student, the physical or emotional safety and well-being of other students, faculty, and/or University staff, the security of University property, the maintenance of public order or the effective continuation of the educational process. When such action does occur, the student shall be afforded the opportunity to expedite disciplinary proceedings. Any period of interim suspension shall be deducted from any final sanction involving suspension.
- 8.4. *Academic Misconduct:* Academic misconduct includes offenses such as plagiarism, cheating, and possession of or use of any prohibited notes, reference resources, or data processing or other devices in any class or examination.
 - 8.4.1. *Filing of a Departmental Complaint:* If a student cheats or engages in plagiarism and/or other forms of academic misconduct, the faculty member with knowledge of the facts shall file a complaint with the Department Chair.
 - 8.4.2. *Student Notification by Department:* The Department Chair shall provide notice of the filing of the complaint to the student in writing within one week of receipt of the complaint.
 - 8.4.3. *Meeting in Department:* The Department Chair or his/her designee shall meet with the student against whom a complaint has been filed, describe the complaint, and offer the student an opportunity to respond. The student shall be informed of his or her right to accept or reject a departmental resolution. After considering all relevant information, the Department Chair may inform the student of the terms, including where appropriate the imposition of a sanction (See 8.8 and 8.9) upon which the Department is willing to resolve the matter. Where the student agrees in writing to the terms of a departmental resolution, a binding consensual resolution shall exist between GSAS and the student. Where the Chair is unable to resolve the complaint by consensual resolution, the Chair shall forward the complaint to the Associate Dean for Academic and Student Affairs, in which case the procedures beginning with Section 8.6 will apply.
- 8.5. *Behavioral Misconduct:* Behavior misconduct includes conduct that impedes, obstructs or threatens the maintenance of the public order, interferes with or disrupts the regular operations and activities of the University, or constitutes a denial of or an unreasonable interference with the complainant's rights. When activities undertaken by registered student organizations constitute a violation of this provision or violation of University rules or of public laws and regulations, a complaint may also be brought against such organizations as well as against the individual students belonging to such organizations.

8.5.1. *Filing of a Complaint:* In the case of misconduct described in Section 8.5 a complaint shall be filed with the GSAS Dean or the Director of Student Affairs by the Department in which the alleged misconduct occurred or by any member of the GSAS community who claims to have been injured or affected by the alleged misconduct.

8.5.2. *Notification by the Director of Student Affairs:* The Director of Student Affairs shall provide notice of the filing of the complaint to the student in writing within one week of receipt of the complaint.

8.5.3. *Meeting with the Director of Student Affairs:* The Director of Student Affairs shall meet with the student against whom a complaint has been filed, describe the complaint, and offer the student an opportunity to respond. The student shall be informed of his or her right to accept or reject a resolution by the Director of Student Affairs. After considering all relevant information, the Director of Student Affairs may inform the student of the terms, including, where appropriate, the imposition of a sanction (See 8.8 and 8.9), upon which GSAS is willing to resolve the matter. Where the student and the Director of Student Affairs agree to terms in writing, a binding consensual resolution shall exist between GSAS and the student. Where the Director of Student Affairs is unable to resolve the complaint by consensual resolution, he or she shall forward the complaint to the Associate Dean for Academic and Student Affairs, in which case the procedures beginning with Section 8.6 will apply.

8.6. *Referral of the Complaint to the FAS Committee on Student Discipline:* Where the Department or Program, in the case of academic misconduct, or the Director of Student Affairs, in the case of other forms of behavioral misconduct, is unable to resolve the complaint by consensual resolution, the student will be notified that the complaint shall be forwarded to the FAS Committee on Student Discipline no less than one week from the notification date. During the period between the notice to the student and the complaint being forwarded to the FAS Committee on Student Discipline (the “Mediation Period”), the student will have the opportunity to meet with the Associate Dean of Academic and Student Affairs or his or her designee. The Associate Dean or designee shall, upon request, meet with the student, discuss the evidence of misconduct, and provide the student with information about the procedures of the FAS Committee on Student Discipline. No additional information will be gathered or considered during this period. The Associate Dean may not revise the terms for a resolution, but the Department or Program, or the Director of Student Affairs in the case of a disciplinary matter, may offer revised terms and the student may change his or her decision about a consensual resolution on the terms offered by the Department or Program, or by the Director of Student Affairs. If a consensual resolution is not reached during the Mediation Period, the matter will be referred to the FAS Committee on Student Discipline.

8.7. *Penalty Guidelines:* Because of the wide range of seriousness of offenses of any given general type, no specific penalties are suggested for first occurrences. Each case must be judged independently, taking into account the seriousness of the offense, aggravating and mitigating circumstances, and the general desirability of treating similarly situated students similarly. In all cases, it should be determined whether or not notice of the penalty should be placed on the student’s record. As a guide to assessing the penalty to be applied, some possible considerations are outlined below for various general offenses.

8.7.1. *Cheating, plagiarism, or forgery of academic documents:* If the offense had not been detected, would it have had significant impact on the student’s course grade? Was there an attempt to subvert a primary degree requirement, such as

plagiarizing a Ph.D. thesis? Was the offense spontaneous or premeditated and planned? Did the student act alone or were others knowingly involved? Was the offense an isolated incident or repeated?

8.7.2. Deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, or University property: Did the student expect to profit academically from the offense? Was there damage to the academic materials of another student or of a faculty member? Were the materials of significant value to their owner? Can and should the student replace the materials or was the damage irreparable?

8.7.3. Disruption of an academic event: Was the action spontaneous and brief or extensive? Did the academic event continue after the disruption or was it postponed or canceled? Was more than one individual involved? Were there repeated incidents on separate occasions? Was the disruption of a threatening or violent nature?

8.7.4. Actual or threatened violence or harassment: Was the action premeditated? Was the threat repeated on separate occasions? Was human life threatened? What was the extent of bodily injury, if any? Was more than one individual involved in the offense? Does the student have a history of violent behavior?

8.7.5. Other forms of misconduct: Was the behavior willful? Was the behavior repeated on separate occasions? What was the extent of bodily injury caused by the behavior, if any? Was more than one individual involved in the offense? Does the student have a history of previous disciplinary actions or violent behavior?

8.8. *Definition of Penalties:* The following penalties may be imposed for a first offense:

8.8.1. Warning: Written reprimand, including notice that a one-semester suspension or a more severe penalty may result from a second disciplinary offense within the period of the censure specified in the letter of reprimand.

8.8.2. Disciplinary Probation: Suspension of privileges or exclusion from participation in extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

8.8.3. Suspension: Exclusion from classes as well as suspension of privileges and exclusion from other activities as set forth in the notice of suspension for a definite period of time. A student who has been suspended and against whom charges are dismissed or not sustained will be allowed full opportunity to make up whatever work was missed due to the suspension.

8.8.4. Dismissal: Termination of student status for an indefinite period. The conditions for readmission, if any are permitted, shall be stated in the order of dismissal.

8.9. *Second Offense:* The penalty for a repeat offense to a specific complaint will be termination from the graduate program.

9. GRIEVANCES

RULES

- 9.1. *Right to File a Grievance:* Any student registered in GSAS courses or otherwise formally involved in GSAS programs has the right to file a grievance. Certain types of grievances must be adjudicated within GSAS, while others must be adjudicated at the University level. The following rules are designed to provide GSAS students with a mechanism of redress.
- 9.2. *Grievances Adjudicated Outside GSAS:* In the following cases, grievances must be adjudicated outside GSAS. Questions about whether or not grievances fall within these guidelines should be addressed to the Director of Student Affairs.
 - 9.2.1. *Harassment.* If this matter involved alleged harassment of any kind, grievances should be filed promptly, in writing. For the University Anti-Harassment policy visit “New York University Non-Discrimination and Anti-Harassment Policy and Complaint Procedure for Students” available from the NYU Student Handbook or on the web at <http://www.nyu.edu/life/student-life/student-communitystandards/bias-harassment-and-discrimination-compliance.html> Grievances should be filed in accordance with that policy.
 - 9.2.2. *Grievance Arising in Other School or College.* If the student’s grievance concerns a student, faculty or staff member whose primary affiliation is with another school or college, the student shall consult and follow that school or college’s procedures. In addition, the student shall submit copies of the written grievance to the GSAS Associate Dean for Academic and Student Affairs and the comparable office in the other school or college.
 - 9.2.3. *Grieving Directly to University.* If the student wishes to use this path of redress, he or she should consult the university-wide “Student Grievance Procedure” available at http://www.nyu.edu/students.guide/policies/student_grievance.pdf.
- 9.3. *Grievances Adjudicated by GSAS:* In the following cases, grievances can be adjudicated within GSAS:
 - 9.3.1. the student believes that he or she has been subject to treatment which is in violation of GSAS or FAS rule, procedure or policy;
 - 9.3.2. the student believes that he or she is being affected by an unfair and/or incomplete GSAS or FAS rule, procedure or policy or implementation of same;
- 9.4. *Grievances Concerning Grades:* A student may file a grievance concerning a grade on the basis of inequitable or prejudicial practices or administrative or clerical errors if he or she believes a grade to be incorrect. No other reason can form the basis for a grievance regarding a grade.
- 9.5. *Initiation of the Complaint:* Complaint proceedings concerning events or conditions within GSAS or FAS may be initiated in two ways:
 - 9.5.1. If the event or condition occurred within a departmental context, the student shall raise the issue with the appropriate authority in the department or graduate program.
 - 9.5.2. If the event or condition occurred outside the departmental context or is a harassment complaint, the student shall contact the Associate Dean for

Academic and Student Affairs. The Associate Dean will arrange meetings as appropriate, attend such meeting(s), and attempt to aid in the resolution of the complaint.

- 9.6. *Formal Grievance*: If the complaint is not resolved to the student's satisfaction through means outlined in Section 9.5, and the complaint is one defined to be adjudicated by GSAS, the student may bring a formal grievance to the Office of the Associate Dean for Academic and Student Affairs. In this case, the student must submit a formal written grievance to the Associate Dean. The grievant shall state the grounds for the grievance, specifying departmental, GSAS, or FAS policy, rules, or procedures in question, describe the facts and evidence supporting the grievance, indicate what redress the grievant seeks, provide a brief history of the attempts to resolve the grievance, and identify any individuals who can be contacted for relevant information. Students may request a restriction of the investigation or attempted resolution of a grievance based on concerns about privacy or conflict of interest.
- 9.7. *Receipt of Formal Grievance*: Upon receipt of a formal grievance, the Associate Dean for Academic and Student Affairs will promptly schedule a meeting with the grievant. One person may accompany and advise the grievant, but cannot directly participate in the meeting. The Associate Dean or the student may request the presence of the Director of Student Affairs or the Director of the Master's College at the meeting. The student or the Associate Dean may request that the meeting be recorded. The Associate Dean may contact such other persons as the Associate Dean deems appropriate, subject to the restrictions of the grievant (See 9.6), for the purpose of ascertaining the facts and evidence in the case. The Associate Dean shall render a written decision on the grievance to the grievant, the respondent, and, if the matter had previously been addressed in the department, to the department.
- 9.8. *Appeal of Associate Dean for Academic and Student Affairs' Decision*: The student may appeal in writing the decision of the Associate Dean to the Dean of GSAS within two weeks of receipt of the Associate Dean's decision. The Dean will review only the process resulting in the Associate Dean's finding to determine if it was fair and impartial and followed the rules and policies of the Graduate School. No new information beyond what was reported to the Associate Dean will be considered. The Dean will render a written decision to the student within thirty (30) days of receipt of the appeal. The Dean's decision shall be final for GSAS and its departments.
- 9.9. *Appeal of Dean's Decision*: Students wishing to appeal the Dean's decision should consult the university-wide "Student Grievance Procedure" available on the web at http://www.nyu.edu/students.guide/policies/student_grievance.pdf.
- 9.10. *Record Keeping*: The Office of the Dean of GSAS shall retain a copy of any grievance formally submitted under sections 9.2, 9.6 or 9.8 to the Associate Dean for Academic and Student Affairs or to the Dean, any amended grievance, and any decision of the Associate Dean and/or Dean for five (5) calendar years following the date on which the grievance is resolved.

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