NEW YORK UNIVERSITY
CENTER FOR EXPERIMENTAL HUMANITIES
MASTER’S PROGRAM IN INTERDISCIPLINARY STUDIES

STUDENT HANDBOOK

Photo: Weegee, Greenwich Village, NY, c.1950

2018-2019
Introduction

Welcome to the Center for Experimental Humanities. All students in our program have come through a highly competitive process and should find ample resources at the university to meet a wide range of professional goals. This handbook presents an outline of the program, which is designed to provide the most effective training and the most rewarding conversations around each student’s individual research interests.

Faculty regard all MA students as junior colleagues. The Center prizes a high level of collegiality, and we work closely with students from one year to the next to develop the best procedures for advancing through the program requirements. The Center is unique in inviting its students to craft their own course of study. Students are also encouraged to take part in ongoing dialogues about how the Center can produce the highest-quality work in the humanities and humanistic social sciences, both through its formal degree program and in all informal aspects of Center life.

Each summer, the Center Director updates this handbook to ensure that all program information and web links are current. We welcome additions or edits at any time.

Please note that this handbook is designed to supplement the more formal regulations of the Graduate School of Arts and Science, or GSAS, which maintains its own guide to university-wide policies and procedures. All students are urged to familiarize themselves with these at the outset of their program. An electronic copy can be found online at:

The CEH Curriculum

Program Requirements

To qualify for the MA, students have a maximum of 5 years in which to:

- Complete 32 credits (or “points”) of course work, of which 16 must be from CEH courses with the CEH-GA prefix.
- Satisfactorily complete a master’s capstone project in consultation with a faculty advisor and with the program’s approval.
- Maintain a 3.0 GPA

Required Courses

Of the 16 CEH credits, 6 credits are required:

- CEH-GA 3015: Interdisciplinarity
  - (4 credits, normally in the first semester)
- CEH-GA 3019: Capstone Seminar
  - (2 credits, normally in the last semester)

CEH Courses

A list of our current course offerings can be found online at: http://as.nyu.edu/ceh/program.html. Please check back each semester for updated course offerings.

Our courses are intended to offer models of interdisciplinary scholarship that are not readily available in other parts of the university, and they cover a range of fields including: literary theory, gender studies, anthropology, critical race studies, digital humanities, art history, urban studies, and environmental studies.

Courses Outside of CEH

CEH students are encouraged to take their elective courses in any department or school at NYU, pending approval from the course instructor. If you have found a course that interests you, please reach out to the professor directly to request permission to enroll, most often via an advance email. Some graduate-level courses are intended for doctoral students only, as in cases when professors seek extensive background in a given subject area. There is also a selection of courses in certain schools or programs, such as Tisch and Creative Writing, which are in high demand and are often difficult for outside students to access. But most courses are otherwise open to all masters and doctoral students alike, and you should find a wide variety of courses with which to customize your course of study.

When you email the instructor in advance, be sure to include an explanation of how the course fits into your academic plans. While some departments require permission codes to register for their courses, for many you may register directly on Albert. As you reach out to faculty and staff across the University...
please remember to be kind, courteous, and respectful in all of your communications. If you have any questions or concerns as you proceed, the faculty and staff at CEH will be able to assist and support you.

**Balancing Course Credits**

Courses offered through GSAS, NYU’s Graduate School of Arts and Science, of which CEH is a part, are normally 4 credits, whereas the Capstone Seminar, and our offerings in the three-week January term (or J-Term) are often 2 credits.

The Center actively encourages students to draw widely from all of NYU’s resources. Note that many graduate courses on offer from other divisions, however, such as Steinhardt, Tisch, Tandon, or Wagner bear different credit amounts. Students should pay careful attention as they move through their program and work closely with their course advisor to organize the right balance of credits toward the degree.

**How to Find Courses Around the University**

Instinctively, most turn to the websites of departments and programs aligned to their interests. GSAS alone has a wide range of graduate programs: [http://gsas.nyu.edu/programs.html](http://gsas.nyu.edu/programs.html). However, the full range of current offerings can be found more quickly and easily via Albert: [http://albert.nyu.edu/albert_index.html](http://albert.nyu.edu/albert_index.html).

Instructions:

--choose: “Public Course Search”
--at right, select the term in which you are interested. Wait for the wheel in the upper right corner to reset information;
--for GSAS courses, choose “Graduate School of Arts and Science” in the School menu, and wait for the page to reset again;
--from there, you can either survey all classes by clicking on the name of a given department or program, or you can do an expedited keyword search at top;
--many students get this far and stop there. Instead, note that you can use this same system to search for a far wider range of courses in Steinhardt, Tisch, Wagner, and elsewhere.
--for courses taken at SPS, or the School of Professional Studies, please consult in advance with your advisor, as the changing audience for these often-one-time offerings invites a wide range of both course form and content. Begin by ensuring that any course carries the -GC subject code (rather than the more common -CE code), which signals that it is a graduate-level course.

**Independent Studies**

Should students find a professor willing to supervise independent research on a topic that is not available through regular course work, they may sign up for 1 to 4 credits of independent study. Students often choose to pursue this option in order to research materials that will help them prepare for their Capstone Project. Independent Study courses are normally undertaken with full-time faculty only; adjuncts may supervise upon approval by the Director. Please see “Forms” online to begin this process.
Internships

CEH encourages all students to take advantage of the extraordinary range of professional resources around New York City as they advance their scholarship and post-MA plans. Internships—whether paid or unpaid—may serve as the basis for between 1 to 4 course credits.

While we are happy to discuss opportunities with students, students are responsible for obtaining their own internship placement and should consult the internship guidelines prepared by the Wasserman Center.

Examples of Past Internships

Ugly Duckling Press
Oxford University Press
Himalayan Media Welfare Society
American Museum of Natural History
Helping Our Music Evolve
Firelight Media

Application and Instructions

To apply for internship credit, please complete and submit the Internship Approval Form, http://as.nyu.edu/content/dam/nyu-as/ceh/documents/Internship%20Approval%20Form.pdf which includes a 500-word learning agreement detailing the description and duration of the internship and how it relates to your academic learning objectives.

The Internship Approval form must by signed first by the on-site internship supervisor and then by the student’s CEH faculty advisor and the CEH Director. The on-site supervisor must be a person with education and training in a relevant field of study to CEH and must agree to provide CEH with a written evaluation of the student’s effort to the CEH faculty advisor or the CEH Director at the end of the internship.

Internship duties cannot exceed 20 hours per week during the fall and spring semesters. Full-time internships are only permitted during the summer (for a maximum of 4 credits).

A maximum of two internship courses may be taken for academic credit toward a GSAS degree.

A maximum of six credits in internship courses may be taken for academic credit toward a GSAS degree.

Credits

Credit equivalency of 1-4 credits for the work in the internship will be determined in consideration with the CEH faculty advisor or the CEH Director. Note that any credits received for internships are subject to same tuition rate as all other course credits.

Typically, 5-10 hours of internship work per week, plus the submission of a 4-8 page report at the end of your internship is valid for consideration of 1-2 credits; 10-20 hours of internship work per week plus an 8-15 page report is valid for consideration of 3-4 credits.
Registration

After you’ve submitted your completed Internship Approval Form, you will receive a course permission code to register for the CEH Internship class, CEH-GA 3030, and will select the number of appropriate credits. Note that this class counts toward your credits to degree, tuition is charged according to each credit that you take, and your scholarship applies accordingly.

Grading

Grading will be Pass/Fail and determined on the basis of the student’s report, as well as the faculty supervisor’s review of the on-site supervisor’s written evaluation.

The Capstone Project or Master’s Thesis

Students in the program normally elect to pursue one of two options:

- a capstone project, designed in consultation with your thesis advisor, plus a minimum 2,500 word (approximately 10-double-spaced-page) academic research component contextualizing your project, plus cover sheet, abstract, and bibliography.
  
  or

- a minimum 8,500-word (approximately 35-double-spaced-page) academic research paper plus cover sheet, abstract, and bibliography;

Thesis Process

1. Identify a full-time professor at NYU who is appropriate for your proposed capstone project, and approach them to ask whether they are available to serve as your advisor. If you are unsure whom to approach, please consult with the Director, who may point you to faculty who might be a good fit for your project. The Advisory Board might also be a good resource to navigate programs across the university.

2. Complete the “Capstone Topic Approval Form,” available online via the program website, have it signed by your advisor, and approved by CEH. The approval form must be completed the semester before you plan to take the Capstone Seminar:

   - For Fall Capstone: August 15
   - For Spring Capstone: December 14
   - For Summer Capstone: April 15

3. Enroll in the Capstone Seminar during your last semester in the program. The 2-credit course is a pass/fail offering that is designed to walk you through the writing process alongside a cohort of fellow students.

4. Plan out your project with your advisor. The Capstone submission deadline for the purposes of the course will be listed on your syllabus. The course typically culminates in a symposium, where students can publicly share their research.
5. Final submission deadlines for the approved project for GSAS graduation are as follows:

- May Graduation: April 15
- September Graduation: August 15
- January Graduation: December 14

6. For most projects, the final submission includes:

   a) hard copy of any manuscript-portion
   b) PDF copy emailed to the two advisors and to experimental.humanities@nyu.edu
   c) signed title page
   d) abstract
   e) signed reader sheet
   f) blank reader sheet
   g) student exit questionnaire

Please see the “Forms” page under the “Resources” tab on the program website for updated copies of all required documents.

**Thesis Advising**

Theses or capstone projects can be advised by any full-time faculty member at NYU, including faculty from CEH or beyond. Adjunct faculty do not normally supervise MA projects, but approval from the Director may be sought in exceptional cases. The Center encourages students to cast widely to find the right advisor, normally from among professors with whom they have already taken a course in their first year. Being proactive about taking courses with potential advisors in the first year is one key step in this process. A faculty member who has agreed to work with you will devise a plan to research and will provide regular feedback on your work. Two readers formally approve the completed project. CEH selects and assigns the second reader on the student’s behalf.

**Transfer Credits**

Any graduate-level courses taken prior to coming to NYU, that did not directly contribute to another master’s degree, and that bear a grade of B or higher, are eligible for transfer to your CEH degree. Students may transfer up to 8 credits from work done elsewhere.

Transfer credits are not automatic but, rather, are subject to review and approval by the Program Director and GSAS. Transcripts and copies of course syllabi should suggest direct relevance to a student’s program of study at CEH. The transfer of credits must be undertaken in the first year.

**Dual Degree Program with LIU Library School**

Some CEH students are dual degree students with the Palmer School of Library and Information Science at Long Island University, a program that prepares subject specialist/scholar-librarians for careers in academic and research institutions or as information specialists in a specialized library or information
The program grants an ALA-accredited Master of Science in Library and Information Science from LIU's Palmer School and a Master of Arts or Science from NYU's Graduate School of Arts and Science (GSAS). More information can be found on the Long Island University site at: http://liu.edu/Post/Academics/~link.aspx?id=443C12E7AF464E9B848C60FB9C57CAB2&z=z

**Typical Timelines to Degree**

The most common path through the program is a two-year degree. Cultivating a project, along with the network of professors and colleagues to help advance it, takes time. The sketch of semesters below presents a typical path to degree, but students who would like to be in residence in New York for one calendar year only, for example, can complete all credits over that time by taking courses in the January and Summer terms and complete the thesis alongside a Summer Capstone Seminar. Students who complete the degree while working may elect to take longer than four semesters. Many of our course offerings are held at night to accommodate working students. Overall, we encourage all students to complete their coursework according to a pace that best suits their professional and personal lives.

Students may take a maximum of 12 credits in a semester.

**Semester 1 (12 credits)**

- CEH core course on Interdisciplinary Methodology (4 credits)
- 1 elective (4 credits)
- 1 elective (4 credits)

**Semester 2 (12 credits)**

- 1 CEH course (4 credits)
- 1 CEH course (4 credits)
- 1 elective (4 credits)

**Semester 3 (6 credits)**

- 1 elective (4 credits)
- 1 Independent Study or Internship (2 credits)

**Semester 4 (2 credits)**

- CEH Capstone Seminar (2 credits)
CEH Administration and Academic Policies

New Student Orientation

There are a broad range of orientations made available to students upon admission to the program. In early summer, students receive notification of their visa requirements (for international students), course advisor at the Center, and required courses, if any. A CEH advisor will organize an advising session (either in person or by phone) in order to line up general introductions and discuss course selection.

Recommended on-campus orientation events include:

- a GSAS orientation for students in all MA programs, normally held the third week of August:
  - [https://gsas.nyu.edu/content/nyu-as/gsas/student-life/gsas-orientation.html](https://gsas.nyu.edu/content/nyu-as/gsas/student-life/gsas-orientation.html)
- a CEH orientation, normally held the week before Labor Day, where students are introduced to all faculty, library staff, educational technology specialists, and career services officers from the university.

Academic Advising and Course Registration

In their first semester at CEH, every student is assigned a Faculty Advisor. The Faculty Advisor is the person with whom you discuss your academic trajectory and your academic and professional goals.

Students are expected to meet with their Faculty Advisor prior to the start of each semester to review their course choices and degree progress. In advance of their advisement sessions, students must complete a “Course Advising Form”: [http://as.nyu.edu/content/dam/nyu-as/ceh/documents/Course%20Advising%20Form.pdf](http://as.nyu.edu/content/dam/nyu-as/ceh/documents/Course%20Advising%20Form.pdf) and bring it, along with an unofficial copy of your transcript (available via Albert), bring it with them to (or share it electronically before) the meeting. This form indicates how many points a student intends to take, which affects how they are billed by the Bursar’s office. Students who are unable to meet in person may organize a phone session. The Interdisciplinarity and Capstone courses require permission codes to enroll; these are conveyed to the student after the course choices are logged.

Students are encouraged to make further advising appointments with their Faculty Advisor to address questions or discuss academic plans, including those related to the final thesis/capstone project. The Faculty Advisor can help you identify potential Thesis Advisors and to guide you toward opportunities throughout the university.

Registration through “Albert”

Students receive instructions from GSAS on registration procedures. NYU’s “Albert” system allows students to change address information, view transcripts, review financial aid information, and register for courses. Students can access Albert through the NYUHome page at: [https://globalhome.nyu.edu/group/nyu-home/](https://globalhome.nyu.edu/group/nyu-home/). First-time users will be asked to activate their NYU NetID. To access Albert, log on to NYUHome, click the “Academics” tab, then click “Student Login” on the left of the page. Albert can also be accessed directly by going to [http://www.albert.nyu.edu](http://www.albert.nyu.edu).
Please note that it can take several weeks from the time you register for courses for your scholarship to be applied to your account. You may wait to pay your bill until the scholarships post following the billing date so long as you are sure to pay it before the listed payment due date to avoid being de-enrolled. Please refer to the Billing and Payment Due Dates here: https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/billing-and-payment-due-dates/graduate.html

If the amount of credits you planned to take has changed since your advising session, please be sure to inform us as soon as possible so we can update your award.

**NYU Academic Calendar**

As you go through the program, please pay regular attention to the Academic Calendar, online at: (https://www.nyu.edu/registrar/calendars/university-academic-calendar.html), which contains key information regarding semester start and end dates, holidays, and registration timelines.

**Grades**

CEH courses use the grade ranges listed below.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (highest grade)</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
</tr>
<tr>
<td>C- (minimum passing grade)</td>
<td>70-73</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
<tr>
<td>P (Passing)</td>
<td></td>
</tr>
<tr>
<td>W (Withdrawal)</td>
<td></td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td></td>
</tr>
<tr>
<td>NR (No record)</td>
<td></td>
</tr>
</tbody>
</table>

**Withdrawing from a Course**

A grade of “W” represents official withdrawal from a course within the dates set each year by the Office of the Registrar, available online at: https://www.nyu.edu/registrar/calendars/university-academic-calendar.html.

Any course dropped during the regular “Add/Drop” period means that the course will not appear on a student’s record.

Any course dropped following the Add/Drop period, but during the window set for “W,” will retain the course on the transcript. Students must get permission from their departments and Graduate
Enrollment Services to withdraw from a course after the deadline for dropping. Any tuition refund will be in accordance with the published refund schedule for that semester. To request a Course Withdrawal, please follow the instructions posted online at: [https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/registering-on-albert/request_class_withdrawal.html](https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/registering-on-albert/request_class_withdrawal.html).

If a student misses this window for formal withdrawal, the course is assessed for a grade. No exceptions are made.

**Absences from Class**

Should students have cause to miss a class for any reason, and especially in the case of illness where a student may seek allowances for submitting work late, email the instructor as early as possible before, rather than after, the class session or due date. In fairness to all students, notes from a doctor’s office or university health center are required before an instructor can consider any request for exceptional consideration. Regardless of the cause of your absence, it is important to stay in regular communication with your professors and to make up the work from any classes missed.

**Religious Observance and Class Attendance**

As a nonsectarian, inclusive institution, NYU policy permits members of any religious group to absent themselves from classes without penalty when required for compliance with their religious obligations. The policy and principles to be followed by students and faculty may be found online at: [https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html](https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html).

**Incomplete Grades**

Incompletes for a course grade are at the discretion of the professor and must be requested prior to the close of a course. As all students are graded not only on their work but also on their ability to plan and complete assignments in a given time period, the granting of incomPLEtes hinge on extraordinary circumstances such as illness or personal life events rather than the challenge of balancing a full course load. If granted, professors set a new deadline for submission of all final work, normally within one month of the end of term.

Please note that adjunct professors are not in the same position as full-time faculty to grant incompletes, as they cease being employees of the university once the term closes.

Formally, an unresolved grade of “I” reverts to “F” one year after the beginning of the semester in which the course was taken unless an extension has been approved in advance by the Office of Academic and Student Affairs (OASA) at GSAS.
Full-Time / Half-Time Equivalency

The university designates full-time status automatically to students enrolled in a minimum of 12 points in one semester (the two summer sessions combined are regarded as one semester). Half-time status is defined as enrollment in at least 6 points in one semester.

For students who are completing their program on a part-time basis with reduced load from one semester to the next, or for those close to completing nearly all their credits, equivalency is the formal route to maintaining insurance, student loan, scholarship or visa status.

Students who have completed all coursework, but not the thesis, or who have taken a leave of absence, should consult the next section on Maintenance and Matriculation.

To qualify for full-time equivalency (FTE) you are expected to spend no less than 40 hours per week on a combination of course work and/or appropriate activity required by the program. To qualify for half-time equivalency (HTE), you are expected to spend no less than 20 hours per week on program activity.

Students may request to be certified as having FTE or THE in a given semester without enrolling in the minimum required points if you are:

- working full time on the thesis and registered for the Capstone Project Seminar course;
- interning to fulfill the internship requirement for the degree;
- in the last semester of study and needs fewer than 12 or 6 points of coursework to complete the degree.

Students who wish to apply for equivalency must submit the “Application for Equivalency” online via the “Forms” page before the first day of classes in the semester for which status is requested. Students must be registered for courses or Maintenance and Matriculation before equivalency can be posted on their record. Equivalency is updated every semester and must be requested every semester that it is needed. The program and school will not be held liable for any loans returned to the lender as a result of late processing of the equivalency application; students are fully responsible for investigating the terms, conditions and deadlines related to their loans.

Maintenance of Matriculation

Students are required to enroll in coursework every fall and spring semester until they have completed their degree requirements. Students who have completed their coursework but who have not yet submitted the MA thesis must register for MAINT-GA 4747, “Maintenance of Matriculation.” This carries a fee each semester of approximately $1000. Payment of the fees entitles students to use the libraries and other research facilities, consult faculty members, and participate in university activities.

Leaves of Absence

A student in good standing who is obliged to withdraw temporarily for reasons beyond their control, due to national service, serious illness, or compelling personal reasons may request a leave of absence from the Director or Assistant Director, who then seeks approval from GSAS. If the leave of absence is approved, the student’s status is maintained, and readmission is assured at the end of leave.
The following considerations apply:

- No maintenance of matriculation fees accrue during an approved leave;
- A leave may not exceed one year;
- A student on leave is ineligible for full-time or half-time equivalency;

Foreign students on leave generally may not be permitted to remain in the U.S.

While on leave, students may not make use of any University resources. Students may continue for a limited time in the student health insurance plan at their own expense.

While on leave, a student may not enroll in any other universities for the purpose of transferring credit earned there toward the NYU degree.


**GSAS Statement on Academic Integrity**

In creating new knowledge, scholars in all fields receive, adapt, and build on the ideas and findings of others. Responsible scholarship demands that we study, discuss, and master the work of our intellectual forbearers; it also demands that we fully acknowledge their contributions in our own scholarship.

As a student in the Graduate School of Arts and Science (GSAS) at New York University, you have become part of a longstanding community of significant research and learning. The university understands and expects that you pursue your studies and research in ways that conform to the standards of scholarly practice both at NYU and in the greater academic community.

Plagiarism – representing the work of others as one’s own – is a very serious violation of the intellectual trust that forms the basis of this scholarship. All members of our academic community are expected to cite fully and appropriately in their own work the ideas, findings, and words of others. We are all expected to report truthfully the results of our research. And we are expected to be honest in the preparation and grading of all papers, assignments, and examinations.

GSAS and the Faculty of Arts and Science (FAS) do not tolerate breaches of these and other widely accepted scholarly standards. Should such a breach occur, a student or faculty member with knowledge of the facts is obligated to file a complaint with the relevant department chair or program director. A meeting with the student will be held in the department or program in which the student is enrolled and, if a violation has occurred, a sanction, ranging from censure to termination, will be issued. Should the student not agree with the determined sanction, the case will then be referred to the FAS Committee on Discipline for consideration. A repeat offense will result in termination from the Graduate School.

The full policy on issues of academic misconduct may be found in Section 8 of the GSAS Policies and Procedures Manual. This manual outlines the rules of conduct with regard to matters of academic integrity and should inform your conduct in all academic work, including your interactions with others in academic settings. The manual does not and cannot cover all possible areas of academic integrity. Should it fall short in answering your questions, you should speak to your research advisor and/or to
your department faculty and staff to obtain the information that you need to represent yourself and your work in accordance with the highest standards of academic integrity.

Working with Human Subjects

Each year a number of our students do sustained fieldwork with communities of different kinds. When your research leads to publication or becomes part of a program of public outreach, in which you offer conclusions about the lives of others, you enter a key ethical terrain where it is your responsibility to protect those with whom you are working. Fortunately, NYU has UCAIHS, the University Committee on Activities involving Human Subjects, sometimes also known as the IRB, or Institutional Review Board, for short. If you require approval, please note that permission must be obtained in advance and in conjunction with a faculty advisor.

If you are unsure whether your project requires IRB review, start with NYU’s IRB Decision Tree: https://www.nyu.edu/content/dam/nyu/research/documents/IRB/IRBDecisionTree.pdf

Every project invites its own consideration, but some rules to bear in mind are:

- Is your work intended for publication or presentation outside of a class? Work undertaken exclusively for a class is often not subject to IRB review;

- Is your work a “systematic investigation...designed to develop or contribute to generalizable knowledge?” Projects that are not systematic investigations or are not designed to develop or contribute to generalizable knowledge are not subject IRB review;

- Are you writing about people, their work, or their lives? Not everyone whom you interview will be considered “a human subject,” such as those you are interviewing for insight onto issues other than their own;

To determine if you are doing research involving human subjects, and therefore require UCAIHS review, both of the following conditions must apply:

1) You are doing research defined as “systematic investigation, including research development testing and evaluation, designed to develop or contribute to generalizable knowledge”. For example, if you plan to disseminate the results for more than internal use (e.g. internal performance evaluation, classroom presentation) then it is research and

2) You are studying “a living individual about whom you obtain (1) data through intervention or interaction with the individual or (2) identifiable private information.” For example, if you are using live humans or data from live humans or parts from live humans, then you are using human subjects.

- IRB approval, when needed, must be obtained before research can commence. Permission normally takes up to 8 weeks to obtain and requires the participation of a Faculty Advisor or MA Thesis Advisor to
sign on as a Principal Investigator. The faculty member joins the student in registering the project on NYU’s submission portal, Cayuse IRB, and also completes the online human subjects training.

For information about applying to the NYU IRB as a student, see: https://www.nyu.edu/content/dam/nyu/research/documents/IRB/IRBforNYUstudents.pdf

For more information about the NYU IRB and how to submit an IRB protocol, see its website at: https://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research.html.

For more FAQs on the IRB requirements and process see: https://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/faqs/faqs.html

Graduation

Students graduate in September, January, or May. The NYU commencement ceremony for all schools is held in May.

In order to graduate in a specific semester, you must apply for graduation within the application periods online at: http://www.nyu.edu/registrar/graduation/deadlines.html.

• It is recommended that you apply for graduation no later than the beginning of the semester in which you plan to complete all program requirements.
• If you do not successfully complete all academic requirements by the end of the semester, you must reapply for graduation for the following cycle.

Students are responsible for getting all the necessary materials into the proper offices.

The Dean’s Graduation Exception

Master’s candidates who have one course outstanding and/or have not completed their master’s thesis by the May ceremony may petition the GSAS Dean’s Office for eligibility to participate in Convocation. All outstanding course requirements must be completed by the end of the summer. Please note that all students who complete their degrees beyond the eligibility dates for Convocation will be eligible to participate in next year’s ceremony.

Please find more information online at: http://gsas.nyu.edu/convocation/masters-convocation/masters-convocation-eligibility.html
CEH Student Life

Public Programming
We regularly hold public programs that complement and enrich our course offerings. Some of these are organized by students, some are driven by student interests, and some feature student work. Others are organized by CEH faculty in relation to their research or course offerings. You can see a full listing of current and partial listing of past events online via the program website.

Student Journal
Caustic Frolic (http://causticfrolic.org) is the CEH student-run journal to which all students are encouraged to submit and serve as editors.

Student Representatives
Each year two students volunteer to serve as representatives of the student body. They typically meet once a semester with their peers and relay any questions or concerns to the Program Director.

Funding Resources
CEH Research Grants
CEH awards up to three Research Grants per academic year, each for a maximum of $500. The grants are intended to cover the costs of travel, materials, and other research-related expenses incurred in relation to producing the final thesis/capstone project. Preference will be given to students whose research outline and budget shows a clear need for additional funds to produce their thesis project.

Students will be asked to submit a one-page proposal detailing the nature of the research they intend to conduct and how it relates to their thesis project, a budget breakdown, and the name and contact information of the faculty member who has agreed to serve as their Thesis Advisor. Students who are awarded grants will be asked to submit a one-page report detailing how they used their funds to advance their research.

Conference Participation Funding from NYU
Students who have been accepted to present a paper at an academic conference out of town are eligible for two sources of university funding:

- the GSAS Dean’s Travel Fund:

- the Student Senators’ Council Conference Fund:
Research Funding through NYU’s Global Sites

Students conducting thesis research through NYU’s site in Washington, DC or any of its eleven sites abroad are strongly encouraged to apply for travel funding through the Provost’s Global Research Initiative, online at: https://www.nyu.edu/research/provosts-global-research-initiatives.html. Support from a thesis advisor is required as part of these rolling applications for work undertaken abroad in the fall, spring, or summer terms.

External Funding

Financial support is a perennial challenge for all master’s funding and we encourage students to learn of all private and public fellowship opportunities available to them.

One of the best places to start is the “Graduate Fellowship Finder organized by the University of Illinois: https://app.grad.illinois.edu/fellowship-finder/

Information about a variety of programs, including the Alpine Fellowship, the Digital Humanities Internship Program, and the Holmes Travel/Research Award for African Scholarship can be found online on the GSAS site at: http://gsas.nyu.edu/financial-support/fellowships.html.

NYU’s Steinhardt School has a similar page at: https://www.nyu.edu/academics/awards-and-highlights/global-awards/scholarships.html.

NYU Student Resources

StudentLink Center

NYU’s StudentLink Center is a one-stop shop for questions regarding Financial Aid, Registrar, Bursar, and international student services. The branch closest to CEH is located at 383 Lafayette Street.

Student Health Center (SHC)

The health center is located at 726 Broadway at Waverly Place 3rd & 4th Floors.
Contact: health.center@nyu.edu or 212-443-1000.

Counseling & Wellness Services is located at 726 Broadway, Suite 471.
Contact: wellness.exchange@nyu.edu or call 212-998-4780.

The Wellness Exchange is a 24/7 hotline: 212-443-9999.

NYU ID Card Center

7 Washington Place (on the corner of Mercer Street) Call for hours: 212-443-2273
NYU Graduate Housing

While most CEH students live off campus, NYU does offer a limited supply of on-campus housing to graduate students. For information on locations, availability, and pricing, please consult the General Graduate Housing Information website.

For those students seeking off-campus housing, NYU offers assistance in finding an apartment or roommate, as well as general support for students making the transition to life in New York City. Please consult Off-Campus Living for more information.

On-Campus Employment

The Wasserman Center for Career Development is an excellent resource for student employment, internships, fellowships, and general career counseling and advice. NYU CareerNet is the Wasserman Center's online job and internship database. It is a great resource for students seeking on-campus employment, part-time jobs, internships, and full-time jobs after graduation.

Library Services

Elmer Holmes Bobst Library, 70 Washington Square South. library.nyu.edu

To find your subject specialist: https://library.nyu.edu/subject-specialists/

For Data Services: https://library.nyu.edu/departments/data-services/
# Glossary

Albert  
NYU’s online system for courses, registration, and transcripts

Avery Fisher  
The audiovisual library on the second floor of Bobst

Bobst  
The main student library on Washington Square South

FAS  
Faculty of Arts and Science

Gallatin  
NYU’s School of Individualized Study

GSAS  
Graduate School of Arts and Science

IRB  
Institutional Review Board

Matriculation  
Active enrollment in any given semester until the point of graduation.

M&M  
Fees paid toward “Maintenance and Matriculation,” the maintenance of full-time student status, currently approximately $1000 per semester, payable each fall and spring semester after the normal completion cycle of two years, until the MA is completed.

Steinhardt  
NYU’s School of Culture, Education, and Human Development

Tisch  
NYU’s School of the Arts

UHAIHS  
University Committee on Activities Involving Human Subjects

Wagner  
NYU’s School of Public Service