

2023-2024

Student Handbook

New York University

**XE: Experimental Humanities &
Social Engagement**

**Master's Program in
Interdisciplinary Studies**

Introduction

Welcome to XE, the Master's Program in Experimental Humanities & Social Engagement at NYU. 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 program 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 program 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 program 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 program life.

Each summer, the program updates this handbook to ensure that all 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 [GSAS Policies and Procedures Manual and Forms](#) page.

The XE 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 XE courses with the CEH-GA prefix. All credits outside of XE must be graduate-level courses. Note that students may not exceed 32 credits.
- Satisfactorily complete a master’s project in consultation with a faculty advisor and with the program’s approval.
- Maintain a 3.0 GPA and remain in good academic standing

(Note: “credits”, “points”, and “units” all refer to the same measurement and can be used interchangeably.)

Required Courses

Of the 16 XE credits, 4 credits are required:

- CEH-GA 3015: Interdisciplinarity
 - o (3 credits, normally in the first semester)
- CEH-GA 3005: XE Master’s Project
 - o (1 credit, normally in the last semester)

XE Courses

A list of our current course offerings can be found online. 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, media studies, digital humanities, art history, urban studies, and environmental studies.

Courses Outside of XE

XE students are encouraged to take elective courses in any department or school at NYU, pending approval from the course instructor. If you have found a course that interests you and you are unable to enroll directly, please reach out to the professor 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, 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 XE will be able to assist and support you.

Note that no more than 16 credits can be taken online.

Balancing Course Credits

Courses offered through GSAS, NYU's Graduate School of Arts and Science, which includes XE, are normally 4 credits. The program 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 faculty advisor to organize the right balance of credits (at least 16 from XE; 32 total) 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](#). However, the full range of current offerings can be found more quickly and easily via [Albert](#).

Instructions:

1. Choose: "Public Course Search"
2. at right, select the term in which you are interested. Wait for the wheel in the upper right corner to reset information;
3. for GSAS courses, choose "Graduate School of Arts and Science" in the school menu, and wait for the page to reset again;
4. 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;
5. 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.
6. 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. Independent Studies are typically for advanced work on a topic about which students have already taken a course during their time in XE, and about which no further courses are being offered. Note that supervising an Independent Study is an uncompensated and entirely voluntary faculty service, and should not be requested merely to accommodate students' schedules or to fill out credit requirements.

To apply for an Independent Study, the student must begin by approaching a faculty member (typically, someone the student has already taken a course with) to set up an exploratory, in person, conversation. If the faculty member consents, and if the conversation results in an agreement, that agreement must contain a detailed syllabus of topics, readings, and assignments outlining the plans and schedule that the student and their instructor have agreed upon for the semester.

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. Students who wish to take more than two independent studies during their time at XE must receive approval from the Director.

Internships

XE 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.

We encourage all students pursuing funding for internships to consider applying to the [Wasserman Center Internship Grant](#).

Examples of Past Internships

Open Society Foundation
Oxford University Press
Himalayan Media Welfare Society
American Museum of Natural History
The United Nations
Firelight Media
Ugly Duckling Presse

Application and Instructions

To apply for internship credit, please complete and submit the [Internship Approval Form](#), 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 be signed first by the on-site internship supervisor and then by the student’s XE Faculty Advisor and the XE Director or Associate Director. The on-site supervisor must be a person with education and training in a relevant field of study to XE and must agree to provide XE with a written evaluation of the student’s effort to the XE Director or Associate 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 XE Director or Associate Director. Note that any credits received for internships are subject to the 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; 11-20 hours of internship work per week plus an 8-15 page report is valid for consideration of 3-4 credits.

Registration

Note that you will need to register both on Albert and with the Wasserman Center.

On Albert:

After you've submitted your completed Internship Approval Form, you will receive a course permission code to register for the XE 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.

With the Wasserman Center:

Students completing an internship for credit are required to register their internship with the Wasserman Center at the start of the semester on [Handshake](#) and complete a survey at the end of their internship. You can access the survey in one of two ways (please note that you must be a student user of Handshake; if you do not have a student user account, please email handshake@nyu.edu)

1) Follow this link to access the Non-Classroom Experiences Survey in Handshake:

<https://nyu.joinhandshake.com/surveys/35805>.

- You will be prompted to log-in to Handshake with your NYUHome netID username and password.
- Answer each question and ensure you select "submit" at the conclusion of the survey.

OR

2) Visit the Resources tab in Handshake.

- From your student account, click on "Career Center" (next to your name in the upper righthand corner).
- Select "Resources" from the drop-down menu.
- In the Resources Library, search for and select the thumbnail: [Non-Classroom Experiences Reporting](#).
- Click into the thumbnail and follow the link to the survey in the description box.

Grading

Grading will be Pass/Fail and determined based on the student's reflection paper and the on-site supervisor's final report, which is due on the last day of classes for that semester. (See [NYU's Academic Calendar](#) for the exact date).

The reflection paper should be approximately 1000 to 1500 words long, addressing the student's work and experience in the internship. It should list and briefly describe the main duties, projects, and activities that the internship involved, and then offer thoughts and reflections on these as educational and professional experiences: what value was derived from them, what shortcomings were discovered, and what was learned about the field of work to which the internship belongs.

The final report from the on-site supervisor should be at least 250 words long and must offer an assessment of how well the student performed the assigned tasks, activities, and duties. It may mention the student's particular strengths and contributions, as well as whatever shortcomings the supervisor observed. Any other kinds of comments are very welcome as well.

The Master's Project

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

- a minimum 8,500-word academic research paper plus cover sheet, abstract, and bibliography;
- a creative project, designed in consultation with your Master's Project Advisor, plus a minimum 2,500-word scholarly introduction, plus cover sheet, abstract, and bibliography.

Among examples of creative projects are: a collection of essays, short stories or poems, a novella, a film, a photographic portfolio, a graphic novel, a musical composition, a website, a curriculum, etc. The scholarly introduction offers any intellectual, historical, or aesthetic contexts that will help to situate it for an academic audience. This paper is not intended to be a personal, anecdotal reflection; rather, it must critically engage with the key discourses, issues, ideas, and texts that the student researched in the course of creating the work. Finally, it must be accompanied by a substantial bibliography.

Each completed Master's Project will be evaluated by two people: the Master's Project Advisor (MPA), and a Second Reader—normally a member of the XE faculty, appointed to that role by the Director of XE.

The assessment of each XE Master's Project is keyed to the project's unique research ambitions and intellectual stakes, as agreed upon by the student and the Master's Project Advisor. Within that frame, assessment of each academic research paper will reflect readers' view of how it does the following:

- makes a compelling and innovative claim.
- situates its central claim in relation to other scholarship and engages with other interpretations and claims.
- defines its key terms and explains the methods of the project.
- supports its claim through description, analysis, and interpretation of a well-chosen group of examples.
- draws from a sufficient number of relevant, reputable, and up-to-date sources.

- is logically argued and organized; has a discernible structure and effective transitions.
- is written in prose that is clear, precise, and grammatically correct.
- observes accepted academic norms of formatting and citation, using either MLA, Chicago, or APA style.
- *For creative projects only.* Demonstrates reason for creative format.
- *For creative projects only.* The project critically engages with the key discourses, issues, ideas, and texts that the student researched in the course of creating the work.

Guidelines for a Collaborative Master's Project

In addition to the general Master's Project Guidelines, the following additional guidelines apply to Collaborative Master's Projects:

- Collaborators must all be XE students, and all of them must be treating the project as the Master's Project required for the degree.
- A single Master's Project advisor must agree to oversee the work of the entire team and to provide individualized final assessments of each of the collaborator's work.
- The Master's Project Proposal must clearly explain and justify the essential role of collaboration for achieving the intellectual and creative goals of the project.
- The Master's Project Proposal must also address the scale of the work relative to the required parameters set forth for individual projects—i.e., an 8,500-word minimum academic paper, and a creative project with a 2,500-word minimum scholarly introduction—to indicate what each student is responsible for producing.
- Each student will produce a 1,000-word accompanying statement on the purpose and experience of collaborating. Each student will also submit an individual signed cover sheet, signed GSAS reader sheet, and receive their own evaluation on the project from their first and second readers.
- The collaborators will be solely responsible for the working dynamic and shared responsibilities of work on the project. Neither the Master's Project Advisor nor members of XE faculty and administration will intervene to resolve disagreements or disputes; the collaborators must negotiate the dynamics of collaboration themselves.

The Master's Project Process

1. Identify a full-time professor at NYU who is appropriate for your proposed 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 your Faculty Advisor, 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 "Master's Project Proposal Form" available online via the program's [website](#), have it signed by your Master's Project Advisor. This includes your 300-500-word overview of your project and a signed Mentor-Mentee Agreement, required by GSAS.
3. Submit your approved proposal and signed form to the [XE Master's Project Proposal Submission Google form](#).

Completing the [XE Master's Project Proposal Submission Google form](#) is due in the semester preceding the one in which you want to graduate, according to the following schedule of deadlines:

- For Fall: August 15*
- For Spring: December 15*
- For Summer: May 1*

**Or the next day on which the office is open, should these dates fall on a weekend or holiday.*

4. Enroll in the XE Master's Project course during your last semester in the program. The 1-credit course is a Pass/Fail offering, and consists of regular meetings and feedback with your Master's Project advisor. Every spring, students will have the option of participating in the XE Symposium, where they can publicly share their research.

Please note that the **1-point Master's Project (CEH-GA 3005) is subject to the same add/drop/withdrawal/refund procedures** as any other credited course. If a student determines after the add/drop deadlines that they would like to postpone their project completion they will be advised to first clear the new timeline with their Master's Project Advisor and to file for an official incomplete, also subject to the standard [incomplete terms](#). This may also require the student to register and pay for Maintenance and Matriculation in the following semester(s) they work on their project. Please consult your Master's Project and Faculty advisors when considering these options.

5. Students working on approved Master's Projects are also strongly encouraged to enroll in the 2-point "Master's Project Workshop" (pass/fail only) which meets every two weeks and functions as a supportive intellectual community, brainstorming selected aspects of each member's project and process.

6. Projects are submitted to Master Project Advisor's for approval on the following dates:

- May Graduation: April 15*
- September Graduation: August 1*
- January Graduation: December 1*

**Or the next day on which the office is open, should these dates fall on a weekend or holiday.*

7. Final submission deadlines for the approved master's project for GSAS graduation are as follows:

- May Graduation: May 1*
- September Graduation: August 15*
- January Graduation: December 15*

**Or the next day on which the office is open, should these dates fall on a weekend or holiday.*

By the above deadline, XE needs to receive the following:

1. One PDF including your signed [GSAS Master's Reader Sheet](#) from your Master's Project advisor--only one signature required. You must fill out your own student information including

your name, NYU ID number, project title, and program. AND your signed cover page ([example here](#)) (signed by your advisor).

2. One PDF containing your signed cover page ([example here](#)) AND your final version of your project. This PDF should include all aspects of your project: an abstract, and in the case of Creative Master's Projects: a scholarly introduction, a creative project description, and the project itself, as well as any relevant links.

Note that you are being asked to make two separate PDFs combining required documents. These are needed to submit to GSAS to ensure your graduation. Please also note that the Master's Thesis Reader sheet includes space for two separate faculty signatures. XE will assign your second reader so please be sure the only faculty member to sign off on your form is your Master's Project Advisor.)

Students completing creative projects that cannot be delivered in a digital or paper-based hard copy form (i.e. three-dimensional art works, performances, interactive web sites) must discuss and receive approval for final deliverables from their Master's Project Advisor. They are also required to attach to their Scholarly Introduction a 250-500-word **description** of their creative project. In the case of websites and other digital resources, relevant links should be included along with this one-page description.

The Master's Project is read and graded (Pass/Fail) by the Master's Project Advisor and a Second Reader, usually an XE faculty member, assigned by XE, who each submit a [Reader Evaluation Form](#) to XE after reading the final version of the project.

Master's Project Advising

Master's projects can be advised by any full-time faculty member at NYU, including faculty from XE or beyond. Adjunct faculty do not normally supervise MA projects, but approval from the Director may be sought in exceptional cases. The program 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. The Advisory Board is another good resource. 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. XE selects and assigns the second reader on the student's behalf.

For more details, deadlines, and forms see the [Master's Project Guidelines](#) on our website.

Transfer Credits

Any graduate-level courses taken within the past ten years, that were not applied toward another degree, and that bear a grade of B or higher, are eligible to be requested for transfer to your XE degree. Students may request to transfer up to 8 credits from eligible work done elsewhere.

Courses counted towards any degree that has been awarded are not eligible for transfer. GSAS awards international transfer credit with current guidelines regarding equivalency as determined by Graduate Enrollment Services. For Accelerated Bachelor's-Master's Track students (BA-MA), graduate courses taken by undergraduates in the College of Arts and Science who have been accepted to XE will be counted as taken in residence and processed by XE and GSAS.

Transfer credits are not automatic but, rather, are subject to review and approval by the Program Associate Director and GSAS. Transcripts and copies of course syllabi should suggest direct relevance to a student's program of study at XE. Transfer credits must be requested within the first year of study at XE.

To request for approval of transfer credits, please request a recent, official transcript from the originating institution and fill out this [form](#). Send both the form and official transcript as a pdf to xe@nyu.edu.

For questions about transferring credits, please see the [GSAS Policies and Procedures Manual](#).

Dual Degree Program with LIU Library School

XE students are eligible to apply for a dual degree 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 center. The program grants an ALA-accredited Master of Science in Library and Information Science (M.S.L.I.S.) from LIU's Palmer School and a Master of Arts or Science from NYU's Graduate School of Arts and Science (GSAS).

Students must complete 24 points from NYU. Of those 24 points, 16 points must be XE courses including all required courses and the master's project. Students should consult directly with LIU for their specific requirements.

More information can be found on the Long Island University site under [Dual Master's with NYU](#) and through NYU at [Library and Information Science Dual-Degree Program](#).

Certificate in Culture and Media

XE students have the opportunity to apply for and earn both an M.A. in Interdisciplinary Studies (XE's degree) and an [Advanced Certificate in Culture and Media](#) by completing an additional 10 graduate credits and the required sequence of courses.

XE students who are interested in this program must take "Culture and Media" in the first semester of their time at XE. Half-way through the course, they will be eligible to apply to continue in the Certificate Program. If admitted, they must earn a grade of B+ or better in all Certificate course-work in order to earn the Certificate.

For more information on the Dual Degree, including a sample schedule for completion, as well as the application form, please view the [document here](#).

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. 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 (11 credits)

- XE core course Interdisciplinarity (3 credits)
- 1 XE course (4 credits)
- 1 elective (4 credits)

Semester 2 (12 credits)

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

Semester 3 (8 credits)

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

Semester 4 (1 credit)

- XE Master's Project (1 credit)

Typical Timeline to Degree - BA-MA

While still undergraduates, students on this track get a head start on graduate coursework. This allows them to finish a Master's degree within one additional year of study at GSAS after earning the Bachelor's degree. Please see [here](#) for more information about the Accelerated Bachelor's-Master's Tracks.

Undergraduate Senior Year (Semester 1):

- XE core course Interdisciplinarity (3 credits)

Undergraduate Senior Year (Semester 2):

- 1 XE course (4 credits)

MA Year Semester 3 (12 credits)

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

MA Year Semester 4 (13 credits)

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

Master's Project (1 point)

Alternately, students can complete coursework and/or their Master's Project over the Summer term/s.

XE 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) and the Director or Associate Director 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, details available on the [GSAS Orientation page](#).
- an XE orientation, normally held the week before Labor Day, where students are introduced to all faculty, library staff, representatives from the Master's College, and career services officers from the university.

Academic Advising and Course Registration

In their first semester at XE, 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 once a semester to review their course choices and degree progress. In advance of their advisement sessions, students must send an unofficial copy of their transcript (available via Albert) to their Faculty Advisor and communicate how many coursework points a student intends to take, which affects how they are billed by the Bursar's office. For courses that 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 master's project. Your Faculty Advisor can also help you identify potential advisors for your master's project 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](#). 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>.

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 [Graduate Billing and Payment Due Dates](#) here.

If the number 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](#), which contains key information regarding semester start and end dates, holidays, and registration timelines.

Grades

XE courses use the grade ranges listed below.

Letter	Range
A (highest grade)	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C- (minimum passing grade)	70-73
F	0-69

P (Passing)

W (Withdrawal)

I (Incomplete)

NR (No record/no grade submitted)

Like all students at GSAS, XE students are required to remain in good academic standing, which means maintaining a GPA of 3.0 or higher and successfully completing at least two thirds of points attempted at NYU. Students who do not maintain good academic standing may be placed on academic probation. For specific details on good academic standing and circumstances in which students may be placed on academic probation, please refer directly to the [GSAS Policies and Procedures Manual](#).

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, as listed on the [Academic Calendar](#).

Any course dropped during the regular “Add/Drop” period means that the course will not appear on a student’s record, though there may be associated fees as determined by the registration and Bursar refund schedules.

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 NYU’s online [class withdrawal instructions](#).

If a student misses this window for formal withdrawal, the course is assessed for a grade. 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 the [University Calendar Policy on Religious Holidays](#).

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. Incompletes must be completed by the end of the following semester.

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.

All students are responsible for familiarizing themselves with, and following, XE’s Incomplete policy:

1. There is no such thing as an “automatic incomplete.” Students who do not complete course work within the schedules announced by their professor risk failing the course or getting a commensurately lower grade.

2. Incompletes are granted at the discretion of the professor **and must be requested, in writing through the program's [Incomplete Request Form](#)** before the last day of class, and before the missing work is due.
3. If granted, an incomplete must be cleared by the time set by the instructor and noted on the Request form. New deadlines for submission of all final work are normally within one month of the end of term.
4. 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.
5. A grade of Incomplete **turns into an "F" one year after the beginning of the semester in which the course was taken** unless an extension is approved by the Office of Academic and Student Affairs. To apply for an extension, the student must fill out the [Graduate School's Extension Request Form](#), which requires (1) an explanation of why the Incomplete was not cleared within the stipulated one year period), (2) approval signature from the course instructor, (3) approval signature from the student's Faculty Advisor. This request **must be submitted before the end of one year from the beginning of the semester in which the course was taken**.
6. To be in good standing, GSAS requires that students maintain a minimum GPA of 3.0 and must successfully complete 66% of credits attempted while matriculated in a GSAS program.
7. Students may not audit the course, officially or unofficially, as a means of completing an incomplete grade.
8. A student is not permitted to graduate with an incomplete on their transcript.

Full-Time / Half-Time Equivalency

NYU designates full-time status automatically to students enrolled in a minimum of 9 points in one semester (the two summer sessions combined are regarded as one semester). Half-time status is defined as enrollment in at least 4.5 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 of Matriculation.

To qualify for full-time equivalency (FTE) you are expected to spend no less than 30 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 15 hours per week on program activity.

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

- working full time on the thesis and registered for the XE Master's Project course;

- interning to fulfill the internship requirement for the degree;
- in the last semester of study and needs fewer than 9 or 4.5 points of coursework to complete the degree.

Students who wish to apply for equivalency must submit the “[Application for Equivalency](#)” before the first day of classes in the semester for which status is requested. Students must be registered for courses or Maintenance of 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. International students who request FTE should contact OGS directly to confirm they are making sufficient academic progress to satisfy their visa requirements.

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 Master’s Project must register for MAINT-GA 4747.001, “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. International students who register for MM should contact OGS directly to confirm they are making sufficient academic progress to satisfy their visa requirements.

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. Leaves of Absence should be requested before the end of add/drop in a given semester.

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.

International students on leave generally are not permitted to remain in the U.S. for any type of leave other than medical.

While on leave, students may not make use of any University resources. Students may continue for up to one year 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.

Please consult the [GSAS Policies and Procedures Manual](#) for further information.

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 regarding 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 several 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](#).

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 completes the online human subjects training.

For information about applying to the NYU IRB as a student, see the [NYU Student IRB document](#).

For more information about the NYU IRB and how to submit an IRB protocol, see NYU’s [Research with Human Subjects](#) page.

For more FAQs on the IRB requirements and process see NYU’s [IRB FAQs](#) page.

Graduation

Students graduate in September, January, or May. The NYU commencement ceremony for all schools is held in May. Students should complete the [Graduation Checklist](#) at the start of their final semester at XE. This checklist should be submitted to the student’s Faculty Advisor for approval along with a copy of the student’s transcript.

In order to graduate in a specific semester, you must apply for graduation within the application periods online via the [Graduation and Diplomas](#) page.

- 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 the [GSAS Convocation](#) page.

International Students

The [Office of Global Services](#) (OGS) handles immigration matters for all students, faculty, and staff seeking immigration and visa support when traveling to NYU locations in the US and around the world. They should be the first point of contact for students regarding any questions about visas, work, immigration, and international travel.

[Post-completion OPT](#) is Optional Practical Training for students to use after finishing their program of study. OPT is employment that is directly related to your major field of study and is only for students in F-1 status. Please see the OGS site on post-completion OPT employment types for questions on the kinds of employment you can have while on post-completion OPT, as well as to see the schedule for their regular offering of workshops concerning OPT.

International students who are interested in OPT or [CPT \(Curricular Practical Training\)](#) should reach out as early as possible to the [Office of Global Services](#) as well as to their faculty advisor and XE staff to confirm their eligibility and to include it in their course planning.

XE 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 XE 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](#).

XE Newsletter

Every month of the academic year, XE publishes a newsletter for students, faculty, and alumni. The curated newsletter features relevant events around campus and the city, opportunities and submission

details for funding and publishing, and resources and updates from our program and from across NYU. We encourage all students and alumni to subscribe to stay up to date and engaged. Current students are automatically subscribed through their NYU email account once they join the program.

Student Journal

[Caustic Frolic](#) is the XE 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 or Associate Director.

Master's College

The Graduate School of Arts and Science's Master's College provides access to information, advisement, and resources for master's students as they focus on their scholarly, professional, and personal development. They host a variety of academic events, career-planning seminars, and grant-writing workshops. The Master's College also recruits students to participate on the [Master's College Program Board](#), a group of current master's students from diverse backgrounds who create, plan, and host events for their fellow students.

Threesis

The [GSAS Threesis Academic Challenge](#) is a vehicle to showcase the creative and scholarly work of GSAS master's students. Each participant has three minutes to present a compelling oration on the significance of their research in language appropriate for a non-specialized audience, and are eligible to win cash prizes.

Funding Resources

XE Research Grants

XE awards a handful of modest Research Grants every academic year. The grants are intended to cover the costs of travel, materials, and other research-related expenses incurred in relation to producing their master's project. Preference will be given to students whose research outline and budget shows a clear need for additional funds to produce their master's 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 master's project, a budget, and the name and contact information of the faculty member who has agreed to serve as their Master's Project 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 Grant Program](#) (more information available online).
- the [Student Government Assembly Conference Fund](#) (more information available online).

Research Funding through NYU's Global Sites

Students conducting master's project research through NYU's domestic or global sites are strongly encouraged to apply for travel funding through the [Provost's Global Research Initiative](#). Support from a Master's Project 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.

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 [Fellowships and Awards](#) page.

NYU's Steinhardt School has a similar page, listing [A-Z Global Awards](#).

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 XE 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.

For more on Health and Wellness services see the [SHC website](#).

NYU ID Card Center

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

NYU Graduate Housing

While most XE 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. [Handshake](#) 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, visit the NYU Libraries [Subject & Technical Specialists](#) page.

To make an appointment with NYU Data Services, visit the Libraries [Data Services](#) page.

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
UHAHHS	University Committee on Activities Involving Human Subjects
Wagner	NYU's School of Public Service