Education and Social Policy MA Program
Graduate Student Handbook

2014-2015
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PROGRAM MISSION

The M.A. program in Education and Social Policy prepares graduates to become professionals who use statistics, large datasets, and research designs to formulate and evaluate education policies in grades kindergarten through twelve and higher education.

The program provides an opportunity to specialize in specific areas of education policy, such as higher education, race and class, international education, or K-12 education issues.

LEARNING OBJECTIVES

- Students will apply principles of economics and sociology to formulate and analyze K-12 and higher education policies.
- Students will conduct descriptive and inferential statistical analyses using large longitudinal education databases to interpret and identify causal effects of programs and policies and to apply conclusions to make policy recommendations.
- Students will understand the policies already implemented as well as needs for additional policies in their chosen areas. They will be able to participate in quantitative studies to further evaluate existing policies and to provide evidence on the possible effects of new policies.
FACULTY AND STAFF DIRECTORY

Program Faculty:

Leanna Stiefel (Director): leanna.stiefel@nyu.edu
Professor of Economics and Education Policy

- Specializations include school finance and education policy, applied economics and applied statistics. Some of her current and recent research projects include: patterns of resource allocation in large city schools; costs of small high schools in New York City; effects of school organization on student achievement; racial test score gaps; effects of mobility on student performance; and segregation, resource use and achievement of immigrant school children.

Richard Arum: richard.arum@nyu.edu
Professor of Sociology and Education

- Specialization in education, legal and institutional environments of schools, social stratification, student achievement and socialization, formal organizations, and self employment.

Sean Patrick Corcoran: sean.corcoran@nyu.edu
Associate Professor of Educational Economics

- Specialization in state and local public finance, teacher labor markets, school finance, school choice and charter schools, and applied econometrics.

Amy Schwartz: amy.schwartz@nyu.edu (On leave for 2014-2015)
Professor Public Policy, and Education and Economics

- Specialization in applied econometrics, focusing on state and local governments and urban policy, particularly education policy and finance.

Meryle Weinstein: meryle.weinstein@nyu.edu
Research Assistant Professor Education Policy

- Specialization in issues of educational equity and performance, both in and out of schools.

Kathleen M. Ziol-Guest: kmz204@nyu.edu
Research Associate Professor

- Specialization in policy analysis, domestic social policy, poverty and inequality, early childhood, and child well-being.
**Affiliated Faculty:**

Dana Burde: dana.burde@nyu.edu
*Assistant Professor of International Education*

- Specialization in effects of war on education and how to mitigate these effects; education and political violence; transnational advocacy, NGOs, and humanitarian action.

Sewin Chan: sewin.chan@nyu.edu
*Associate Professor of Public Policy (Wagner)*

- Specialization in the well-being of individuals and households and how it is shaped by the interaction of economic behavior, market institutions and government policies, economics of aging and retirement.

Ingrid Gould Ellen: ingrid.ellen@nyu.edu
*Professor of Public Policy and Urban Planning (Wagner)*

- Specialization in urban social and economic policy and housing.

Floyd Hammack: fmh1@nyu.edu
*Professor Emeritus of Educational Sociology and Higher Education*

- Specialization in high school reform and social inequality and education.

Jennifer Hill: jlh17@nyu.edu
*Associate Professor of Applied Statistics*

- Specialization in the intersection of social policy research and methodological development.

Joscha Legewie: joscha.legewie@nyu.edu
*Assistant Professor of Sociology of Education*

- Specialization in causal inference, the gender gap in educational outcomes, the role of events for ethnic/racial relations and discrimination, and police violence.

Marc Scott: marc.scott@nyu.edu
*Associate Professor of Applied Statistics*

- Specializations in statistics, stratification, work and occupations, higher education, and biostatistics.
Lisa Stulberg: lisa.stulberg@nyu.edu
Associate Professor of Educational Sociology

- Specializations in sociology of race and education, African American schooling, urban schooling, school choice, charter schools, affirmative action.

Sharon Weinberg: sharon.weinberg@nyu.edu
Professor of Applied Statistics and Psychology

- Specializations in school reform, statistics, statistics education, faculty diversity, and higher education.

Staff:

Erinn Duprey: erinn.duprey@nyu.edu
Senior Student Advisor

Tokay Mitchell: tm119@nyu.edu
Administrative Aide

Lucy Frazier: lcf3@nyu.edu
Department Administrator

Jamie Remmers jr3613@nyu.edu
Program Coordinator
MA COURSE REQUIREMENTS AND OVERVIEW

Detailed information on our degree requirements can be found on our website:
http://steinhardt.nyu.edu/humsocsci/policy/program_information/curriculum

- Completion of this degree requires a minimum of 40 credits.

**Credit Breakdown:**

40 credits total = graduation

13 credits = Required Courses in Sociology and Economics
14 credits = Required Courses in Statistics and Methods
4 credits = Capstone
9 credits or more = Electives

A. REQUIRED COURSES IN SOCIOLOGY AND ECONOMICS (13 CREDITS)
All students must take the following courses in Sociology and Economics:
- SOED-GE 2002 An Introduction to Sociology of Education (3 credits)
- CORE-GP 1018 Microeconomics for Public Management Planning and Policy Analysis (4 credits)
- EDPLY-GE 2030 Education and Social Policy (3 credits)
- EDPLY-GE 2025 Economics of Education (3 credits)

B. REQUIRED COURSES IN STATISTICS AND METHODS (14 CREDITS)
All students must take the following courses in statistics and methods of policy analysis:
- RESCH-GE 2001 Statistics for Behavioral and Social Sciences I (3 credits)
- PADM-GP 2902 Regression and Introduction to Econometrics (4 credits)
- RESCH-GE 2140 Approaches to Qualitative Inquiry OR RESCH-GE 2139 Survey Research Methods (3 credits)
- RESCH-GE 2110 Applied Statistics: Using Large Databases in Education (4 credits)

Note: Students must earn a grade of B- or better in all the required courses and maintain a minimum cumulative GPA of 2.5 or better in order to remain enrolled in the program. Students failing to receive a B- in a core course may be allowed to repeat the course one time.

C. CAPSTONE (4 CREDITS)
EDPLY-GE 2050 Capstone: Applied Research in Education Policy (4 credits)
All students participate in a final Capstone project. Students work in teams to design and perform a research study. Projects are designed and written for a particular “clientele” in the policy community. Throughout the tenure of their capstone project, students are expected to
consult with faculty members who have relevant expertise in appropriate fields of research specialization.

D. RECOMMENDED ELECTIVES (9 CREDITS OR MORE)
Students take three or more electives in education. Each semester we post a list of recommended electives on our website. Students wishing to take a course that is not on our recommended list must obtain approval from their advisor.

Some schools and departments require departmental permission in order to register. Students should contact the administrator of the department where the course is offered and email the professor of the course directly to ask for consent.

Wagner requires that students submit an online course request form. The form can be found here: http://wagner.nyu.edu/courses/nyugrad.php.

Outside departments generally give first priority to students in their college or department, but typically have room for more. Request a place in these courses early.

Students can search for additional courses on Albert. The fastest way to access the course catalog is through the Registrar’s page: http://www.nyu.edu/registrar/listings/.

Students can choose electives in a number of subject areas but students need not choose all three electives from one subject area. Following are lists of courses under each subject area; note that not all these courses are offered every semester or year.

Elementary and Secondary Education Issues
- RESCH-GE 2902 or EDPLY-GE 2020 Financing Schools: Equity and Adequacy in Public Education (3 credits)
- EDLED-GE 2350 Research on School Choice (3 credits)
- EDLED-GE 2341 Politics of Education (3 credits)
- HSED-GE 2009 History of American Education (3 credits)
- HSED-GE 2070 Public Problems: Education and Social Policy (3 credits)
- BILED-GE 2001 Bilingual Multicultural Education: Theory and Practice (3 credits)
- APSY-GE 2345 Academic Achievement Gaps (3 credits)

Higher Education Issues
- SOED-GE 2163 Sociology of Higher Education (3 credits)
- AMLT-GE 2072 International Perspectives on Education Reform (3 credits)
- HPSE-GE 2090 Foundations of Higher Education (3 credits)
- HPSE-GE 2135 The Politics of Higher Education (3 credits)
• HPSE-GE 2161 Diversity in Higher Education (3 credits)
• HPSE-GE 3110 Economics and Finance of Higher Education (3 credits)

**Early Childhood and Preschool Issues**
• ECED-GE 2024 Issues in Early Childhood Education (3 credits)
• CHDED-GE 2021 Child Development and the Program in Childhood Education (3 credits)

**Race, Class, and Education Issues**
• SOED-GE 2371 Social Inequality and Education (3 credits)
• HSED-GE 2174 History of American Education and Society: Race and Ethnicity (3 credits)
• HSED-GE 2173 History of American Education and Society: Education and the Culture Wars (3 credits)

**International Education Issues**
• SOED-GE 2091 Sociology of Education in Developing Areas (3 credits)
• INTE-GE 2803 International Education (4 credits)
• INTE-GE 2028 Comparative Politics, Education, and Conflict (3 credits)

**Quantitative Methods**
• RESCH-GE 2012 Advanced Topics in Quant Methods: Causal Inference (3 credits)
• RESCH-GE 2140 Approaches to Qualitative Inquiry OR RESCH-GE 2139 Survey Research Methods (3 credits)

**E. COURSE SCHEDULE BY SEMESTER**

**Full-Time Students:**

**Fall, 1st Year, 13 credits**
SOED-GE 2002 Introduction to Sociology of Education (3 credits)
CORE-GP 1018 Microeconomics for Public Management Planning and Policy Analysis (4 credits)
RESCH-GE 2001 Statistics for Behavioral and Social Sciences I (3 credits)
EDPLY-GE 2030 Education and Social Policy (3 credits)

**Spring, 1st Year, 14 credits**
EDPLY-GE 2025 Economics of Education (3 credits)
PADM-GP 2902 Regression and Introduction to Econometrics (4 credits)
RESCH-GE 2110 Applied Statistics: Using Large Databases in Education (4 credits)
One issue course by advisement (3 credits)
Fall, Year 2nd Year, 13 credits
RESCH-GE 2140 Approaches to Qualitative Inquiry OR RESCH-GE 2139 Survey Research Methods (3 credits)
EDPLY-GE 2050 Capstone: Applied Research in Education Policy (4 credits)
Two issues courses by advisement (3 credits each/6 credits)

Part-time Students, Entering Fall:

Fall, 1st Year, 7 credits
CORE-GP 1018 Microeconomics for Public Management Planning and Policy Analysis (4 credits)
RESCH-GE 2001 Statistics for Behavioral and Social Sciences I (3 credits)

Spring, 1st Year, 7 credits
EDPLY-GE 2025 Economics of Education (3 credits)
PADM-MP 2902 Regression and Introduction to Econometrics (4 credits)

Fall, 2nd Year, 6 credits
SOED-MP 2002 Introduction to Sociology of Education (3 credits)
One issues course by advisement (3 credits)

Spring, 2nd Year, 10 credits
RESCH-GE 2110 Applied Statistics: Using Large Databases in Education (4 credits)
EDPLY-GE 2030 Education and Social Policy (3 credits)
One issues course by advisement (3 credits)

Fall, 3rd Year, 10 credits
EDPLY-GE 2050 Capstone: Applied Research in Education Policy (4 credits)
RESCH-GE 2140 Approaches to Qualitative Inquiry OR RESCH-GE 2139 Survey Research Methods (3 credits)
One issues course by advisement (3 credits)

Part-time Students, Entering Spring:

Spring, 1st Year, 7 credits
CORE-GP 1018 Microeconomics for Public Management Planning and Policy Analysis (4 credits)
CORE-GP 1011 Statistical Methods (4 credits)

Fall, 1st Year, 10 credits
PADM-GP 2902 Regression and Introduction to Econometrics (4 credits)
SOED-MP 2002 Introduction to Sociology of Education (3 credits)
EDPLY-GE 2030 Education and Social Policy (3 credits)

**Spring, 2nd Year, 7 credits**
EDPLY-GE 2025 Economics of Education (3 credits)
RESCH-GE 2110 Applied Statistics: Using Large Databases in Education (4 credits)

**Fall, 2nd Year, 10 credits**
EDPLY-GE 2050 Capstone: Applied Research in Education Policy (4 credits)
RESCH-GE 2140 Approaches to Qualitative Inquiry OR RESCH-GE 2139 Survey Research Methods (3 credits)
One issues course by advisement (3 credits)

**Spring 3rd Year, 6 credits**
Two issues courses by advisement (6 credits)
POLICIES AND PROCEDURES

A. Registering for Courses

Students may register for classes by following these steps:

- Meet with your advisor to choose courses using the EDSP Course Planner on page 23. Add course call numbers and any access codes that are required to complete your registration. (Your advisor will tell you where to obtain access codes.)
- Ask your advisor to make sure you are active in the registration system and to clear you to register.
- Check for any holds on Albert prior to your advisement meeting and discuss them at that time.
- Speak to your advisor about any financial aid or visa restrictions that apply to you and the minimum number of credits for which you must be registered.
- Register on Albert through NYUHome. Verify your schedule, match course numbers and course titles and review the number of credits for each course within the first week of classes.
- Waitlisted courses must be checked daily because you will not be notified by the University when registered into a waitlisted course. Automatic waitlist registration will end the first day of the second week of classes. Make sure you adjust your schedule by dropping or adding courses, if necessary, once you are registered into a waitlisted course.
- Check for classroom locations at NYUHome at the start of each day during the first week of classes.
- Refer to the University Bursar website for payment deadlines.

Cross Registration

**Students MUST speak with an adviser before registering for classes that are not already on the list of approved electives**

Registering for classes in certain schools involves a separate process. For example, if you are interested in a course at Wagner, you should promptly fill out the Wagner Course Request form: [http://wagner.nyu.edu/courses/nyugrad](http://wagner.nyu.edu/courses/nyugrad). If you are interested in a course at NYU Stern, please note that their course listings are separate from the NYU Class Search. To see the classes at Stern that are available to non-Stern students, use link [http://www.stern.nyu.edu/Registrar/CourseInfo/CourseSchedule/](http://www.stern.nyu.edu/Registrar/CourseInfo/CourseSchedule/).

Following the course search for NYU Stern, you will then make an appointment with your advisor to fill out the Stern Cross Registration Request Form [http://web-docs.stern.nyu.edu/registrar/reg_crossregform.pdf](http://web-docs.stern.nyu.edu/registrar/reg_crossregform.pdf)
Access Codes

Certain courses require special permission from an instructor, program, or department before a student may register. Students who want to take one of these courses should ask for the department in which the course is offered for the access code that will permit registration for the class.

Class Schedule

The University Registrar maintains a listing of all available classes for each semester by school and program including course schedules and room assignments. The class schedule will be available approximately one month prior to the start of each semester’s registration.

The class schedule can be found at: http://www.nyu.edu/registrar/listings/

Drop Courses / Withdraw

Students can make changes to their schedule – add or drop courses – on Albert during the first two weeks of classes in the fall and spring, and in the first three days of the summer semester. After that time students wishing to add a course must have the instructor’s and advisor’s permission and will need to complete a Change of Program form. Paper copies of the form are available in the department. This form allows a student, with advisor approval, to drop, add, or exchange courses. Students who are making any change to their program which involves exceptions to program or school policies must also submit a Course Permission form along with the Change of Program form.

Students are allowed to drop courses up through the third week of the semester without a "W" appearing on their transcript. After the third week, students can still withdraw from a course through the ninth week of the semester with a "W" appearing on their transcript. A student may not withdraw from a course after the ninth week of the fall or spring term or the last week of any summer session.

Withdrawal and refund deadlines are not the same. The refund schedule may be found by here: http://www.nyu.edu/bursar/refunds/schedule.html. Please note that any course dropped after the first two weeks of the semester will not be refunded.

B. Credits and Financial Aid

Credits
Different schools at NYU have different credit requirements for part-time and full-time status. At Steinhardt, full-time is a minimum of 12 credits. Anything between 3 and 11 credits is considered part-time. Students can switch back and forth between full-time and part-time simply based on the number of credits they register for in a given semester.

The maximum number of credits that students can take in the fall and spring semesters is 18 credits. In the summer, they can take up to 16 credits. If a student wants to take more than 18 credits (with a maximum of 20 credits), they need to fill out a Course Permission Form, available in the department.

The minimum number of credits that a student can take in the fall or spring semesters is 3 credits. The summer is an optional semester so students do not need to enroll in any credits to maintain their student status.

**Financial Aid**

A student’s financial aid package will change if a student switches from full-time to part-time. Students should contact the Office of Financial Aid directly to find out how they will be affected. We do not have access to student financial records.

Students need a minimum of 6 credits to receive loans. Scholarships, however, require a minimum of 12 credits. Students in their final semester who need less than 12 credits in order to complete the degree requirements, can ask to have their scholarship prorated. To request, contact Yvette Brown, mailto:yvette.brown@nyu.edu.

Students cannot receive scholarships during the summer semester; only loans can be used to cover summer tuition. Winter session is included in the spring financial aid allotment.

**C. Satisfactory Academic Progress**

Students are expected to maintain satisfactory progress each semester in accordance with Steinhardt’s policy on academic progress. The minimum required GPA for satisfactory academic progress is a 2.5 (equivalent to a B-). Students with a grade point average below the minimum requirement or students who receive two or more IP, IF, and/or N grades during one semester will be considered as not making satisfactory progress and will come up for review by the Steinhardt Faculty Committee on Student Progress. Please review Steinhardt’s policies and procedures for academic progress here: http://steinhardt.nyu.edu/registration/standards.

Successful completion of the MA in Education and Social Policy requires a strong foundation in quantitative methods and economics. Students must complete all the required courses in the EDSP curriculum with a grade of B- or better. Students failing to receive a grade of B- or better
in a core class may be asked to repeat the course one time. Students are expected to maintain a minimum cumulative GPA of 2.5 or better in order to remain enrolled in the program.

D. Maintenance of Matriculation

Students must enroll in at least 3 credits in an academic year in order to remain active. If a student chooses not to enroll in classes one semester, he/she must enroll in maintenance of matriculation. Maintenance of matriculation allows students to remain active in the program, maintain an active NYU ID card, and use NYU facilities without being enrolled in classes. The maintenance fee is $300 plus University registration and services fees for the academic year. There is a maximum of two semesters of maintenance of matriculation.

Registration procedures for maintenance of matriculation are the same as any credit-bearing course in Albert. The course number for maintenance of matriculation is MAINT-GE 4747.

Students can request to waive the maintenance of matriculation fee for a semester as long as the student is registered for maintenance or a 3-credit course in the preceding or following semester. A waiver means that the student will not be required to pay the $300 school fee, but must pay the University registration and service fees. To waive the fee, advisors should email David Zapotocky, Director of Registration Services, at david.zapotocky@nyu.edu with a request.

Since summer is an optional semester, students do not need to register for maintenance of matriculation in the summer, even if they are working to finish up coursework from a previous semester.

E. Equivalency

Students can apply for full-time or half-time equivalency only if they are working on one of the following activities:

- Fulfilling a required master's internship/clinical practice
- Writing a master's thesis or preparing a final experience
- Preparing for a doctoral candidacy examination
- Working on a doctoral dissertation topic
- Working on a doctoral dissertation proposal
- Doing doctoral dissertation research

The University defines full-time course work to be a minimum of 12 credits each term. To qualify for full-time equivalency students are expected to spend no less than 40 hours per week on a combination of coursework and/or appropriate activity listed above required by the department. For half-time students, a minimum of 6 credits or 20 hours per week is required. Equivalency may be granted only for the purposes of visas, student loans, student loan deferral, TAP and Veterans' Benefits requirements.
Students are not eligible for equivalency if they are not registered for any credit bearing course work; therefore, students registered for a leave of absence, maintenance of matriculation or zero credit courses will not be considered for equivalency.

Financial aid is based on the actual number of credits for which students are enrolled rather than equivalency status. Scholarship eligibility requires a minimum of 12 registered credits.

International students are eligible for equivalency status to determine full-time study only from the categories above. International students who wish to pursue part-time study for any other reason must do so through the Office of Global Services 561 LaGuardia Place, 212-998-4720.

**Deadlines:** Equivalency forms may be submitted up through the third week of the semester. Equivalency is generally posted in the month preceding the start of the semester:

- Fall Semester - July
- Spring Semester - November
- Summer Semester – May

**Signatures:** The advisor's signature is required at all times along with the appropriate dean's designee as identified on the form. Final approval by the Registration Services or Graduate Study is required.

The Full- or Half-Time Equivalency form can be found in this handbook on page 33.

### F. Auditing Classes

A student may audit classes with the permission of the instructor or their advisor. Auditors follow regular registration procedures, including payment of tuition. Students should first contact the instructor for permission. Second, they should register for the course and pay the full price. Finally, they need to file for an audit request with the Registrar - this must be done within the first week of the semester.

Regulations governing the auditing of courses are:

- Only matriculated students may audit courses.
- Audited courses do not count in determining a student’s maximum course load.
- No more than two courses may be audited per semester.
- Audited courses do not count toward full-time status.
- Full tuition and fees apply to audited courses.
- Tuition remission may not be applied.
- No credits are given nor are letter grades recorded.
- No withdrawals or refunds are granted.
Audit Request forms are available at Registration Services, Pless Hall, 2nd Floor, 212-998-5055 and are submitted to Student Services, University Registrar, 25 W. 4th Street, 1st floor.

**Deadlines:** All auditing requests must be submitted within the first week of the semester regardless of the start date of the course. There is no appeal for late submission.

**Signatures:** The advisor and instructor’s signatures are required at all times.

**G. Leaves of Absence**

An official leave of absence indicates that a student has been granted permission to maintain matriculation without registering for course work. A leave of absence and an extension to a leave of absence, as well as a return from a leave of absence, are requested through the Office of the Associate Dean for Student Affairs and require advisor approval. All requests for health-related leaves of absence must be accompanied by appropriate documentation.

A leave may be granted for up to a maximum of two semesters (fall and spring). Students on a leave of absence are not eligible for University housing or the use of University facilities during the period of the leave. A leave of absence must be requested prior to the start of the semester in which the leave is to be taken. Leaves of absence are not granted after the third week of the semester. A request for a leave of absence after the third week of the semester will be reviewed on an individual basis by the Director of Counseling and Student Services, in consultation with the Associate Dean for Student Affairs. Leaves of absence adhere to the University’s refund schedule and may affect academic progress, financial aid, graduation deadlines, housing status, and/or visa requirements. Students should review such issues with a counselor during the leave interview, with their academic advisor, and/or by contacting the appropriate office.

Students taking a leave must also fill out the withdrawal from on the Registrar's website [https://www.nyu.edu/registrar/withdrawal](https://www.nyu.edu/registrar/withdrawal).

**H. Incomplete and Pass/Fail Grades**

**Incompletes**

Students who are unable to complete coursework can request to take an incomplete grade from their instructor. Instructors fill out the Incomplete Grade form which is available online at [http://steinhardt.nyu.edu/studentaffairs/forms#Forms](http://steinhardt.nyu.edu/studentaffairs/forms#Forms). Students must complete all coursework within six months of receiving an IP (incomplete pass) or IF (incomplete fail).

Two incomplete grades during a semester may result in academic action by the Committee of Student Progress and failure to meet academic progress by the Office of Financial Aid. Incomplete grades should not be used in lieu of an official leave of absence.

**Deadline:** Up to the final day of class.
Signatures: The course instructor, their advisor, along with the chairperson of the department in which the course is offered.

Pass/Fail Grades

Students may opt to take a course pass/fail. The maximum number of courses that can be taken as pass/fail may not exceed 25% of the student’s total program. Once this option is selected, it cannot be changed nor will a letter grade be recorded. Students and advisors need to sign the Pass/Fail forms available in our department. Students may not take the core courses as pass/fail.

Deadlines: End of the fifth week of the semester or end of the fifth day if a summer session.

Signatures: The advisor’s signature

The form for pass/fail can be found on page 36 of this handbook.

I. Independent Study

Independent Study is offered only when a student’s degree requirements may not be met by a regularly scheduled class. Students should contact the faculty member they wish to work with directly. Independent studies are typically for one or two credit and involve an extra research project or paper. Students should get their advisor’s approval before registering for an independent study. Registration Services requires a minimum of 45 hours of work per credit for an independent study. Students need to submit an Independent Study form, available in the department, to Registration Services. This form also allows a student to title an independent study.

Deadlines: Pre-registered students should submit Independent Study forms during the first three weeks of the semester. Late registering students should attach an Independent Study Form to the Program Change Form at the time of registration.

Signatures: Their advisor’s signature at all times, along with those of the sponsoring faculty member and the chairperson of the department in which the student is matriculated.

J. Transferring credits

Students can transfer up to 6 credits from another university, as long as the credits were not used toward another terminal degree, and as long as the course content relates to the program focus of the Education and Social Policy degree. This determination is made by an advisor and by the program director. Students will need to submit a catalogue description of the course, including a syllabus, to the program director for approval.

The course must meet all the following requirements:
☐ The course may not have been applied to another degree
☐ The course must have been completed within the last ten years
☐ The student must have received a grade of B+ or better
☐ The course must be a graduate level course
☐ The course must be from an accredited U.S. university – an online course is fine as long as it is from an accredited university

Once the credits are approved, students should fill out the Graduate Transfer Credit Request Form, found on page 35 of this handbook, and submit it, along with a copy of your official transcript, to the Office of Graduate Studies.

**K. Taking classes at Columbia University or another school in New York City**

Students can take courses at Columbia or other area schools if a similar course is not offered at NYU. These credits are treated as transfer credits (see above). After receiving approval for the course from an advisor, students must complete the paperwork applicable for transferring credits.

Note: If students take a course at a different school during their final semester in the program, there is a possibility that the deadline for grades at NYU is earlier than the deadline at the other school. Students should check with the outside university to ensure their deadlines will not delay the student’s graduation.

**L. Graduation**

Students must apply for graduation through Albert by submitting the online form. The application dates are listed on the Registrar’s website: [http://www.nyu.edu/registrar/graduation/deadlines.html](http://www.nyu.edu/registrar/graduation/deadlines.html). Graduation Services will email graduating students with more instructions at the start of the semester.

Students should apply for graduation at the beginning of the semester in which they plan to complete all program requirements. If students do not successfully complete all academic requirements by the end of the semester, they must reapply for graduation for the following cycle.

Approximately one month before the end of the semester Graduation Services will send the department a list of students who have applied for graduation. The program coordinator ensures that students have met all the program requirements and signs off on the graduation slips.

There is no NYU graduation ceremony for fall graduates. Fall graduates are invited to attend the NYU ceremony the following spring semester. Students graduating in the summer are invited to attend the NYU ceremony the previous spring semester. There is an informal Education and Social Policy graduation ceremony at the end of fall term.
See the Graduation Checklist on page 31 of this handbook.

**M. January and Summer Term**

Students, including international students, are not required to take courses during summer or January term to remain active in the program. January and summer term courses are optional, and may help you complete certain degree requirements. If you would like to take courses during summer or January term, please consult with an advisor.

Credits taken during January term are combined with spring semester credits, in order to determine scholarship and financial aid eligibility for spring semester. For example, if a student needs 12 credits to continue as a full-time student in accordance with scholarship and financial-aid eligibility, they may take 3 credits for January term and 9 credits for spring semester.

Courses taken during summer semester are not combined. Thus, financial aid and scholarship eligibility is determined only by the amount of credits taken during that summer term.
INTERNSHIP RESOURCES

The Education and Social Policy program recommends that students obtain one or two internships to gain job experience in the field. The following organizations have occasional opportunities, more often in the summer. In addition, the program will send opportunities to the EDSP listserv.

Research and Think Tanks
RAND Corporation: http://www.rand.org/
Brookings Institute: http://www.brookings.org/
Heritage Foundation: http://www.heritage.org/
Urban Institute: http://www.urban.org/
NYU’s Institute for Education and Social Policy: http://www.nyu.edu/iesp/
Manhattan Institute: http://www.manhattan-institute.org/
MRDC: http://www.mrdc.org
Mathematica: http://www.mathematica-mpr.com/
MPR Associates: http://www.mprinc.com/
Center for an Urban Future: http://www.nycfuture.org

Advocacy
Center on Education Policy: http://www.ctredpol.org/
Center for Education Reform: http://www.edreform.com
Cross City Campaign for Urban School Reform: http://www.crosscity.org
National Art Education Association: http://www.naea-reston.org/
ArtsEdge: http://artedge.kennedy-center.org/
Americans for the Arts: http://ww3.artsusa.org/
Alliance for the Arts: http://allianceforarts.org/index.htm
Alliance for Quality Education: http://allianceforqualityeducation.org
Foundation for Excellent Schools: http://www.fesnet.org Direct

Service/Nonprofits
Learning Leaders: http://www.learningleaders.org/
Junior Achievement: http://www.ja.org/
Jobs for the Future: http://www.jff.org/jff/
Campaign for Fiscal Equity: http://www.cfequity.org/
PENCIL: http://www.pencil.org/
Teach for America: http://www.teachforamerica.org
Achieve: http://www.achieve.org/
Education Trust: http://www2.edtrust.org/edtrust
TASC (The After School Corporation): http://www.tascorp.org/
PASE (Partnership for After School Education): http://www.pasesetter.com/
BELL (Building Educated Leaders for Life): http://www.bellnational.org/
National Urban Fellows: http://www.nuf.org/
Harlem Center for Education: http://www.harlemtred.com/
East Harlem Tutorial Program: http://www.ehtp.org/
The Community-Word Project: http://www.communitywordproject.org/
iMentor: http://www.imentor.org/home.jsp
New Visions For Public Schools: http://www.newvisions.org/
Publicolor: http://www.newvisions.org/
DreamYard: http://www.dreamyard.com/
New Leaders for New Schools: http://www.nlns.org/
Broad Residency: http://www.broadresidency.org/
Henry Street Settlement: http://henrystreet.org
Idealist.org: www.idealist.org

Funders/Support
Ford Foundation: http://www.fordfound.org/
Bill and Melinda Gates Foundation: http://www.gatesfoundation.org/default.htm
Annenberg Foundation: http://www.annenbergfoundation.org/
Rockefeller Foundation: http://www.rockfound.org/
Carnegie Corporation: http://www.carnegie.org/
Hewlett Packard Foundation: http://grants.hp.com/
Corporate Foundation: http://www.citigroup.com/citigroup/corporate/foundation/

Private Firms That Run Schools
Edison Schools: http://www.edisonschools.com/
Eduventures: http://www.eduventures.com/

Lobby Groups
National Education Association: http://www.nea.org/index.html
American Federation of Teachers: http://www.aft.org/
American Association of School Administrators: http://www.aasa.org/

Government/Federal
GAO: http://www.gao.gov/

Local
New York City Department of Education: http://www.nycenet.edu
Independent Budget Office: http://www.ibo.nyc.ny.us/

International
Peace Corps: http://www.peacecorps.gov
World Teach: http://www.worldteach.org
NYU Research Centers
Institute for Education and Social Policy: http://steinhardt.nyu.edu/iesp/
The Research Alliance for New York City Schools: http://steinhardt.nyu.edu/research_alliance/
Center for Research on Culture, Development and Education: http://steinhardt.nyu.edu/crcde/
The Steinhardt Institute for Higher Education Policy: http://steinhardt.nyu.edu/sihep
Metropolitan Center for Urban Education: http://steinhardt.nyu.edu/metrocenter/arepc
NYU Child Study Center: http://www.aboutourkids.org/research/institutes_programs
Research Center for Leadership in Action: http://wagner.nyu.edu/leadership/
INFORMATION FOR INTERNATIONAL STUDENTS

Information for New International Students:

Mandatory Check-in
The U.S. Department of Homeland Security (DHS) requires F-1 and NYU-sponsored J-1 students to check in with the Office of Global Services. For details, click here. Failure to attend a check-in workshop may jeopardize your ability to remain legally in the U.S.

You are responsible for maintaining your immigration status. Report any change in your local address immediately. For questions regarding your visa status, permission to work, and traveling outside the United States, contact: Alison Jackson in NYU’s Office of Global Services, 561 LaGuardia Place, 212-998-4720, ogs@nyu.edu.

English Proficiency
You are required to take the English proficiency exam at the American Language Institute (ALI) if English is not your first language or if you did not graduate from a college or university where English was the language of instruction. A TOEFL score does not exempt you from the ALI English proficiency exam.

Space at ALI exams is limited, so you must sign up for a test ahead of time. Registration information is available here. Exams are given at the American Language Institute: 7 East 12th Street, Room 821 (phone number: 212 998 7040). A $20 testing fee must be paid on the day of your exam. The evaluation will take approximately two hours.

Review ALI Results with Student Services Staff
Students who take the ALI English Proficiency Exam must meet with a Steinhardt Student Services staff member to review the results. If Student Services recommends that you enroll in an ALI course, you must do so. The Education and Social Policy program involves a good deal of academic reading and writing, which is different from other writing you may have done in ESL courses or in English language classes at your undergraduate institution. ALI courses will help you develop the academic skills you need to succeed in our program.

ALI Class Registration
Students who are matriculated in NYU Steinhardt will register for ALI courses in Albert along with their other courses. Students may only register for ALI courses approved for their proficiency level.

PLEASE NOTE: If your visa status is F-1 or J-1, you are required to register for full-time study, 12 credits or more unless you are taking courses at ALI. If you are required to take classes at the ALI, it may take more time than you had originally expected to finish your required studies and there will be additional tuition charges. Courses taken at ALI are designed to improve your proficiency in English; they do not count as credits toward degree requirements. If you are attending NYU as an F-1 or J-1 student, you must obtain permission from OGS in order to register for an ALI course in your first semester while you are also registered for at least 6 academic credits in your program. After your first semester (if an F-1 or J-1 visa holder) you
must register for at least 12 credits as well as whatever ALI course your academic program requires.

**New Student Seminar**

New Student Seminar for International Graduate Students (SAHS-GE 2003) is an opportunity to connect with other new students and obtain valuable information about working on- and off-campus, conducting library research, New York City, NYU Steinhardt, your academic experience, and more. (*This course is required of all NYU Steinhardt international graduate students during their first semester of study.*)

Students should enroll themselves in one section of the New Student Seminar. Section numbers and instructors can be found on the Albert Course Search: [http://www.nyu.edu/registrar/listings/](http://www.nyu.edu/registrar/listings/).

**Requirements for F-1 and J-1 International Students:**

As an international student you must:

1. **Make sure your immigration documents are valid and unexpired**
   a. A passport valid at least six months into the future
   b. I-94 record which is marked F-1 or J-1 and D/S for whenever you enter the U.S. If your I-94 card does not reflect this information, bring it to the OGS immediately.
   c. A valid and unexpired I-20 or DS-2019 with a current travel signature
   d. Make copies of all of your documentation and store them in a safe location. The OGS does not retain copies.

2. **Maintain Full-Time Enrollment:** Students are required to make normal, full-time progress towards your degree. Graduate students are required to take at least 12 credit hours to be considered full-time. If you need to register on a part-time basis, you must obtain OGS approval before your registration is finalized. Contact your academic advisor to find out if you are eligible for part-time enrollment.

3. **Do not begin employment without authorization:** All forms of off-campus employment, including internships, require prior written authorization from the OGS or U.S. Government. Full-time students in F-1 or J-1 status may accept on-campus employment of no more than 20 hours per week during the school year, or full-time (20+ hours) during vacation periods. More information about employment eligibility can be found on the OGS website (see under ‘Important Links’ below). Students should contact the Office of Global Services if you are interested in working in the U.S.

4. **Update your address in your NYU record within 10 days of a move.** This can be done on Albert, under your Student Center.

5. **Contact the OGS immediately if there are any changes in your personal or academic situation, or items that need to be updated on your I-20 or DS-2019.

6. **Comply with government and university requirements.**
Important links:

Office of Global Services: http://www.nyu.edu/global/international-immigration-services.html

Employment: http://www.nyu.edu/global/international-immigration-services/students/inbound-to-nyc/active/employment.html

Maintaining your status: http://www.nyu.edu/global/international-immigration-services/students/inbound-to-nyc/active/maintain-your-status.html


American Language Institute: http://www.scps.nyu.edu/academics/departments/ali.html

Citation Guide (NYU Libraries): http://guides.nyu.edu/content.php?pid=27555&sid=209890

NYU Writing Center: http://www.nyu.edu/cas/ewp/html/writing_center.html

Contacts:

Office of Global Services
http://www.nyu.edu/global/international-immigration-services.html
561 LaGuardia Place
New York, NY 10012
T: (212) 998-4720
Walking-in advising hours:
Monday - Thursday
1:00 p.m. - 4:00 p.m.
561 LaGuardia Place

Steinhardt Office of Counseling and Student Services
http://steinhardt.nyu.edu/counseling/
Pless Hall, 2nd Floor, 82 Washington Square East
New York, NY 10003
T: 212-998-5065
E: steinhardt.student.matters@nyu.edu
International Student Counselor: Jill Stephenson
T: 212-998-5232
E: jill.stephenson@nyu.edu
## EDSP COURSE PLANNER

### I. Required Foundation Courses in Sociology and Economics [13 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2002</td>
<td>An Introduction to Sociology of Education</td>
</tr>
<tr>
<td>CORE-GP 1018</td>
<td>Microeconomics for Public Management Planning and Policy Analysis</td>
</tr>
<tr>
<td>EDPLY-GE 2030</td>
<td>Education and Social Policy</td>
</tr>
<tr>
<td>EDPLY-GE 2025</td>
<td>Economics of Education</td>
</tr>
</tbody>
</table>

### II. Required Courses in Statistics and Methods [14 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSTA-GE 2001</td>
<td>Statistics for Behavioral and Social Sciences I</td>
</tr>
<tr>
<td>PADM-GP 2902</td>
<td>Regression and Introduction to Econometrics</td>
</tr>
<tr>
<td>RESCH-GE 2140</td>
<td>Interviews and Observation OR RESCH-GE 2139 Survey Research Methods</td>
</tr>
<tr>
<td>RESCH-GE 2110</td>
<td>Applied Statistics: Using Large Databases in Education</td>
</tr>
</tbody>
</table>

### III. Required Final Project Capstone Class [4 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDPLY-GE 2050</td>
<td>Capstone: Applied Research in Education Policy</td>
</tr>
</tbody>
</table>

### IV. Electives [9 credits] NB: If you waive some required courses, you can take more of these.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits _______________

(40 minimum to graduate)
## EDSP REQUIREMENT CHECK LIST FOR FULL TIME STUDENTS

[F1 (S1) = fall (spring) first year etc]

*Note: These courses are subject to change. This list is a guide only.

### Required Foundation Courses in Sociology and Economics [13 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2002</td>
<td>An Introduction to Sociology of Education</td>
<td>F1</td>
</tr>
<tr>
<td>CORE-GP 1018</td>
<td>Microeconomics for Public Management Planning and Policy Analysis</td>
<td>F1</td>
</tr>
<tr>
<td>EDPLY-GE 2030</td>
<td>Education and Social Policy</td>
<td>F1</td>
</tr>
<tr>
<td>EDPLY-GE 2025</td>
<td>Economics of Education</td>
<td>S1</td>
</tr>
</tbody>
</table>

Math proficiency through Algebra II **before** F1

Subtotal ____

### Required Courses in Statistics and Methods [14 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESCH-GE 2001</td>
<td>Statistics for Behavioral and Social Sciences I</td>
<td>F1</td>
</tr>
<tr>
<td>PADM-GP 2902</td>
<td>Regression and Introduction to Econometrics</td>
<td>S1</td>
</tr>
<tr>
<td>RESCH-GE 2140</td>
<td>Interviews and Observation OR RESCH-GE 2139 Survey Research Methods</td>
<td>F2</td>
</tr>
<tr>
<td>RESCH-GE 2110</td>
<td>Applied Statistics: Using Large Databases in Education</td>
<td>S1</td>
</tr>
</tbody>
</table>

Subtotal ____

### Required Final Project Capstone Class [4 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDPLY-GE 2050</td>
<td>Capstone: Applied Research in Education Policy</td>
<td>F2</td>
</tr>
</tbody>
</table>

Subtotal ____

### Electives [9 credits]

Students choose three elective courses. Suggested electives are listed below by subject area but students need not choose all three electives from one subject area. Students may also take other courses, not listed below, that fit their goals. Discussion with advisors can help in making choices.

#### Elementary and Secondary Education Issues

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESCH-GE 2902 or EDPLY-GE 2020</td>
<td>Financing Schools: Equity and Adequacy in Public Education</td>
</tr>
<tr>
<td>EDLED-GE 2350</td>
<td>Research on School Choice</td>
</tr>
<tr>
<td>EDLED-GE 2341</td>
<td>Politics of Education</td>
</tr>
<tr>
<td>HSED-GE 2009</td>
<td>History of American Education</td>
</tr>
</tbody>
</table>

Subtotal ____
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSED-GE 2070</td>
<td>Public Problems: Education and Social Policy</td>
</tr>
<tr>
<td>BILED-GE 2001</td>
<td>Bilingual Multicultural Education: Theory and Practice</td>
</tr>
<tr>
<td>APSY-GE 2345</td>
<td>Academic Achievement Gap</td>
</tr>
</tbody>
</table>

### Higher Education Issues

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2163</td>
<td>Sociology of Higher Education</td>
</tr>
<tr>
<td>AMLT-GE 2072</td>
<td>International Perspectives on Education Reform</td>
</tr>
<tr>
<td>HPSE-GE 2090</td>
<td>Foundations of Higher Education</td>
</tr>
<tr>
<td>HPSE-GE 2135</td>
<td>The Politics of Higher Education</td>
</tr>
<tr>
<td>HPSE-GE 2161</td>
<td>Diversity in Higher Education</td>
</tr>
<tr>
<td>HPSE-GE 3110</td>
<td>Economics and Finance of Higher Education</td>
</tr>
</tbody>
</table>

### Race, Class, and Education Issues

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2371</td>
<td>Social Inequality and Education</td>
</tr>
<tr>
<td>HSED-GE 2174</td>
<td>History of American Education and Society: Race and Ethnicity</td>
</tr>
<tr>
<td>HSED-GE 2173</td>
<td>History of American Education and Society: Education and the Culture Wars</td>
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</tbody>
</table>

### International Education Issues

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2091</td>
<td>Sociology of Education in Developing Areas</td>
</tr>
<tr>
<td>INTE-GE 2803</td>
<td>International Education</td>
</tr>
<tr>
<td>INTE-GE 2028</td>
<td>Comparative Politics, Education, and Conflict</td>
</tr>
</tbody>
</table>

### Quantitative Methods

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
</table>

Subtotal ______

TOTAL CREDITS REQUIRED TO GRADUATE: 40 – TOTAL CREDITS EARNED ______
EDSP REQUIREMENT CHECKLIST FOR PART-TIME STUDENTS, FALL ENTRY
[F1 (S1) = fall (spring) first year etc]

*Note: These courses are subject to change. This list is a guide only.

**Required Foundation Courses in Sociology and Economics [13 credits]**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2002</td>
<td>An Introduction to Sociology of Education</td>
<td>F2</td>
</tr>
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<td>F2</td>
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<tr>
<td>EDPLY-GE 2025</td>
<td>Economics of Education</td>
<td>S1</td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal ____

**Required Courses in Statistics and Methods [14 credits]**

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<td>S2</td>
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</table>

Subtotal ____

**Required Final Project Capstone Class [4 credits]**

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
</table>

Subtotal ____

**Electives [9 credits] (F2, S3, S3) NB: If you waive some required courses, you can take more of these.**

Students choose three elective courses. Suggested electives are listed below by subject area but students need not choose all three electives from one subject area. Students may also take other courses, not listed below, that fit their goals. Discussion with advisors can help in making choices.

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<td>HSED-GE 2070</td>
<td>Public Problems: Education and Social Policy</td>
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### BILED-GE 2001 Bilingual Multicultural Education: Theory and Practice

### APSY-GE 2345 Academic Achievement Gap

## Higher Education Issues

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## Early Childhood and Preschool Issues

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<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED-GE 2024</td>
<td>Issues in Early Childhood Education</td>
</tr>
<tr>
<td>ECED-GE 2021</td>
<td>Child Development and the Program in Childhood Education</td>
</tr>
</tbody>
</table>

Additional course(s) by advisement

## Race, Class, and Education Issues

<table>
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<td>International Education</td>
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<td>INTE-GE 2028</td>
<td>Comparative Politics, Education, and Conflict</td>
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## Quantitative Methods

<table>
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<tr>
<th>Course Code</th>
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</table>

Subtotal _____
**EDSP REQUIREMENT CHECKLIST FOR PART-TIME STUDENTS, SPRING ENTRY**

[F1 (S1) = fall (spring) first year etc]

*Note: These courses are subject to change. This list is a guide only.*

### Required Foundation Courses in Sociology and Economics [13 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2002</td>
<td>An Introduction to Sociology of Education</td>
<td>F1</td>
</tr>
<tr>
<td>CORE-GP 1018</td>
<td>Microeconomics for Public Management Planning and Policy Analysis</td>
<td>S1</td>
</tr>
<tr>
<td>EDPLY-GE 2030</td>
<td>Education and Social Policy</td>
<td>F2</td>
</tr>
<tr>
<td>EDPLY-GE 2025</td>
<td>Economics of Education</td>
<td>S2</td>
</tr>
</tbody>
</table>

Math proficiency through Algebra II **before** S1

**Subtotal ____**

### Required Courses in Statistics and Methods [14 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESCH-GE 2001</td>
<td>Statistics for Behavioral and Social Sciences I</td>
<td>S1</td>
</tr>
<tr>
<td>PADM-GP 2902</td>
<td>Regression and Introduction to Econometrics</td>
<td>F1</td>
</tr>
<tr>
<td>RESCH-GE 2140</td>
<td>Interviews and Observation OR RESCH-GE 2139 Survey Research Methods</td>
<td>F2</td>
</tr>
<tr>
<td>RESCH-GE 2110</td>
<td>Applied Statistics: Using Large Databases in Education</td>
<td>S2</td>
</tr>
</tbody>
</table>

**Subtotal ____**

### Required Final Project Capstone Class [ 4 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDPLY-GE 2050</td>
<td>Capstone: Applied Research in Education Policy</td>
<td>F2</td>
</tr>
</tbody>
</table>

**Subtotal ____**

### Electives [9 credits]  (F2, S3, S3) NB: If you waive some required courses, you can take more of these.

Students choose three elective courses. Suggested electives are listed below by subject area but students need not choose all three electives from one subject area. Students may also take other courses, not listed below, that fit their goals. Discussion with advisors can help in making choices.

**Elementary and Secondary Education Issues**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESCH-GE 2902 or EDPLY-GE 2020</td>
<td>Financing Schools: Equity and Adequacy in Public Education</td>
</tr>
<tr>
<td>EDLED-GE 2350</td>
<td>Research on School Choice</td>
</tr>
<tr>
<td>EDLED-GE 2341</td>
<td>Politics of Education</td>
</tr>
<tr>
<td>HSED-GE 2009</td>
<td>History of American Education</td>
</tr>
<tr>
<td>HSED-GE 2070</td>
<td>Public Problems: Education and Social Policy</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>BILED-GE 2001</td>
<td>Bilingual Multicultural Education: Theory and Practice</td>
</tr>
<tr>
<td>APSY-GE 2345</td>
<td>Academic Achievement Gap</td>
</tr>
</tbody>
</table>

### Higher Education Issues

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2163</td>
<td>Sociology of Higher Education</td>
</tr>
<tr>
<td>AMLT-GE 2072</td>
<td>International Perspectives on Education Reform</td>
</tr>
<tr>
<td>HPSE-GE 2090</td>
<td>Foundations of Higher Education</td>
</tr>
<tr>
<td>HPSE-GE 2135</td>
<td>The Politics of Higher Education</td>
</tr>
<tr>
<td>HPSE-GE 2161</td>
<td>Diversity in Higher Education</td>
</tr>
<tr>
<td>HPSE-GE 3110</td>
<td>Economics and Finance of Higher Education</td>
</tr>
</tbody>
</table>

### Early Childhood and Preschool Issues

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED-GE 2024</td>
<td>Issues in Early Childhood Education</td>
</tr>
<tr>
<td>ECED-GE 2021</td>
<td>Child Development and the Program in Childhood Education</td>
</tr>
<tr>
<td>Additional course(s)</td>
<td>by advisement</td>
</tr>
</tbody>
</table>

### Race, Class, and Education Issues

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2371</td>
<td>Social Inequality and Education</td>
</tr>
<tr>
<td>HSED-GE 2174</td>
<td>History of American Education and Society: Race and Ethnicity</td>
</tr>
<tr>
<td>HSED-GE 2173</td>
<td>History of American Education and Society: Education and the Culture Wars</td>
</tr>
</tbody>
</table>

### International Education Issues

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2091</td>
<td>Sociology of Education in Developing Areas</td>
</tr>
<tr>
<td>INTE-GE 2803</td>
<td>International Education</td>
</tr>
<tr>
<td>INTE-GE 2028</td>
<td>Comparative Politics, Education, and Conflict</td>
</tr>
</tbody>
</table>

### Quantitative Methods

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
</table>

| Subtotal | _____ |

TOTAL CREDITS REQUIRED TO GRADUATE: 40 – TOTAL CREDITS EARNED: 40
Undergraduate and Graduate Students

ADVISEMENT CHECKLIST

NYUSteinhardt Senate Student Affairs Committee offers this checklist as a tool for students in continuing efforts to strengthen advisement. It is a reminder of the expectations we hold for advisement.

Students are responsible for charting and making decisions about their academic, professional and personal path. They work in concert with their advisors to develop an educational plan and a course of study consonant with their career goals...

In particular, as a graduate student, my role in advisement is to:

☐ Take initiative in developing my academic plan.
☐ Have an active role in making key decisions concerning my personal and professional goals.
☐ Become aware of academic policies and procedures as outlined in publications such as this one.
☐ Make sense and derive meaning from my academic experiences.
☐ Develop increased confidence in my capabilities and educational growth.
☐ Create conversation and develop relationships with various professionals.
☐ Refine my goals while clarifying my career path.
☐ Develop my decision making skills by setting priorities and engaging in critical thinking.
☐ Contact my advisor to set up advising appointments and discuss my academic progress.
☐ Maintain copies of all communication with my university (e.g. Emails, forms etc), especially from meetings with my academic advisor.
☐ Read over my degree requirements to ensure my academic classes are consistent with my educational goals.
☐ Address any academic issues I encountered by asking questions and utilizing my resources.
☐ Search for opportunities at my university that can enhance my overall experience.
☐ Seek feedback regarding my academic performance.
GRADUATE STUDENT GRADUATION CHECKLIST
NYU Steinhardt Masters Degree Candidates

➢ File by the deadline. Make certain to inform the Registrar of your plans to graduate by the
deadlines listed at www.nyu.edu/registrar. Call in your graduation date at 212-995-4747.

➢ Confirm that transfer or advanced credits have been posted to your record.

➢ In addition to your degree credits, note that you have completed all requirements, including
your necessary terminal experience. Please review your statement of requirements.

➢ You must be registered for a course or maintenance of matriculation the semester you plan
to graduate.

➢ Take care of any incompletes. Make certain grades have been entered for all classes.

➢ Did you change addresses or have a separate local and mailing address? Double check on
Albert that you have not missed out on important mailings or information at any of these
previous addresses. Your mailing address is the address where your diploma will be
mailed.

➢ Is your Bursar bill paid in full? Are you in arrears, which may include Tuition, Library
Fines, Housing, Damages to University Property, or Dining? Check at
http://www.nyu.edu/bursar/ and/or your ALBERT account.

➢ If you are a September or January graduate, you will automatically be invited to the May
graduation celebrations.

➢ Is your name as it appears on ALBERT the one you want on your diploma? If not, change it
with the registrar at www.nyu.edu/registrar.

➢ If you have family or friends attending, order your tickets for Commencement at
http://www.nyu.edu/commencement/tickets.html.

➢ Order your cap and gown at http://www.nyu.edu/commencement/index.html.
Stay connected to NYU Steinhardt. Update your contact information at http://steinhardt.nyu.edu/counseling/career or http://www.nyu.edu/careerdevelopment/. Look into mentor programs, internship directories, NYU CareerNet, and career counseling just for you.

Another great way to stay connected is through either the Facebook or LinkedIn groups set up for Steinhardt graduates: http://www.facebook.com/group.php?gid=25625155433 or http://www.linkedin.com/e/gis/137054.
Masters/Advanced Certificate
Full/Half-Time Equivalency Request

Student Information

<table>
<thead>
<tr>
<th>O Ms</th>
<th>First Name</th>
<th>Last Name</th>
<th>N ID Number</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Major</th>
<th>Net ID</th>
<th>Term &amp; Year for Request</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Step 1. Are you an international student on a F1 or J1 visa?
YES [ ] If you checked YES, continue with step 3
NO [ ] If you checked NO, continue with step 2

Step 2. Are you registered (or will register) for 6 or more units for the term you are requesting equivalency?
YES [ ] If you checked YES, you do NOT need to complete this form (See note on reverse side)
NO [ ] If you checked NO, continue with step 3

Step 3. Read the information on the reverse side of this form.
Step 4. Fill out all the information requested below completely.
Step 5. Obtain your advisor’s signature in the box below
Step 6. Bring/mail/email this form to the address above. Registration Services will update your student record to full or half-time status.

• Equivalency DOES NOT apply to scholarships; you must be registered for 12 units to receive your scholarship
• You must be registered for a minimum of 1 unit to qualify for equivalency
• You must submit a separate form for each term in which you request full- or half-time equivalency.
• Doctoral students should visit http://steinhardt.nyu.edu/doctoralforms for the doctoral version of the equivalency form.

I request (check only one)

[ ] Full-time equivalency (equivalent to 12 units) [ ] Half-time equivalency (equivalent to 6 units)

Select ONLY one reason for your equivalency request and complete ALL the information required:

[ ] Program or departmentally required internship or clinical practice. Indicate the number of hours per week of internship/clinical practice (required) ________.
[ ] Master’s final experience (3 units – granted only once)
[ ] Master’s final experience involving a gallery showing, performance or recital.
[ ] Master’s thesis:
  (1) Indicate the number of hours per week working on the thesis (required) __________.
  (2) Indicate the anticipated date by which you will complete your thesis (required) __________.
  (3) Thesis Title (required) ____________________________

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>For</th>
<th>Approval Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NYU Steinhardt</td>
<td>Student Affairs Use Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

Advisor Signature | Date

|                   | Date |
|                   |      |
Important Information:

You must register for at least one unit of coursework to be eligible for equivalency; if you are registered for a leave of absence, maintenance of matriculation or zero credit courses you are not eligible for equivalency.

- **Financial Aid:**
  Half-time status (registration + equivalency = 6 or more units) is sufficient to meet financial aid eligibility for graduate student loans, student loan deferral, TAP and Veterans’ Benefits requirements only. Please note that financial aid is based on the actual number of units for which you are enrolled rather than your equivalency status. If you have problems receiving your financial aid disbursements, log into your Student Center in Albert and check your messages. If you see “Enrollment Mismatch”, inform Financial Aid of the actual number of units for which you will register not including equivalency units.

  The minimum requirement for scholarship eligibility is 12 registered units. If you have any questions, please consult the Office of Financial Aid, 25 West 4th Street, 212-998-4444.

- **International Students:**
  Students in the United States on a F1/J1 visa must maintain full-time status during each term and are eligible for equivalency only for the listed reasons on the reverse side. International students who wish to pursue part-time study for any other reason must apply for ‘Permission to Study Part-Time’ through the Office of International Students and Scholars, 581 LaGuardia Place, 212-998-4720.

- **Half-time Equivalency:**
  The University defines half-time coursework as a minimum of 6 units each term. Half-time equivalency students are expected to spend no less than 20 hours per week on a combination of coursework and/or the appropriate activity (internship, final experience, thesis) listed on the reverse side.

- **Full-time Equivalency:**
  The University defines full-time coursework as a minimum of 12 units each term. Full-time equivalency students are expected to spend no less than 40 hours per week on a combination of coursework and/or the appropriate activity (internship, final experience, thesis) listed on the reverse side.
Graduate Transfer Credit Request

Registration Services • 62 Washington Square East, 2nd Floor, NY, NY 10003-6080 • Fax (212) 995-4353 • (212) 998-5055

Student Information

<table>
<thead>
<tr>
<th>O Ms</th>
<th>O Mr</th>
<th>First Name</th>
<th>Last Name</th>
<th>N ID Number</th>
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</thead>
<tbody>
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</tbody>
</table>

Department | Program | Expected Graduation Date | Telephone | Email Address |
<table>
<thead>
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</tbody>
</table>

Student Instructions: To request transfer units from another college or university, please fill out the boxes above, provide all the course information below, attach a sealed, official copy of your transcript from each college or university to this form, and submit all documents together to your advisor for approval.

- Transfer units are accepted for a maximum of 30% of a student's total graduate program (including any advanced standing previously approved upon initial matriculation).
- You must complete a minimum of 24 units in residence at NYU Steinhardt at the graduate level.
- Transfer units are accepted only from accredited colleges and universities.
- Course work must not have been applied to another degree and must have been completed within ten years of your expected graduation date with a grade of B or better -- courses taken pass/fail will not be accepted.
- You may not take courses for transfer units during your final term because late submission of grades from the outside institution will delay your graduation date.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>College or University</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To Advisor: Please sign below to indicate your approval of the transfer of the courses listed above for the total number of units specified and return this form along with the original transcript and its envelope (if opened by you). The University Registrar will not accept copies of transcripts.

<table>
<thead>
<tr>
<th>Advisor Signature</th>
<th>Print Name</th>
<th>Department</th>
<th>Total # of Units</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

For NYU Steinhardt
Student Affairs Use Only

The units listed above are approved for transfer to the above-named student's Steinhardt School of Culture, Education and Human Development record

<table>
<thead>
<tr>
<th>Approval Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Pass/Fail

Registration Services • 82 Washington Square East, 2nd Floor, NY, NY 10003-6880 • Fax (212) 995-4353 • (212) 998-5055

Student Information

<table>
<thead>
<tr>
<th>Ms</th>
<th>Mr</th>
<th>First Name</th>
<th>Last Name</th>
<th>N</th>
<th>ID Number</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Department | Major | Undergraduate | Graduate | Email Address
-----------|-------|---------------|----------|-------------

Instructions: Fill out the Student and Course Information boxes. Meet with your advisor and obtain his/her signature. Bring this form to the address above and Registration Services will flag the course to show that no letter grade will be assigned.

Important Information: You must be a matriculated student to request a pass/fail grade, and you must make this request before the end of the 5th week (Fall and Spring terms) or before the end of the 1st week (Summer and January terms) of the class.

You may not take more than 25% of your total program as pass/fail nor can you take more than 25% of your specialization courses as pass/fail, and you are responsible for complying with these restrictions. Your department may designate some courses as pass/fail, and these are not included in your 25% pass/fail limit. You cannot select the pass/fail option for graduate level courses in the Stern School of Business.

Please remember to keep a signed copy of this form for your records.

Once you choose the pass/fail grade option for a course, you cannot change it, and you cannot receive a letter grade. If you receive a P, it is not counted in your GPA; however, if you receive an F, it will be counted in your GPA.

Undergraduates: To qualify for Latin honors, you must complete at least 64 units toward the degree in letter grades (not pass/fail) in residence at NYU. To qualify for the Dean’s List you must complete all your term courses in letter grades (except those only offered as pass/fail).

I previously requested to take _________ (# of units) with a pass/fail option

I request a pass/fail grade option for: ____________________________

Example of a course #/section: XZP-GE 4444 001

<table>
<thead>
<tr>
<th>Course #/Section</th>
<th>Course Title</th>
<th>Term</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature | Date | Advisor Name | Advisor Signature | Date
------------------|------|--------------|-------------------|------

For NYU Steinhardt
Student Affairs Use Only

Approval Signature | Date
-------------------|------

Advisor: Please retain a copy in your student’s file.
Independent Study

Student Information

<table>
<thead>
<tr>
<th>O M #</th>
<th>First Name</th>
<th>Last Name</th>
<th>N ID Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Program</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Instructions: Meet with your advisor. Fill out the Student and Course information boxes. Obtain all necessary signatures as noted at the bottom of this form. Register for your independent study on Albert using the appropriate course number below. You must bring (or send) this form to the University Registrar at 25 West 4th Street; the Registrar will assign the title to your independent study on your transcript. See the reverse side of this form for important information.

Please keep a copy of this form for your records.

I request approval for

<table>
<thead>
<tr>
<th>Course Number</th>
<th># of Units (Maximum 6)</th>
<th>Term</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Example of course #: XYZP-GE 4444

Your independent study will be listed with an abbreviated title on your transcript if your title exceeds 24 characters. If you choose to show this title, complete the “Independent Study Title” below. Please print or type this information.

Independent Study Title:

Independent Study Description (including type and scope to be completed, e.g., paper or special project. The theme may be stated as a question or issue to be explored or a creative technique to be examined.) Attach additional pages as necessary.

Theme/Question of Study:

Scope:

Project to be completed:


<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Chair of Sponsoring Faculty Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Sponsoring Faculty Signature</th>
<th>Date</th>
<th>Advisor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
**Independent Study**

An **Independent Study** is designed by the student and sponsoring faculty to investigate an area or field of specialization not normally offered in scheduled course offerings. It is an opportunity to work one-on-one with a faculty member to complete directed reading, a creative project and/or supervised research. Students must consult with their advisors before undertaking independent study.

<table>
<thead>
<tr>
<th>Independent study eligibility</th>
<th>Matriculated juniors and seniors; matriculated graduate students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent study unit value</td>
<td>Independent study carries 1 to 6 units. The number of units will be determined by the work to be completed and should be comparable in rigor to that of a classroom course.</td>
</tr>
<tr>
<td>Minimum hours required per unit</td>
<td>45 hours of work per unit per term.</td>
</tr>
</tbody>
</table>
| Maximum credits allowed | As part of specialization: as determined by each department/program  
  - Total allowed  
    - For undergraduate students, a maximum of 6 units over the course of the undergraduate career  
    - For graduate students, the number of units will be specified by the department  
  - Cannot be used to satisfy liberal arts requirements  
  - Cannot be used to satisfy professional education courses in the teaching professions  
  - Independent study taken in other divisions of the University and/or other universities will not count toward the student’s degree. |
| Registering for independent study | Students first meet with the academic advisors to determine if the student should undertake an independent study; they then meet with the sponsoring faculty to complete the NYU Steinhardt Independent Study form, obtaining the signatures of the sponsoring faculty member, the sponsoring faculty member’s department chair and the student’s advisor. |
| Independent study title and description | The title of an independent study will appear on the student transcript prefaced by the word “Independent Study”. The description of the Independent Study should include its theme which may be stated as a question or issue to be explored or creative technique to be examined; its type and scope, e.g., paper or special project. |
| Independent study sponsor eligibility | Only full-time faculty. |