Your Academic Planner is a guide and reference tool to get you started. It includes information about the undergraduate academic program, advisement, registration, and student services — important features of the undergraduate student experience at NYU Steinhardt.

Read this guide carefully before you meet with your academic advisor for the first time. The academic program is the core of your college experience. Make sure you understand the goals underlying undergraduate study in Steinhardt and your academic major.

Review with your advisor your degree requirements and academic electives that may be available to you to further enhance and enrich your college experience, e.g., study abroad, independent research, and honors opportunities.

Prepare to meet with your advisor by reviewing the section on advisement. Bring to your advisement meeting the listed resources for selecting your courses, including the Advisement Worksheet and Registration Worksheet. Your academic advisor will give you a copy of your program of study, which outlines your degree requirements and coursework.

Follow the steps noted in the registration section to use the NYU online registration system, Albert, and successfully register for your courses. Included in your Academic Planner are answers to frequently asked questions about advisement and registration.

Connect your studies with services, events, activities, and other opportunities designed by the Office of Student Affairs to help you succeed academically, develop personally, and sharpen your career goals. Academic success is the result not only of hard work, but also requires active participation in this special community of scholars.

As you begin your studies, it is also important that you familiarize yourself with Steinhardt’s Statement on Academic Integrity. “The relationship between students and faculty is the keystone of the educational experience. This relationship takes an honor code for granted. Mutual trust, respect and responsibility are foundational requirements. Thus, how you learn is as important as what you learn. A University education aims not only to produce high quality scholars, but to also cultivate honorable citizens” (See p. 11).

Refer to your Academic Planner throughout your undergraduate studies. It is a guide and reference tool to help you monitor your academic progress.

**INSIDE**

- The Undergraduate Academic Program, page 2
- Advisement, page 4
- Registration, page 5
- Frequently Asked Questions, page 7
- Student Services in Steinhardt, page 10
- Statement on Academic Integrity, page 11
- Advisement Worksheet, page 13
- Registration Worksheet, page 15
- Class Schedule Worksheet, page 16
As new students entering NYU Steinhardt, you carry your responsibilities well into the 21st century. You will pursue career and personal paths in every imaginable occupation and setting, both at home and abroad. The challenge of undergraduate education is to provide you with unparalleled academic experiences and opportunities that suit your needs and your aspirations.

The Steinhardt School meets this challenge by providing you with a sound academic foundation and professional skills necessary to achieve your goals. As an NYU student, you will discover how to learn with the confidence, creativity, and sense of responsibility you need to succeed.

We share a commitment to building a core experience, one that embodies high standards – a strength of intellect common to the scientist, artist, and humanist. Each Steinhardt School major includes study in the liberal arts, which will teach you to see, feel, and respond to ever widening spans of human knowledge. At the same time, your major is structured to cultivate specialized, professional knowledge and individual forms of expression, preparing you for professional life and ensuring that you can place your personal stamp on your chosen field of study.

We hope that by the time you graduate, you will have the wherewithal to adapt, grow, and thrive wherever you are, no matter what path you choose to follow in your professional and creative life.

THE ACADEMIC PROGRAM

The curriculum comprises three (3) components: the Liberal Arts requirements; the specialization courses required by your specific major; and electives.

A. Liberal Arts Requirements

1. Provide students with a broad understanding of the world at large.
2. Provide a conceptual base for the School’s academic programs and a framework for understanding human diversity, societal needs, and technological advances.

B. Major and Specialization Courses

Serve as the “road map” to course selection, including study abroad and other academic options.

C. Electives

1. Courses of a student’s own choosing.
2. Can be used to declare a minor or double major.

FIRST-YEAR REQUIREMENTS

A. Expository Writing

1. All undergraduate students are required to successfully complete the two-semester course in expository writing: V40.0100 Writing the Essay, and V40.0110 The Advanced College Essay: Education and the Professions.

2. Students in the Higher Education Opportunity Programs (HEOP) and the Collegiate Science and Technology Entry Program (CSTEP) register for V40.0005 and V40.0006, Prose Writing I and II.

3. International students tested by the American Language Institute (ALI) register for English courses as recommended by ALI. International students also complete the International Writing Workshop sequence, V40.0004 and V40.0009.

4. Writing Proficiency Examination

   Freshmen who complete V40.0100 Writing the Essay with a grade of C or better are certified as proficient, and are not required to sit for the examination. Students in the Opportunity Programs (HEOP/CSTEP), completing V40.0005 and V40.0006, Prose Writing I and II with grades of C or better are certified as proficient.
Transfer students are required to pass the Proficiency Examination, administered by the Expository Writing Program. This examination, offered during orientation, determines whether additional coursework in Expository Writing will be required for proficiency certification.

Transfer students who pass the examination and receive transfer credit for two courses in writing composition or the equivalent will not be required to complete additional course work in expository writing; if you pass and transfer in only one course, you will be required to complete V40.0100 Writing the Essay. If you fail the examination and received transfer credit for either one or two courses in expository writing or the equivalent, you will be required to complete at least one expository writing course, V40.0013 Writing Tutorial, or V40.0004 International Writing Workshop I, as determined by the Expository Writing Program.

Placement may vary depending on the writing issues present in the examination. Students who achieve a letter grade of C or better in Writing Tutorial are certified proficient. Students who do not achieve a C or above must sit for the Proficiency Examination. International Students completing V40.0004 and V40.0009, International Writing Workshop I and II will take the Proficiency Examination at the end of their writing-course sequence. If you fail the Proficiency Examination, you will be required to complete V40.0013 Writing Tutorial.

5. Transfer students who have completed courses in expository writing at other institutions receive credit from the Office of Undergraduate Admissions. If you do not receive credit, you may petition the Director of the Expository Writing Program (411 Lafayette Street, 3rd Floor, 212 998 8860). Transfer students who enter New York University with 21 or more credits may apply to be waived from all or part of the writing requirement. A waiver does not involve the exchange or approval of transfer credit; a waiver provides exemption from the requirement. All applicants must provide a substantive writing portfolio as part of the application. For more information on eligibility or to apply for exemption, download the Transfer Exemption form at www.nyu.edu/cas/ewp/html/transfer.html or ask for an application at the Expository Writing Program reception desk.

6. Students with a score of 4 or higher on the English Literature Advanced Placement (AP) Examination will receive four credits toward their degree, but are not exempt from the expository writing sequence. You must register for both semesters of Expository Writing: V40.0100 Writing the Essay, and V40.0110 The Advanced College Essay: Education and the Professions.

NEW STUDENT READING, NEW STUDENT SEMINAR, NEW STUDENT CONVOCATION

All new NYU Steinhardt students will complete the New Student Reading, Alan Lightman’s Einstein’s Dreams, and enroll in the New Student Seminar (E03.0001). This year’s theme is “Identity in Time.” In the New Student Seminar and at the Dean’s New Student Convocation, we will engage you in discussion around Einstein’s Dreams, time, and the shaping of our own individual identity in time.

B. Mathematics

1. The Mathematics requirement should be fulfilled during your first year of study.

2. Students with an SAT Math score of 600 or higher may be exempt by examination from V55.010 Quantitative Reasoning. The exemption examination is offered during the summer and each semester. Students may take this exam only once.

3. Students in Teacher Certification programs must meet with their academic advisor for appropriate placement.

C. New Student Seminar (E03.0001)

1. All new students are required to register for this noncredit, pass/fail course during their first semester in residence.

2. Attendance is required.

3. This course is a graduation requirement.
The opportunity for you to begin to shape your educational plan is an integral part of orientation. You will meet with your advisor to discuss your Program of Study, including academic options such as study abroad, freshman honors seminars, undergraduate research, and departmental honors. You and your advisor will review requirements for the Bachelor’s degree, and determine the number of credits you will need to complete your requirements, taking into consideration any advanced placement and/or transfer credits that you present. Advisement provides the framework for educational planning and assessing progress. Both you and your advisor must be active participants for advisement to work effectively.

YOU, THE STUDENT...

• are responsible for making key decisions concerning your career goals and educational plans
• take the initiative in developing your academic plan
• know and understand degree requirements
• are aware of academic policies, deadlines, and procedures as outlined in the Undergraduate Bulletin, the NYU Students Guide, and the Steinhardt Student’s Guide
• monitor your own academic progress
• initiate appointments with your advisor and consult with him/her regularly
• register for approved courses online through Albert

YOUR ADVISOR...

• is a member of your academic department
• is knowledgeable about your field of study
• knows and understands degree requirements, including the Morse Academic Plan, specialization courses, electives, study abroad, and other academic options
• can answer questions related to your academic program
• is a vital resource in selecting your courses
• helps you to develop your academic plan
• is available to discuss your personal and professional goals
• helps monitor your academic progress
• will refer you to appropriate student services, activities, and opportunities

Resources to Assist You with Course Selection

A. Program of Study Form, available from your advisor, outlines your degree requirements.

B. Statement of Transfer Credit lists the courses and credits accepted for transfer credit from AP courses, college courses taken while in high school, and courses taken at other colleges.

C. The Steinhardt Undergraduate Bulletin outlines degree requirements, lists specialization courses by department, and provides course descriptions. Online at http://steinhardt.nyu.edu/ (Admissions area).

D. College of Arts & Science Bulletin lists descriptions of courses by department. Also online at www.nyu.edu/cas/bulletin.

E. The Morse Academic Plan Booklet, the guide for liberal arts requirements, includes individual course listings by number and title as well as by department. Also online at www.nyu.edu/cas/map. Use the booklet or website for course descriptions only; school policies may differ.

F. New York University Directory of Classes includes all courses offered during a given semester. These courses are listed by department under the specific school/college within the University. Online at http://www.nyu.edu/registrar. Class lists may also be viewed on Albert, the online registration system.
STEP 1. Preliminary Considerations.

A. The minimum number of credits for most degrees is 128, which assumes that the average enrollment will be 16 credits each semester. Undergraduate students may take up to 18 points each semester, but be careful not to overload during the first semester. Students must complete 32 credits per academic year to continue eligibility for financial aid and maintain good academic standing. Tuition for full-time study covers 12-18 credits.

B. In choosing a class schedule, it is helpful to consider your “time clock.” Are you an early or late morning, afternoon, evening, or time-adaptable person? And remember to allot extra travel time if you are a commuter.

C. The goal is to create a balanced schedule; avoid “bunching” classes over a two-day span. A balanced schedule will allow time for class preparation and more thorough study, with more time for student activities and community service.

STEP 2. Begin Course Selection.

A. On the class schedule form, write in the course number for any course that has only one or two sections available. Other courses may then be scheduled around these time slots.

B. Be sure to include E03.0001 New Student Seminar.

C. Add V40.0100 Writing the Essay and include a Mathematics course, if required.

D. Do not repeat course work that is being considered for transfer credit. This includes college courses that you took while in high school with letter grades of B or better.

Students with Transfer Credit - Please see your advisor and the Office of Undergraduate Advisement & Registration Services, Joseph & Violet Pless Hall, 2nd floor, 212 998 5053, immediately, if you find yourself in courses you have taken before. Please note that you are allowed to add a course only up through the second week of the semester. You must inform your advisor and the Office of Undergraduate Advisement & Registration Services of the need to change your class schedule. You will not receive transfer credit for courses you are repeating at NYU Steinhardt. Copies of your course syllabi should be attached to your appeal for transfer credit.

STEP 3. Meet With Your Advisor.

A. Discuss your program and schedule with your advisor.

1. Upon approval by your advisor, complete the official Registration Worksheet.

2. The Registration Worksheet must be signed and dated by you and your advisor before registering online through Albert.

3. Your advisor retains a copy of your worksheet and you receive the original.

(continued on next page)
B. Fill out your Registration Worksheet.

1. Complete all spaces on the worksheet before logging on to Albert.
2. Use a separate line for each section of a course.
3. The Course ID is the letter "V" or "E", followed by six numbers. The letter indicates which college offers the course. The first two numbers indicate the department; the last four identify the specific course.
4. The Section is comprised of three numbers placed immediately after the course number in the Directory of Classes. If laboratory and/or recitation sections are listed for the course, you must register for laboratory/recitation, as well.
5. The Title of Course can be found in the Directory of Classes, with appropriate abbreviations.
6. Use abbreviations as listed in the Directory of Classes to signify Days that the class meets (note that "R" = Thursday, "S" = Saturday, and "U" = Sunday).
7. Enter building and room number for Location, if assigned.
8. Enter the number of Credits listed for the course in the Directory of Classes.
9. The Course Call Number is the five-digit number that appears before each section (a three-digit number) of a course in the Directory of Classes. It is used for registration on Albert.
10. Access Codes indicate that certain courses require approval from the department prior to registration. If the listing contains the ">" symbol, contact the department offering the class for information regarding its access code.
11. Select alternate courses in case any first choices are closed at the time of registration.

STEP 4. Register For Classes.

A. Use the Albert online registration system by logging on to NYUHome using your net ID.

B. Once entered, you may access your schedule through NYUHome via Albert. Your statement of tuition, fees, and financial aid is also available through Albert.
Advisement and registration are important and necessary aspects of the academic experience at NYU Steinhardt. You are assigned an academic advisor when you first enroll for classes. Your advisor will work together with you throughout your undergraduate years for an optimum educational experience. It is important to remember that the advisor/advisee relationship is reciprocal; both parties play an important role in the advisement process.

Please use the following information and your Advisement Worksheet for Undergraduate Students to guide discussions with your advisor.

**What is “Academic Advisement”?**

- Academic advisement is the process that takes place when you meet with a faculty/administrative advisor to review your academic progress, to discuss what courses are needed to complete degree requirements, and to receive advisor approval to register for the next term’s courses.
- Please review your Advisement Worksheet for Undergraduate Students before each meeting with your advisor. Both student and advisor are expected to be active participants for advisement to work effectively. The Worksheet is a reminder of the expectations we hold for advisement and a self-evaluation of particular areas that may need discussion.

**When must I be advised?**

- You are first advised during new student orientation, and thereafter at least once every term until graduation. We encourage you to stay in touch with your advisor as frequently as you would like.

**How will I know when it is time to be advised?**

- You should make an appointment to see your advisor when you have received the email notifying you about your registration appointment.
- You may also check with your department. Please follow instructions carefully, especially concerning deadlines, since advisement requires coordinating your schedule with that of your advisor.

**How do I make an appointment to see my advisor?**

- Call your department. For the number, consult the Steinhardt School Program Directory, which is printed in the NYU Directory of Classes. You may also refer to the Undergraduate Bulletin or the department’s web site.

**What materials do I need for advisement?**

- Directory of Classes, the course schedule booklet from which to select your classes.
- Registration Worksheet, to note your classes and obtain appropriate signatures. (See p. 15)
- A copy of your transcript (an unofficial copy is available through Albert after your first registration).
- Advisement Worksheet for Undergraduate Students. (See p. 13)

NOTE: These materials are available in your department or in the Office of Student Affairs, Pless Hall, 2nd Floor. See also p. 4, Resources to Assist You with Course Selection.

**How should I prepare for advisement?**

You will have several meetings with your advisor during your tenure in Steinhardt. Before each meeting, you should review your:

- Advisement Worksheet for Undergraduate Students
- Program of Study form
- Projected four-year plan of study
- Draft of your class schedule for the following semester.

- Jot down any questions you have to ensure they are addressed in the meeting(s) with your advisor.
- During Summer Orientation (the first time you are advised), sketch out for freshman, sophomore, junior, and senior years a draft of your plan of study.
- Familiarize yourself with the degree requirements listed on your Program of Study and projected plan of study.

(continued on next page)
• Before seeing your advisor, prepare your schedule on a Registration Worksheet following that plan.

• Select course sections in the course schedule book and on Albert to create a workable schedule.

• Thus prepared, when you meet with your advisor, you can discuss your progress and make any necessary adjustments, rather than spending time on the mechanical selection of class times.

What is the timeline for advisement?

After you receive the email informing you of your registration appointment:
• Call your department to make an appointment to see your advisor.
• Gather advisement materials.
• Prepare your schedule using your notes, Albert, and course listings.
• Transcribe the information onto a Registration worksheet.

During the meeting with your advisor:
• Discuss your academic progress.
• Have your advisor sign your Albert registration form (advisor approval).

Your advisor:
• Checks your SIS records for problems.
• Enters advisor approval per the signatures on the registration form.

You register using Albert.

What are SIS and Albert?

• SIS, the Student Information System, is the NYU computerized system containing your transcript, financial records, grades, degree progress, and personal information.

• Albert is a tool to access SIS. You can check, add, and change your financial, course, and personal information using Albert, accessible on the Academics page in NYUHome. NOTE: Please be sure that all contact information is correct and kept current in SIS through Albert, especially your phone number, address, and expected term of graduation.

What is a “Registration Appointment”?

• Your registration appointment is the earliest time and date that you may register for classes for the following term.

• The closer you are to graduation, the earlier your registration appointment will be.

• The Registrar sets registration appointments according to earned credits.

How do I get my “Registration Appointment”?

• Around midterm, you will receive an email from the University Registrar, assigning you the day and time of your registration appointment.

• Remember, the registration appointment day/time is the earliest that you will be able to register, but not the only time.

• You may register any time on or after your registration appointment using Albert.

What do I need in order to register?

• Advisor’s approval is needed to register for the next term’s classes.

• You receive advisor approval during academic advisement, in the form of your advisor’s signature on your completed Registration worksheet.

• Your advisor enters that approval into SIS, as the last step of academic advisement.

What is “Registration”?

• Registration is the process of adding courses to your schedule.

How do I register for courses at NYU?

• Registration is done online via Albert, on or after your Registration Appointment time.

• You register for courses by logging into Albert via your NYUHome Account.
What if I can’t register right after advisement due to financial aid delays?

- You do not have to register immediately after advisement.
- You must register before the term begins. You may only attend classes for which you are officially registered.
- It is to your advantage to be advised as soon as possible, and to register as soon as you can.
- Payment is not necessarily required at the time of registration.
- Please refer to Albert for tuition and housing payment deadlines.

What is the advantage of early advisement/registration?

- Early advisement and registration give you a better chance of getting the schedule of courses that you want.
- When you enroll in a course you are automatically enrolled in the Blackboard shell for that course. Blackboard is an online course environment that faculty may use to supplement course instruction.

What are the potential disadvantages of late advisement/registration?

Late registration may prevent you from enrolling in courses you need to take because of:

- Course cancellation due to under-enrollment. Courses are cancelled if a required minimum number of students do not enroll. Under-enrolled classes can be cancelled weeks or months before a term begins. The only way the University knows that you want to take a course is if you register for it in advance.
- Closed courses. Many courses have enrollment limits, and close when they are full. Not all courses have wait-lists. If you are closed out of a course, you may petition the department offering the course to allow you to register for it, but permission cannot be guaranteed. Some classes have lab space or teaching limitations on size.

If you are unable to enroll in the course, you must select an alternative course with the approval of your advisor.
Student Services in Steinhardt

THE OFFICE OF STUDENT AFFAIRS

Patricia M. Carey, Associate Dean
Pless Hall, 82 Washington Square East, 2nd Floor
New York, NY 10003
212 998 5065

email: steinhardt.student.matters@nyu.edu
www.steinhardt.nyu.edu/students

The Steinhardt Office of Student Affairs collaborates with faculty, students, school, and university offices to offer services, programs, activities, and opportunities that:
• are responsive to the dynamic nature of the educational process;
• enrich the educational experience for the school's community of undergraduate and graduate students; and
• embody the school's concern for all phases of student development and the diversity of student needs.

From the administrative work connected with systems of advisement and registration to individual counseling and psychoeducational workshos, the work of the office is designed to help you get connected, to help you to get involved, and to help you stay informed. Our goal is to help you succeed academically, develop personally, and achieve your educational objectives.

The Steinhardt Office of Student Affairs should be a first stop ... because if we don't have the answer, we will know where to refer you.

Academic Services

• Advisement. Transfer credit evaluation, change of major, permission to take courses off campus, declaration of double majors/minors, study abroad, graduation requirements and completion.

  Linda Chin, Assistant Director, 998 5053 | linda.chin@nyu.edu

• Registration Services. Auditing requests, course permission forms, deferred tuition payment, drop/add course forms, full-time equivalency forms, incomplete grade forms, independent study forms, pass/fail options.

  David Zapotocky, Director, 998 5055 | david.zapotocky@nyu.edu

• Teacher Certification. Information on teacher certification and exam requirements.

  Mark Perez, Certification Advisor, 998 5033 | mark.perez@nyu.edu

• Graduate Office. For matters affecting graduate study, master’s and doctoral students.

  Nancy Hall, Coordinator, 998 5045 | nancy.hall@nyu.edu

Counseling and Student Services

Career, educational, and personal counseling, referrals for individual and group counseling, tutorial referrals, events and activities, financial aid resources, leave of absence/exit interviews, student honors and awards, international student advisement.

Jeanne Bannon, Director, 998 5065 • jeanne.bannon@nyu.edu

Public Affairs, Events, and Publications

Steinhardt graduation ceremonies and other special events, and publications such as the Steinhardt School Student’s Guide, the Senior Handbook, The Face of NYU Steinhardt, and Student Matters, a newsletter for students in the Steinhardt School.

Kelley Spencer, Manager, 998 5026 • kelley.spencer@nyu.edu

GET CONNECTED. Learn the ins and outs of being an NYU student in the Steinhardt School of Culture, Education, and Human Development. Take advantage of opportunities to meet informally with faculty, staff, and your peers outside the classroom.

BE INVOLVED. Join a student club or organization. Volunteer for community service. Take advantage of opportunities for academic honors and awards.

STAY INFORMED. Acquaint yourself with academic and professional information. Read Student Matters, your student handbooks, and the NYU Steinhardt Undergraduate Bulletin.
“Your degree should represent genuine learning.”

The relationship between students and faculty is the keystone of the educational experience in the Steinhardt School at New York University. This relationship takes an honor code for granted. Mutual trust, respect, and responsibility are foundational requirements. Thus, how you learn is as important as what you learn. A university education aims not only to produce high quality scholars, but to also cultivate honorable citizens.

Academic integrity is the guiding principle for all that you do; from taking exams, making oral presentations, to writing term papers. It requires that you recognize and acknowledge information derived from others, and take credit only for ideas and work that are yours.

YOU VIOLATE THE PRINCIPLE OF ACADEMIC INTEGRITY WHEN YOU:

- Cheat on an exam;
- Submit the same work for two different courses without prior permission from your professors;
- Receive help on a take-home examination that calls for independent work;
- Plagiarize.

Plagiarism, one of the gravest forms of academic dishonesty in university life, whether intended or not, is academic fraud. In a community of scholars, whose members are teaching, learning, and discovering knowledge, plagiarism will not be tolerated.

Plagiarism is failure to properly assign authorship to a paper, a document, an oral presentation, a musical score, and/or other materials which are not your original work.

You plagiarize when, without proper attribution, you do any of the following:

- Copy verbatim from a book, an article, or other media;
- Download documents from the Internet;
- Purchase documents;
- Report from other’s oral work;
- Paraphrase or restate someone else’s facts, analysis, and/or conclusions;
- Copy directly from a classmate or allow a classmate to copy from you.

Your professors are responsible for helping you to understand other people’s ideas, to use resources and conscientiously acknowledge them, and to develop and clarify your own thinking. You should know what constitutes good and honest scholarship, style guide preferences, and formats for assignments for each of your courses. Consult your professors for help with problems related to fulfilling course assignments, including questions related to attribution of sources.

Through reading, writing, and discussion, you will undoubtedly acquire ideas from others, and exchange ideas and opinions with others, including your classmates and professors. You will be expected, and often required, to build your own work on that of other people. In so doing, you are expected to credit those sources that have contributed to the development of your ideas.

AVOIDING ACADEMIC DISHONESTY

- Organize your time appropriately to avoid undue pressure, and acquire good study habits, including note taking.
- Learn proper forms of citation. Always check with your professors of record for their preferred style guides. Directly copied material must always be in quotes; paraphrased material must be acknowledged; even ideas and organization derived from your own previous work or another’s work need to be acknowledged.
- Always proofread your finished work to be sure that quotation marks, footnotes, and other references were not inadvertently omitted. Know the source of each citation.
- Do not submit the same work for more than one class without first obtaining the permission of both professors even if you believe that work you have already completed satisfies the requirements of another assignment.
- Save your notes and drafts of your papers as evidence of your original work.

DISCIPLINARY SANCTIONS

When a professor suspects cheating, plagiarism, and/or other forms of academic dishonesty, appropriate disciplinary action may be taken following the department procedure or through referral to the Committee on Student Discipline.

(continued on next page)
DEPARTMENTAL PROCEDURE

- The professor will meet with the student to discuss, and present evidence for the particular violation, giving the student opportunity to refute or deny the charge(s).
- If the professor confirms the violation(s), he/she, in consultation with the Program Director and Department Chair, may take any of the following actions:
  - Allow the student to redo the assignment
  - Lower the grade for the work in question
  - Assign a grade of F for the work in question
  - Assign a grade of F for the course
  - Recommend dismissal

Once an action(s) is taken, the Professor will inform the Program Director and Department Chair, and inform the student in writing, instructing the student to schedule an appointment with the Associate Dean for Student Affairs, as a final step. Copies of the letter will be sent to the Department Chair for his/her confidential student file and the Associate Dean for Student Affairs.

The student has the right to appeal the action taken in accordance with the School’s Student Complaint Procedure as outlined in the Steinhardt School Student’s Guide.

When dismissal is recommended, that recommendation will be forwarded to the Associate Dean for Student Affairs, who will convene all parties involved. An appeal of the decision at this step is submitted in writing to the Associate Dean, including full documentation to support the appeal.

REFERRAL TO THE STEINHARDT COMMITTEE ON STUDENT DISCIPLINE

In cases when dismissal is recommended, and in cases of repeated violations and/or unusual circumstances, faculty may choose to refer the issue to the Committee on Student Discipline for resolution, which they may do through the Office of the Associate Dean for Student Affairs.

The Steinhardt School Statement on Academic Integrity is consistent with the New York University Policy on Student Conduct, published in the NYU Student Guide.
Advisement Worksheet

For Undergraduate Students in NYU

Advisement in NYU Steinhardt is integral to the academic experience, and is organized departmentally and by program. Advisement begins with orientation and will continue throughout undergraduate studies. Both student and advisor are expected to be active participants for advisement to work effectively. International students, students in teacher certification programs and special students meet also with specialized advisors in these areas.

Name: ________________________________________________________

# Credits Completed __________________________________________________________________________________________

Department: _________________________________________________________________________________________________

Advisor: ___________________________________________________________________________________________________

MY ADVISOR:

• Is a member of my academic department
• Is knowledgeable about the field of study that I have chosen
• Knows and understands degree requirements
• Is a vital resource in determining my course selections
• Can answer questions related to my academic program
• Is available to discuss my personal and professional goals

MY ADVISOR SHOULD EXPECT ME TO:

• Accept responsibility for making key decisions concerning my life’s goals and educational plans
• Take the initiative in developing my academic plan
• Know and understand degree requirements
• Be aware of academic policies, deadlines, and procedures as outlined in the Undergraduate Bulletin, the NYU Student Guide, and the Steinhardt Student’s Guide
• Monitor my own academic progress
• Initiate appointments and consult with him/her regularly
• Register for approved courses through Albert

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**MY ADVISOR:**

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<tr>
<th>Feature</th>
<th>NEEDS IMPROVEMENT</th>
<th>GOOD</th>
<th>VERY GOOD</th>
<th>EXCELLENT</th>
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<tbody>
<tr>
<td>Helps me define educational and career goals.</td>
<td>☐</td>
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<tr>
<td>Helps me understand degree requirements, including the Morse Academic Plan, specialization courses, electives, study abroad, and other academic options.</td>
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<td>Guides me toward developing an academic plan.</td>
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<td>Assists me in selecting courses.</td>
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<td>Reminds me of policies, deadlines, and procedures as stated in the Undergraduate Bulletin, the <strong>NYU Student Guide</strong>, and the <strong>NYU Steinhardt Student’s Guide</strong>.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Refers me to appropriate services.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Regularly consults with me.</td>
<td>☐</td>
<td>☐</td>
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</table>

**I UNDERSTAND THAT:**

<table>
<thead>
<tr>
<th>Feature</th>
<th>NEEDS IMPROVEMENT</th>
<th>GOOD</th>
<th>VERY GOOD</th>
<th>EXCELLENT</th>
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<tbody>
<tr>
<td>I am responsible for making key decisions concerning my life’s goals and educational plans.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>With the help of my advisor, it is my responsibility to know and understand degree requirements.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>It is my responsibility to be aware of academic policies as outlined in the Undergraduate Bulletin, the <strong>NYU Student Guide</strong>, and the <strong>NYU Steinhardt Student’s Guide</strong>.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>I must take the initiative in developing my academic plan.</td>
<td>☐</td>
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<tr>
<td>I am responsible for monitoring my own academic progress.</td>
<td>☐</td>
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<tr>
<td>It is my responsibility to initiate appointments with my advisor and consult with him/her regularly.</td>
<td>☐</td>
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<tr>
<td>It is my responsibility to register for my own courses online through Albert.</td>
<td>☐</td>
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* What am I going to do about this?

Other Comments:
# REGISTRATION WORKSHEET

## NEW YORK UNIVERSITY

**TERM ________**

**YEAR ________**

---

**PLANNED SCHEDULE**

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>SECTION</th>
<th>TITLE</th>
<th>DAYS &amp; TIMES</th>
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<table>
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<tr>
<th>COURSE ACCESS VARIABLE</th>
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<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>TOTAL CREDITS</th>
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**SCHOOL __________________________**

**DEPARTMENT ________________________**

Student Name __________________________ Date __________  Advisor’s Signature (If Required) __________________________ Date __________

(Please Print)
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>75 Minute</td>
<td>100 Minute</td>
<td>100 Minute</td>
<td>100 Minute</td>
<td>100 Minute</td>
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<tr>
<td>8:00–9:15am</td>
<td>9:30–10:45am</td>
<td>11:00am–12:15pm</td>
<td>12:30–1:45pm</td>
<td>2:00–3:15pm</td>
<td>3:30–4:45pm</td>
<td>4:55–6:10pm</td>
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<tr>
<td>6:20–7:35pm</td>
<td>7:45–9:00pm</td>
<td>6:45–8:25pm</td>
<td>8:35–10:15pm</td>
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