

# NYUSteinhardt

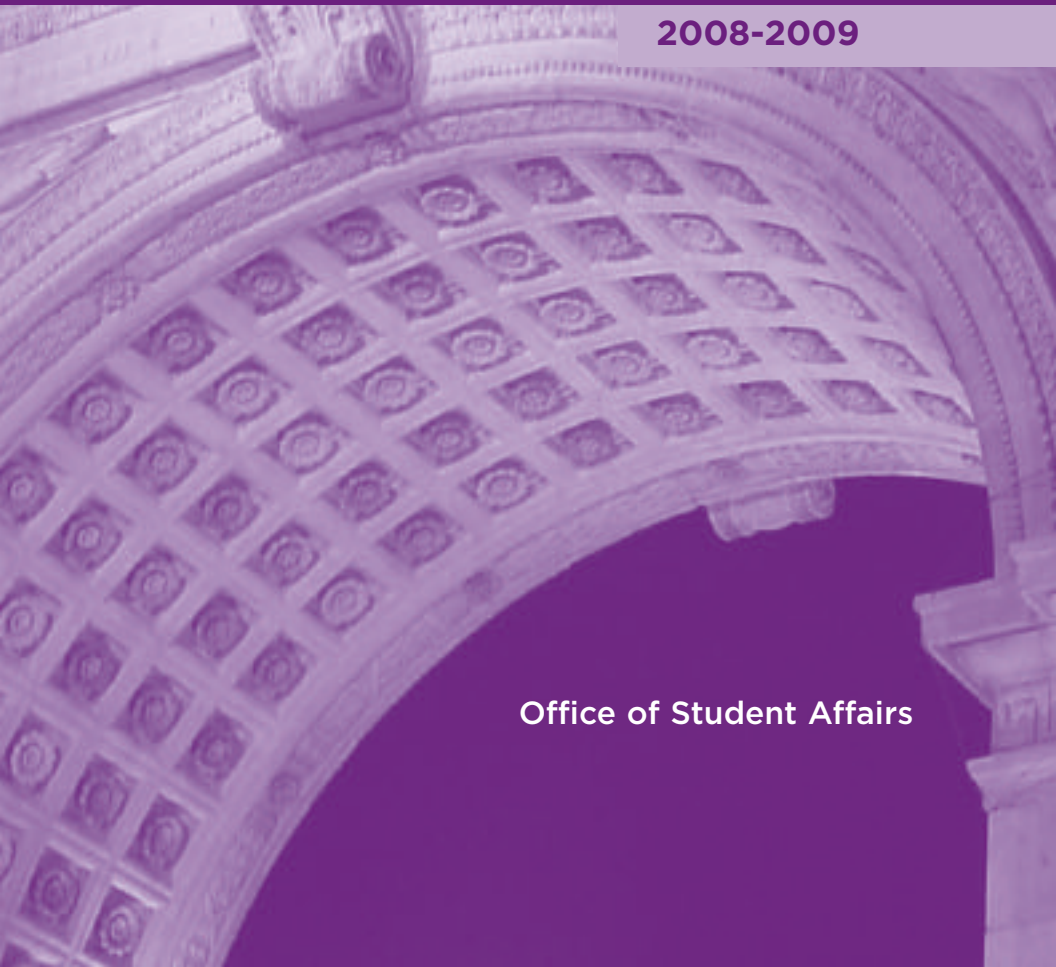
Steinhardt School of Culture, Education, and Human Development

# Student's Guide

FOR UNDERGRADUATE AND GRADUATE STUDENTS

2008-2009

Office of Student Affairs





## About the NYU Steinhardt Student's Guide

The information in this guide about student services, events, and activities will help you **get connected** and **be involved**. The academic policies and procedures, also referred to as the School's formal rules of conduct, will help you to **stay informed**. Use your Steinhardt School *Student's Guide* together with the Steinhardt School Bulletins, your departmental/program handbooks, the *NYU Student's Guide*, and other publications important in helping you to become an active participant in our special academic community.

### Questions?

Office of Student Affairs  
82 Washington Square East, 2nd Floor  
212 998 5065  
[steinhardt.student.matters@nyu.edu](mailto:steinhardt.student.matters@nyu.edu)  
[www.steinhardt.nyu.edu/studentaffairs](http://www.steinhardt.nyu.edu/studentaffairs)

Compiled and prepared by the NYU Steinhardt Office of Student Affairs.

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# Student Affairs

## The Office of Student Affairs

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82 Washington Square East, 2nd Floor  
[www.steinhardt.nyu.edu/students](http://www.steinhardt.nyu.edu/students)

Assists students in their personal growth and in achieving their educational objectives by collaborating with faculty, School and University administrators, and students to provide programs, services, and opportunities that:

- are responsive to the dynamic nature of the educational process;
- enrich the educational experience for the School's diverse and global undergraduate and graduate student population;
- embody the School's concern for all phases of a student's development and the range of student needs.

## Advisement and Registration Services

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### Academic Advisement

**Linda Chin**, Assistant Director  
Advisement and Registration Services  
212 998 5053  
[linda.chin@nyu.edu](mailto:linda.chin@nyu.edu)

**Belkis Baez**, Student Advisor  
212 998 9031  
[belkis.baez@nyu.edu](mailto:belkis.baez@nyu.edu)

Advisement in the Steinhardt School is integral to the academic experience and is organized departmentally and by program. Undergraduate and graduate students are admitted to the Steinhardt School to pursue a chosen major. The most important person to meet with for academic advisement is your department program advisor. Advisement provides the framework for educational planning and assessing progress toward educational, personal, and career goals. For detailed information regarding steps to advisement and the advisement process, visit [www.steinhardt.nyu.edu/advisement](http://www.steinhardt.nyu.edu/advisement).

## GO TO ADVISEMENT AND REGISTRATION SERVICES FOR:

- change of major;
- permission to take courses off campus;
- domestic and study abroad programs;
- permission to declare a minor/major/double major;
- undergraduate reevaluation of transfer credit;
- course substitution.

## ■ International Student Advisement

**Jessica Walker, Student Services Counselor**

212 998 5234

[jessica.walker@nyu.edu](mailto:jessica.walker@nyu.edu)

Staff meet with international students and nonnative speakers of English with refugee or permanent resident status prior to their first registration.

## GO TO THE INTERNATIONAL STUDENT ADVISOR FOR:

- preadvisement;
- English competency testing information;
- orientation;
- information about the New International Student Seminar (E03.2003);
- general academic information;
- assistance with issues specific to international students.

## ■ Special Student (Nondegree) Advisement

A nondegree student (nonmatriculant) is one who is enrolled for course work but is not a degree candidate. Requirements for admission are the same as those for degree candidates, and all course work must be taken for credit. No auditing is permitted. Applications for admission may be obtained from the Office of Undergraduate Admissions' website, [www.admissions.nyu.edu](http://www.admissions.nyu.edu), or the Office of Graduate Admissions, Pless Hall, 3rd Floor. Clearance to register must be obtained for each semester's registration. After obtaining the permit to register, nondegree students meet with a special student advisor.

For detailed information regarding the registration process, visit [www.steinhardt.nyu.edu/advisement/special/guide](http://www.steinhardt.nyu.edu/advisement/special/guide).

## GO TO THE OFFICE OF STUDENT AFFAIRS FOR:

- general advisement and registration clearance



## ■ Teacher Certification

**Mark Perez, Certification Officer**  
212 998 5033  
mark.perez@nyu.edu

Contact the Certification Officer with any concerns you may have that cannot be answered by your departmental certification liaison.

### GO TO THE CERTIFICATION OFFICER FOR:

- information on education statutes, requirements, and certification in other states;
- information on teacher certification requirements;
- requirements for New York State Teacher Certification Examinations.

## ■ Graduate Studies

**Nancy Hall, Coordinator, Office of Graduate Studies**  
212 998 5044  
nancy.hall@nyu.edu

After you enroll as a master's or doctoral student, all matters affecting graduate status are processed through this office.

### GO TO THE OFFICE OF GRADUATE STUDIES FOR:

- approval forms for master's thesis;
- applications for doctoral candidacy;
- directions for filing doctoral dissertation;
- extension/reinstatement/rematriculation information and materials;
- filing advisor's written requests for exemption/submission of degree requirements;
- formation of dissertation committee;
- applications for Doctoral Student Travel Fund;
- applications for Pre-Doctoral Summer Research grant;
- Doctoral Handbook;
- graduate transfer credit.

## ■ Special Programs

### Community College Transfer Opportunity Program (CCTOP)

**Bart Grachan**, Director

Pless Hall, 3rd Floor

212 998 5139

[bart.grachan@nyu.edu](mailto:bart.grachan@nyu.edu)

CCTOP recruits, pre-enrolls, and provides general advisement for students transferring from select metropolitan-area community colleges.

### NYU Opportunity Programs (HEOP/CSTEP)

Arthur O. Eve Higher Education Opportunity Program (HEOP)

Collegiate Science and Technology Entry Program (CSTEP)

**Lisanne Hudson**, Student Counselor

239 Greene Street, 8th Floor

212 998 5667

[lisanne.hudson@nyu.edu](mailto:lisanne.hudson@nyu.edu)

HEOP/CSTEP provides preadvisement, academic advisement, personal counseling, tutoring, and educational workshops for students enrolled through these programs.

### Professional Studies (PRST) Program

**Mark Perez**, Office of Student Affairs

82 Washington Square East, 2nd Floor

212 998 5065

Undergraduates in their senior year who have not met departmental requirements for their original course of study are referred to, and may graduate through, the Professional Studies Program, following a liberal arts curriculum.

# Registration Services

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**David Zapotocky, Director**  
Registration Services  
212 998 5054  
dz1@nyu.edu

**Andrea Fannelli, Registration Administrator**  
Registration Services  
212 998 5055  
af26@nyu.edu

Registration for both graduate and undergraduate students is completed through Albert, the online student information system, available through NYU Home. You may also find answers to your questions in the Frequently Asked Questions (FAQ) area of [www.steinhardt.nyu.edu/registration](http://www.steinhardt.nyu.edu/registration).

## GO TO REGISTRATION SERVICES IN PLESS HALL FOR:

- course permission forms;
- deferred tuition payment;
- drop/add course forms;
- incomplete grade contracts;
- independent study forms;
- pass/fail option forms;
- full/part-time equivalency.

# Financial Aid and Scholarships

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## Office of Financial Aid

25 West Fourth Street, 1st Floor  
212 998 4444  
[www.nyu.edu/financial.aid](http://www.nyu.edu/financial.aid)

Financial aid, including federal and state grants and loans, is centralized in the Office of Financial Aid. You may also consult with your department chair for information about scholarships and fellowships that may be available through your department.

## Office of Graduate Admissions

**John Myers, Director of Enrollment Management**  
Pless Hall, 82 Washington Square East, 3rd Floor  
212 998 5030  
[steinhardt.gradadmissions@nyu.edu](mailto:steinhardt.gradadmissions@nyu.edu)

### GO TO THE OFFICE OF GRADUATE ADMISSIONS FOR:

- admission information on graduate study;
- graduate housing;
- information on financial aid for new graduate students;
- scholarship applications for part-time graduate study.

## Financial Aid and Scholarships

### ■ Financial Aid Appeal

Returning undergraduates may use the appeal form to request additional financial aid at [www.nyu.edu/financial.aid/forms\\_and\\_apps.html](http://www.nyu.edu/financial.aid/forms_and_apps.html). Appeals are considered on an individual basis and, if necessary, will be referred to Patricia M. Carey, Associate Dean, Pless Hall, 2nd Floor. Requests for appeals may also be placed in writing to the attention of Associate Dean Patricia M. Carey, Pless Hall, 2nd Floor.

# Student Services and Activities

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## Counseling and Student Services

**Jeanne Bannon, Director**

212 998 5065

jeanne.bannon@nyu.edu

**Doris Alcivar, Student Services Counselor**

212 992 9382

doris.alcivar@nyu.edu

**Stephanie Santiago, Student Services Counselor**

212 998 5066

stephanie.santiago@nyu.edu

**Jessica Walker, Student Services Counselor**

212 998 5234

jessica.walker@nyu.edu

**Margaret Bailey, LCSW, Counselor, Counseling and Behavioral Health - Student Health Center (SHC)**

212 998 5061

mb18@nyu.edu

**Go to the Office of Counseling and Student Services for:**

- Orientation Programs;
- New Student Seminar (E03.0001);
- New International Graduate Student Seminar (E03.2003);
- Career Exploration: Staff from the NYU Wasserman Center for Career Development are available two days a week in Student Services;
- Educational Consultation: Students are invited to discuss issues related to the academic experience, including educational goals and objectives;
- Personal Counseling: Professional staff provide confidential individual and/or group counseling, listen and define the issues that you may be facing, and develop strategies to help;
- Leave of Absence/Exit Interview;
- Student Publications;
- Information on activities to meet informally with faculty, staff, and your peers:
  - Conversations of Color: A focus on issues related to diversity, with faculty and peers.
  - Deans Hour: Informal conversation with the Steinhardt School deans.
  - Tea at Three: Brings international and American students together.
  - Fast Break Bagel Breakfast: On your way to class.
  - Tea and Empathy: Unwind during finals.

## Student Organizations

### ■ Undergraduate Student Government (USG)

Pless Hall, 3rd Floor, 212 998 5350, [steinhardt.usg@nyu.edu](mailto:steinhardt.usg@nyu.edu)  
[www.steinhardt.nyu.edu/usg](http://www.steinhardt.nyu.edu/usg)

### ■ Graduate Student Organization (GSO)

Pless Hall, 3rd Floor, 212 998 5351, [steinhardt.gso@nyu.edu](mailto:steinhardt.gso@nyu.edu)  
[www.steinhardt.nyu.edu/gso](http://www.steinhardt.nyu.edu/gso)

NYU Steinhardt student organizations plan programs, activities, and services and co-sponsor departmental student organizations and clubs to help meet the cultural, social, and educational needs of both undergraduate and graduate students. USG/GSO participate actively in governance, representing NYU Steinhardt students on designated School/University committees by articulating student interests and concerns. Staff in the Office of Counseling and Student Services serve as advisors to USG/GSO and provide leadership development, advisement, and training for their members.

### ■ Senior Legacy

Senior Legacy is a collaborative initiative for seniors by seniors. Activities and events during senior year bring seniors together to leave a legacy in the form of a class gift to their alma mater. Visit <http://alumni.nyu.edu/legacy>.

## Honors and Awards

Go to [www.steinhardt.nyu.edu/students](http://www.steinhardt.nyu.edu/students) (except where otherwise noted) for detailed information on:

1. Dean's Research Travel Colloquium for sophomores, juniors, and seniors in the Steinhardt School to explore professional issues in education, health, communications, or the arts, here and in other countries.
2. Dean's Grants for Undergraduate and Graduate Student Research for matriculated undergraduate, master's, and doctoral students to undertake faculty-sponsored independent research projects.
3. Doctoral Student Travel Fund, for doctoral students to present scholarly work at professional conferences.
4. National Scholarship Competitions, listed at [www.nyu.edu/scholarships](http://www.nyu.edu/scholarships).
5. Awards and Honors, acknowledging the achievements of outstanding graduating undergraduate and graduate students.

## University Student Affairs and Services

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NYU Steinhardt works collaboratively with the University Office of Student Affairs and Services which offers programs, services, and resources that enrich student life at NYU. Go to [www.nyu.edu/student-affairs](http://www.nyu.edu/student-affairs).





# Academic Policies and Procedures

## For Undergraduate and Graduate Students 2008-2009

### I. Academic Policies and Procedures

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**Note:** Students should consult with their program advisors regarding departmental/program requirements and academic policies.

#### All-School Requirements

##### 1. FOR GRADUATE STUDENTS

###### **New International Graduate Student Seminar (E03.2003)**

During their first semester in residence, incoming international graduate students are required to register for E03.2003, a noncredit course given on a pass/fail basis. The seminar explores professional issues and provides further orientation and guidance.

Graduate students should consult with the Office of Graduate Admissions, Pless Hall, 3rd Floor, for information regarding other school-wide requirements.

##### 2. FOR UNDERGRADUATE STUDENTS

###### **New Student Seminar (E03.0001)**

During their first semester in residence, incoming freshmen and transfer students are required to register for New Student Seminar (E03.0001). The New Student Seminar is a noncredit course given on a pass/fail basis, organized by curriculum to explore professional issues and to provide ongoing orientation and guidance.

###### **Expository Writing**

NYU Steinhardt students must complete two courses in expository writing and pass the Writing Proficiency Examination.

**FRESHMAN STUDENTS** – Freshman at the Steinhardt School of Culture, Education, and Human Development who complete V40.0100, Writing the Essay or V40.0004, International Writing Workshop I, with a grade of “C” or better are certified as proficient and are not required to sit for the exam. Freshman must also complete the course, V40.0110, The Advanced College Essay: Education and the Professions.

Students admitted through the NYU Opportunities programs complete the General Studies writing sequence, Writing I and II, T01.1001 and T01.2002.

**TRANSFER STUDENTS** — All transfer students entering the Steinhardt School of Culture, Education, and Human Development are required to pass the Proficiency Examination, administered by the Expository Writing Program. This exam determines whether additional course work in expository writing will be required for proficiency certification. This examination is given during orientation.

Transfer students who pass the examination and transfer in two courses in writing composition or the equivalent will not be required to complete additional course work in expository writing.

Those who pass and transfer in only one course will be required to complete V40.0100, Writing the Essay. Writing the Essay is significantly different from most writing courses students take in two- and four-year colleges and provides the foundation for writing in the University.

If the students fail and have received transfer credit for either one or two courses in expository writing or the equivalent, they will be required to complete at least one expository writing course, V40.0013, Writing Tutorial, 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 above in Writing Tutorial are certified as proficient. Students who do not achieve a “C” or above must sit for the Proficiency Exam.

Transfer students who have completed courses in expository writing at other institutions receive credit from the Office of Undergraduate Admissions. Transfer students who enter New York University with 21 or more credits and not given credit routinely by the admissions office 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. The 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/Transfer\\_Exempt\\_form\\_20061.pdf](http://www.nyu.edu/cas/ewp/Transfer_Exempt_form_20061.pdf), or ask for an application at the Expository Writing Program reception desk, 411 Lafayette Street, 3rd floor, New York, NY 10003-6687, 212 998 8660. The director of the Expository Writing Program will notify the student and the Office of Undergraduate Admissions and/or the Assistant Director of Advisement services in the School of the decision taken on the student's petition.

Transfer students who are granted credit by the admissions office for the writing requirement must take the Writing Proficiency Exam during summer orientation. Students who have not taken the exam should contact the EWP Writing Proficiency Exam Office at 212 998 8846 or [ewp@nyu.edu](mailto:ewp@nyu.edu).

### **International Students**

Students completing V40.0004/V40.0009 (International Writing Workshop I/International Writing Workshop II) will take the proficiency examination at the end of their writing-course sequence. Those who fail will be required to complete one expository writing course, V40.0013, Writing Tutorial.

## Foreign Language Placement Examinations

Entering undergraduate students take proficiency examinations prior to their first registration. These examinations are administered to incoming students during orientation. The results of these examinations *do not exempt students from taking these courses* but assist in determining the appropriate level of courses in these areas.

### 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 the Teacher Certification and the Music Business programs must meet with their academic advisor for appropriate placement.

## B. Academic Options

### 1. CHANGE OF CURRICULUM/MAJOR

Undergraduate students who are changing their curriculum but remaining in the School must complete an official undergraduate Change of Major form, available from the Assistant Director of Advisement and Registration Services, Pless Hall, 2nd Floor. Students who are transferring from the Steinhardt School to another division at New York University must apply to transfer through the Office of Undergraduate Admissions, 22 Washington Square North. For more information, please go to <http://admissions.nyu.edu/applying.for.admissions/transfer/internal.transfers.html>. These students are also reminded to complete an exit interview in the Office of Counseling and Student Services, Pless Hall, 2nd Floor.

### 2. CHANGE OF PROGRAM

Departmental Academic Advisement is provided to help students understand academic program requirements and to assist them with course selection. By approval and signature, the advisor holds the responsibility for students' program requirements and course selection and attests to the courses selected as meeting degree requirements. Without advisor approval, courses added or dropped may be considered as not meeting degree requirements.

### 3. ADD/DROP AND WITHDRAWAL FROM COURSES

No change in course schedule is valid unless it is reported to the Office of the University Registrar, the School's Office of Registration Services, and the Office of the Bursar on the required forms. Change of Program forms may be obtained from the program advisor or from the Office of Registration Services, Pless Hall, 2nd Floor.

Students are permitted to add to their program during the first two weeks of regular classes. A student wishing to add an additional course to the program during the third week of classes must have the approval of the instructor. Beyond the end of the third week of classes, a student may not add a course.

Students may withdraw formally from a course during the first three weeks of the fall or spring term or within the first three days of any summer session without having that course appear on the transcript. If a student withdraws formally from a course from the beginning of the fourth week through the ninth week of the fall or spring term, the course will be recorded on the transcript with a grade of W. 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. The refund schedule may be found at [www.nyu.edu/bursar/refunds](http://www.nyu.edu/bursar/refunds).

#### **4. INDEPENDENT STUDY**

Independent study requires a minimum of 45 hours of work per point. Independent study cannot be used to satisfy the required 60 points in liberal arts courses, nor can it be applied to the established professional educational sequence in teaching.

Each departmental program has established its own maximum point allowance for independent study as part of its specialization. This information may be obtained from the academic advisor. Each student is permitted to enroll for an additional 1-6 points of independent study outside the area of specialization. Independent study is open only to matriculated students.

Prior to registering for independent study, students should obtain an Independent Study Approval form from their advisor. When completed, this form must be submitted to the Student Services Center, 25 West 4th Street, 1st Floor.

#### **5. PASS/FAIL OPTION**

Matriculated graduate and undergraduate students have the option to take courses on a pass/fail basis, the maximum of such courses not to exceed 25 percent of their total program or as specified by their department/program. This pass/fail option can be applied to "E," "V," or "C" courses. Once this option is chosen, the decision cannot be changed, nor will the letter grade be recorded. Pass/fail must be requested before the end of the fifth week of classes during the Fall and Spring terms, and by the fifth day of summer sessions.

#### **6. OFF-CAMPUS STUDY**

Permission to study in an institution outside of New York University may be obtained for graduate students in the Office of Graduate Studies and for undergraduates from the Assistant Director of Advisement and Registration Services, Pless Hall, 2nd Floor.

Undergraduate students enrolled for degree programs at New York University are expected to take their courses, including those taken during the summer sessions, at New York University. Exceptions will be considered by the Assistant Director of Advisement and Registration Services and referred to the dean on a case-by-case basis. Unless written approval is received in advance of such registration, transfer credit will not be granted.

Undergraduate students requesting permission to enroll in off-campus course(s) must submit an Off-Campus Course Petition form, approved by their academic advisor. These forms may be obtained from the program advisor or from the Assistant Director of Advisement and Registration Services, or [www.steinhardt.nyu.edu/students/forms](http://www.steinhardt.nyu.edu/students/forms).

**NOTE:**

- a. Off-campus courses must be taken at an institution accredited by a regional accrediting association, such as the Middle States Association of Colleges and Schools.
- b. Off-campus courses may not be taken at a community college.
- c. For undergraduates, grades of C or better (no credit is awarded for grades of C- and below) must be earned in order to apply credits toward degree requirements. For graduate students, grades of B or better must be earned to apply credits toward graduate degree requirements.
- d. An official transcript must be sent to New York University, the Steinhardt School of Culture, Education, and Human Development, Assistant Director of Advisement and Registration Services, Pless Hall, 82 Washington Square East, 2nd Floor, New York, NY 10003-6680.

**7. FULL-TIME EQUIVALENCY**

The University defines full-time course work as a minimum of 12 points each term. Full-time equivalency students cannot be employed full time and are expected to spend no fewer than 40 hours per week on a combination of course work and/or relevant items as listed below; half-time students, a minimum of 6 points or 20 hours per week.

- Required master's internship/clinical practice
- Master's thesis/final experience
- Doctoral candidacy examination
- Doctoral candidate working on dissertation topic
- Doctoral candidate working on proposal
- Doctoral candidate researching dissertation
- Teaching fellowship or research or graduate assistantship in the Steinhardt School.

Full-time equivalency status may affect a student's financial aid. Full-time equivalency is applied only to state (TAP), federal (Stafford), private bank loans, Veteran's benefits, and visa status. Financial aid is based on billable hours (the actual number of credits for which a student is enrolled and not any additional approved equivalency credits the student is eligible to receive). The Office of Financial Aid reserves the right to adjust any financial aid package. International students with F-1 and J-1 visas are required to maintain full-time programs during the fall and spring semesters. International students are eligible for equivalency status to determine full-time study only from the categories listed above. International students who wish to pursue part-time study for any other reason must do so through the Office of International Students and Scholars (OISS) at 561 LaGuardia Place.

**C. Academic Responsibilities/Rights****1. ACADEMIC STANDING**

Unless otherwise stated by departmental/program criteria, in order to remain in satisfactory academic standing, graduate and undergraduate students in the School must maintain the following minimum standards:

- a. Undergraduate students must maintain a minimum grade point average (G.P.A.) of 2.0.
- b. Master's degree candidates must maintain a minimum grade point average (G.P.A.) of 2.5.
- c. Sixth-year and doctoral students must maintain a minimum grade point average (G.P.A.) of 3.0.

The Committee on Student Progress meets regularly to review transcripts of students who have not maintained a satisfactory average and to take appropriate action in each case. The options include warning the student, placing the student on probation, and dismissing the student from the School.

Students with 6 or more points of I (incomplete) grades within a semester are also subject to the committee's review.

For a complete list of policies and procedures relating to academic progress, students should contact their academic advisor or the Office of the Associate Dean for Student Affairs.

## 2. COMPUTING GRADE POINT AVERAGE (G.P.A.)

A	= 4.0 points	C	= 2.0 points
A-	= 3.7 points	C-	= 1.7 points
B+	= 3.3 points	D+	= 1.3 points
B	= 3.0 points	D	= 1.0 points
B-	= 2.7 points	F	= 0.0 points
C+	= 2.3 points		

**Note:** There are no A+, D-, or F+ grades. P (pass), N (no credit), and I (incomplete) grades are not counted in the average.

In order to compute the grade point average, add the total number of points completed with the grade of A. Do the same for the total points completed for each other grade. Multiply each of those totals by the appropriate point value of the grade.

Total points of A	= 8	Multiplied by 4.0	= 32.0
Total points of A-	= 4	Multiplied by 3.7	= 14.8
Total points of B+	= 4	Multiplied by 3.3	= 13.2
Total 1	= 16	Total 2	= 60.0

Divide total 2 by total 1 for the grade point average: 3.75.

## 3. DEAN'S LIST

The *Dean's List*, compiled at the end of each fall and spring semester, is an honor roll of undergraduates who have maintained a term average of 3.7 or better in a program of study in the Steinhardt School of at least 12 weighted points. Grades of I or N disqualify the student.

#### 4. GRADUATION WITH LATIN HONORS (B.S.)

Students meeting the requirement of having completed at least 64 points toward the degree (in weighted grades) in residence in the Steinhardt School will be eligible to be considered for Latin Honors. Latin Honors will be determined by GPA distribution, so that:

- *Summa cum laude* is limited to the top 5% of the graduating class
- *Magna cum laude* is limited to the next 10% of the graduating class
- *Cum laude is limited* to the next 15% of the graduating class

#### 5. 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 form on the Registrar's website, <https://www.nyu.edu/registrar/withdrawal>.

#### 6. MAJORS, MINORS, AND DOUBLE MAJORS

**Minors** — Academic programs at Steinhardt are designed to provide students with a broad understanding of the world at large while preparing them for a specific career. Steinhardt offers a series of minors to help students increase their knowledge in a particular field other than their major, gain skills that suit both their needs and aspirations, and explore individual interests. These include studio art, communication studies, educational theatre, music, nutrition and food studies, and teacher education. Steinhardt students may also pursue minors offered by the College of Arts and Science, the Stern School of Business, Tisch School of the Arts and the School of Social Work.

**General Information and Instructions:** You may complete your undergraduate degree with an academic major and a second field of lesser specialization, an academic minor. Like the major, a completed minor will be listed on your transcript. A minor consists of a minimum of 16 credits, with the actual number of credits and grades to be determined by the faculty in the program in which the minor is elected.

If you wish to undertake a minor, you should see the faculty advisors for permission and for information concerning courses required to complete the minor in other areas of specialization. The declaration consists of completing a form that names the minor field, lists the courses that count toward the minor, and includes the signatures of the student, the faculty advisor, the program director of the minor department, and Steinhardt's Office of Student Affairs.

Please Note: A minor can be declared at any time prior to the completion of 96 credits.

Students may be allowed to use courses counting toward the satisfaction of "Liberal Arts" requirements as points (credits) toward the liberal arts minor. It is important when "double counting," that you keep in mind that the minimum number of credits required for the baccalaureate degree is 128 credits.

Courses taken for the minor can be allocated to the "Unrestricted Liberal Arts" and/or "Unrestricted Electives" area (s).

Courses credited toward the "minor" may not be credited toward the "major." That is, you may not use major/specialization credits to satisfy "minor" requirements.

The necessary form may be obtained from the Office of Undergraduate Advisement and Registration Services, Joseph and Violet Pless Hall, 82 Washington Square East, 2nd floor, (212) 998-9053, (212) 998-9031, (212) 998-5065. You can also view the Minor Declaration form by visiting <http://steinhardt.nyu.edu/students/forms>.

**Double Majors** — Subject to the approval of the advisor and all departments concerned, students may declare double majors in most programs of the Steinhardt School or the College of Arts and Science. Since courses used to satisfy the requirements for one major may not be used for another, a double major will add extra semesters to the matriculation period. The requisite forms may be obtained from the Assistant Director of Advisement and Registration Services, Pless Hall, 2nd Floor.

## 7. GRADES OF "INCOMPLETE"

Under exceptional circumstances and at the discretion of the course instructor, an "incomplete pass" (IP) or an "incomplete fail" (IF) grade may be granted, based on the student's performance throughout the course of the semester. Incomplete Grade Forms may be obtained from Registration Services, Pless Hall, 2nd Floor. The length of the contract period is fixed by the instructor but will be no longer than six months after the close of the semester. If outstanding work has not been completed by the end of the agreed-on time period, an IP becomes an N (no credit) and an IF becomes an F. Grades of F and all other permanent grades may not be changed unless the original grade resulted from a clerical error. If the contract has been completed in a timely manner, it will be considered, along with the remainder of course performance, in determining the student's earned grade. No extension will be granted beyond the "end of contract" date.

## 8. UNDERGRADUATE TRANSFER CREDIT

The Office of Undergraduate Admissions issues a Transfer Credit Statement to all matriculated transfer students. This details the requirements for the student's degree and shows credit granted for course work taken at other institutions. The total number of credits required for our School's baccalaureate degrees varies by program, but the



minimum number is 128 credits. The incoming transfer student may transfer up to 72 credits from previous institutions. Each academic program of study reserves the right to determine the level and number of courses that are acceptable. Of the remaining courses required for their degree programs, students must complete a minimum of 32 credits taken in residence under the auspices of the Steinhardt School. Grades of C or better (no credit is awarded for grades of C-) must have been earned in transfer courses in order to be applied toward degree requirements. In those institutions where a grade of C is the lowest passing grade, then one full grade above the lowest passing mark, a grade of B, may be considered transferable. The lowest passing grade from other institutions will not be considered for transfer credit. Any request for revision of the final Transfer Credit Statement should be directed to the Assistant Director of Advisement and Registration Services, Pless Hall, 2nd Floor. Such appeals must be made within six months of the date of the "final" statement from the Office of Undergraduate Admissions. Students are held responsible for requirements established at the time of their entrance. The statement sheet should be used by the student and his or her advisor when planning a program of study.

Consult the Office of Graduate Studies for information on graduate ratings.

## 9. READMISSION PROCEDURE

An undergraduate student who has not completed at least one 3-point course each year under the auspices of the Steinhardt School or, in lieu of such completion, has not paid a maintenance of matriculation fee plus registration and services fees must, if he or she wishes to return to the School, contact the NYU Steinhardt Office of Student Affairs, 82 Washington Square East, 2nd Floor, New York, NY 10003-6680.

a. Students who have attended another college or university since attending the Steinhardt School and who have done so without permission to take courses elsewhere must complete the regular Application for Undergraduate Admission. The Office of Undergraduate Admissions may require additional testing at the University for those with interrupted education. Applications should be submitted well in advance of the following deadlines: April 1 for the fall term, November 1 for the spring term, and April 1 for the summer term.

b. Students who have not attended another college or university and who have been out of school for a consecutive two-year period must file the special readmission application and a personal statement describing their activities while away from the School. The readmission application is available online at [www.admissions.nyu.edu](http://www.admissions.nyu.edu).

Although readmission decisions are based primarily on the applicant's previous academic record, other factors will be considered. Students may contact the Office of the Associate Dean for Student Affairs for more information.

c. Students who have been out of school for less than a consecutive two-year period and who have not attended another college or university, must remit the maintenance of matriculation fee. Enrollment in prior year maintenance of matriculation requires the approval of the program advisor and the Office of the Associate Dean for Student Affairs. Students should schedule an appointment with their advisor and proceed accordingly.

## 10. THE SENIOR CHECK SHEET

The Senior Check Sheet (for undergraduates who have earned 90 points or more) is issued automatically by the Office of the University Registrar Graduation Services.

A list of new seniors is printed twice per semester, including the summer term. The check sheet is then prepared and mailed to students and their departments. Students and advisors may review and check off the courses listed under the "Remaining Requirements" column, as students are advised and cleared for registration. Check sheets are issued only once and should be updated by the students and advisors as courses are completed.

Students who have misplaced their original Senior Check Sheet should be given a copy from the departmental advisement file, or they may request a duplicate by calling the Graduation Services office at 212 998 4260. Students should request the duplicate several days before their advisement appointment.

Students who become seniors while "in-between lists" because of changes of incomplete grades or award of additional transfer credit, or who have changed their major, may call 212 998 4260 to request an updated Senior Check Sheet.

## 11. SUBSTITUTION OF REQUIRED COURSES

An undergraduate student who requests substitution of a required course must file an Undergraduate Substitution Form (approved by the advisor, the program advisor, and by the department chair) with the Assistant Director of Advisement and Registration Services, Pless Hall, 2nd Floor.

## 12. TRANSCRIPTS/PERMANENT RECORDS

An unofficial copy of the student's academic record is available to the student each semester and summer session via Albert. The transcript/permanent record lists only those courses taken toward the Steinhardt School degree. Advanced standing from previous schools or transfer credits from outside NYU will appear in numerical points only (no letter grades are recorded).

### Transcripts of Record

Requests for official transcripts require the signature of the student requesting the transcript. You may complete the online request form at [www.nyu.edu/registrar/transcript-form.html](http://www.nyu.edu/registrar/transcript-form.html) and mail or fax the signature page. Currently, we are not accepting requests for a transcript by e-mail. A transcript may also be requested in writing by either faxing (212 995 4154) or sending a signed letter to the Office of the University Registrar, Transcripts Department, New York University, P.O. Box 910, New York, NY 10276-0910. A request for a transcript must include all of the following information: University ID number, current name and any name under which you attended NYU; current address, date of birth; school of the University attended and for which you are requesting the transcript; dates of attendance; date of graduation; and full name and address of the person or institution to which the transcript is to be sent. Please allow seven business days from the time the Office of the University Registrar is in receipt of your request for registration processing.

Please note the following: there is no charge for academic transcripts; the limit for official transcripts issued to the student is three. A request for more than three transcripts requires the full name and address of the college, university, prospective employer, or scholarship agency to which the transcripts will be sent. You can indicate in your request if you would like us to forward the transcripts to your home address, but we still require the name and address of each institution. If you wish to confirm receipt of your request, please contact the Registrar's office at 212-998-4280 and a representative will assist you.

Once a final examination period has begun, no transcript will be forwarded for any student who is currently enrolled in courses until all the student's final grades have been received and recorded. Please notify the Office of the University Registrar immediately of any change of address.

### 13. WITHDRAWAL FROM SCHOOL

Students who are withdrawing from the Steinhardt School, either to transfer to another school of NYU or are terminating their matriculation with NYU, must complete the exit interview through the Office of Student Services, Pless Hall, 2nd Floor.

Students withdrawing from the school must also fill out the withdrawal form on the Registrar's website, <https://www.nyu.edu/registrar/withdrawal>.

## II. Student Complaint Procedure

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**A.** Students whose complaints relate to academic or nonacademic matters and who seek a review of their complaints should follow the procedures outlined below within six months from the time the action occurred and/or the grade was posted. If a student has exhausted the School's procedures for student complaints and believes that the School's procedure and/or process for receiving the complaint were not implemented as set forth in the Steinhardt School Student Complaint Procedure, he/she may also seek consultation through the ombudsperson. The ombudsperson, a tenured professor who is elected by students, attempts to achieve equitable resolutions to student complaints by ensuring that processes and procedures are followed.

1. It is recommended that student complaints begin with the person against whom the complaint is being made. If the issue involves the instructor of a course, the complaint is with the instructor. The student shall first contact the instructor and attempt to resolve the complaint. Pertinent documentation should accompany the complaint.
2. If the complaint is not resolved at the level of the instructor, the student should schedule an appointment with the program director, the next level for the review of complaints.
3. If the complaint is not resolved at the level of the program director, the next level of appeal is the department chair. The department chair, at his or her discretion, may call a meeting of the instructor, the program director, and the student. If resolution of the complaint is achieved at either stage two or three, the program director or department chair, respectively, will send a confirmatory memo to all those who have been involved.

**B.** If there is no satisfactory resolution of the student complaint at the departmental level in the judgment of the student or if the nature of the complaint involves a personal or confidential matter, the student may proceed as follows:

1. The student may bring the complaint to the attention of the Associate Dean for Student Affairs. The Associate Dean is responsible for administering the student complaint procedure and may, when appropriate, make recommendations for the resolution of student complaints.
2. As a final level of appeal, the student may request a review of the complaint by the Associate Dean for Academic Affairs, who may then refer it to the Dean of the Steinhardt School.

## **III. Student Discipline Within the Steinhardt School**

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### **A. School Jurisdiction**

Policies on Student Discipline within the School work in tandem with University Policies and Procedures that inform student conduct, academic regulations and established practices. Thus, in its work, the Committee on Discipline is concerned with the development and welfare of each student as well as for the welfare and standards of the School. Areas of school disciplinary jurisdiction include the following:

1. Violation of Academic Integrity, e.g. cheating, plagiarism, and forgery of academic documents.
2. Disruption of the academic process and/or academic facilities, including interference with access to facilities and disruption of the classroom.
3. Library violations, including failure to return books or destruction of library materials.
4. Physical detention or restraint of a student, instructor, staff member, or administrator while that person is attempting to exercise his/her duties.

### **B. Informal Resolution**

When a charge of misconduct is reported, the Associate Dean for Student Affairs, in cooperation with the relevant parties including the student(s), shall try to resolve the matter on an informal basis, e.g. without convening a panel/hearing.

### **C. Committee on Student Discipline**

1. If the matter cannot be resolved accordingly, the Associate Dean will convene the Committee on Discipline, which will conduct a hearing to review the facts and related evidence/information, make a determination as to the responsibility of the student for violations of school/university policies, and impose sanctions as deemed appropriate.
2. Composition. The Committee on Discipline is composed of ad hoc committees as the number of cases warrant. Each ad hoc committee will be composed of two full-time faculty members, two undergraduate students, and two graduate students. The Director of Counseling and Student Services serves as an ex officio member.

## **D. Initiating Disciplinary Proceedings**

1. Any member of the faculty, administration, or staff or any student may file disciplinary complaints against any student(s) for violation(s) of University rules of conduct and/or policies of the Steinhardt School with the Associate Dean. Notification will include names of parties, dates, a description of circumstances leading to the action, and any other pertinent information.
2. After receiving the complaint, the Associate Dean will convene the committee (see section C.2. above), assemble requisite materials, and schedule a hearing date.
3. Notification to the Student. The Student about whom a disciplinary complaint is filed will be notified by the Associate Dean in writing by registered mail and/or electronic mail, with returned receipt requested. The student will be told of the specific charges brought against him/her, including the name of person making the charge; the date, location, and circumstances on which the action is based; the place and date set for the hearing; and the procedures that will govern the hearing.

## **E. Conduct of the Hearing**

Hearings will be as concise as possible within the purposes of each hearing and the overall policy of the committee.

1. Student. When a student is asked to appear before the committee, the student may seek the counsel of his/her academic advisor or faculty member of the student's choice. The student may ask his/her academic adviser or faculty member to appear on his/her behalf during the hearing. The student may consult with the faculty member at any time during the hearing. At its discretion, the committee may ask the faculty member for pertinent comments.
2. Committee. The committee will select from among itself a chair, who will read the charges to the student and ask the student to respond to the allegation(s). The student may at this time offer an explanation pertaining to the charges. Committee members may direct questions to the student and other individuals present at the hearings. In the conduct of the hearing, the chair will rule on and/or determine whether to allow questions of relevancy and admissibility of evidence. However, the chair may at his/her discretion call for a vote of the committee on specific questions of relevancy and admissibility.
3. Committee Decision. After the hearing, the committee will meet in closed session to vote. Each committee member has one vote. A vote shall first be taken on the whether the charge is sustained. If a finding is sustained, a vote will be taken on the sanctions to be imposed. A decision will be determined by majority vote. If there is some doubt about the facts of the situation, the final decision may be deferred to a second meeting of the committee.
  - a. Sanctions. In all cases, the Committee's decisions shall be discretionary, and shall include what entry shall be made on the student record, and may include any one or more of the following sanctions: (1) exoneration (no action); (2) warning; (3) censure; (4) disciplinary probation; (5) restitution; (6) monetary fine; (7) suspension; or (8) dismissal.

b. Notification of Decisions. The chair will inform the student by registered mail of the findings of the committee within seven days from the date on which the decision is made. The student will also be informed of his/her right to appeal the decision to the Committee to Hear Student Appeals. The Associate Dean will be informed of the decisions made by the committee.

c. Written Record. As soon after the hearing as possible, the committee will prepare a written record of the hearing including the following:

- i. The date and place of the hearing;
- ii. Names of members present;
- iii. A short statement of charges;
- iv. A summary of findings of facts and conclusions made by the committee;
- v. A statement of any action imposed by the committee.

d. Committee Files. The Committee will maintain a file of information related to each case that is heard, including a record of the decision reached. All committee information about each student will be destroyed upon that student's graduation or earlier if so deemed.

## **F. Right of Student Appeal**

The student has the right to appeal on the grounds that the decision or the proceedings at the hearing were arbitrary or unfair. Any appeal must be requested within fifteen (15) calendar days from the date on which the final report of the hearing body was sent to the student. The appeal shall be taken by the filing of written notice requesting an appeal with the Committee to Hear Student Appeals, following the same guidelines for disciplinary committee selection.

1. Composition. The Committee on Student Appeals is composed of ad hoc committees as the number of cases warrant. Each ad hoc committee will be composed of two full-time faculty members, two undergraduate students, and two graduate students. The Associate Dean for Student Affairs serves as an ex officio member.
2. Conduct of the Appeal. The appeals process shall not consist of a new hearing, and shall be limited to a review of the report of and proceedings before the hearing body. The appeals committee may accept the report without modification; accept the report but reduce the sanction(s) imposed; dismiss one or more of the charges entirely; or remand the case for further proceedings. When the Committee to Hear Student Appeals accepts the report, the matter shall be deemed finally decided without further recourse as of right.
3. New Evidence. Discovery of evidence not previously available, which may have had a substantial bearing on the decision rendered may require the hearing body to reconsider the case.
4. A student who has been suspended and who is found "not guilty" shall be allowed full opportunity to make up whatever work was missed due to the suspension.
5. No record of the disciplinary proceeding will be entered in the student's file unless a final disciplinary sanction is found to be warranted.

## IV. Statement on Academic Integrity

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### A. “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 also to 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 cannot 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 others’ 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.

## **B. 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 enclosed 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 or footnotes or 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 the notes and drafts of your papers as evidence of your original work.

## **C. Disciplinary Sanctions**

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

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 or she, in consultation with the Program Director and the 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 the 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 or 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 NYU Steinhardt *Student's Guide*.

When dismissal is recommended, that recommendation will be forwarded to the Associate Dean for Student Affairs, who will then 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:**

Faculty may choose to refer the issue to the Committee on Student Discipline for resolution through the Office of the Associate Dean for Student Affairs.

## V. New York University Anti-Harassment Policy

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New York University is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment — an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Harassment based upon race, gender, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of the University. Such harassment is illegal and against University policy, and will not be tolerated.

Students in the Steinhardt School may refer instances of harassment to the Associate Dean for Student Affairs, Pless Hall, 2nd Floor, 212 998 5065.

To learn more, visit [www.nyu.edu/eo/anti-harass-policy.pdf](http://www.nyu.edu/eo/anti-harass-policy.pdf)

## VI. Family Educational Rights and Privacy Act of 1974 (FERPA)

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Among its several purposes, the Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to

- protect the privacy of students' educational records;
- establish the rights of students to inspect and review their educational records;
- provide students with an opportunity to allow inaccurate or misleading information in their educational records to be corrected.

For further information, please contact the Office of Student Affairs, Pless Hall, 2nd Floor, 212 998 5065, [www.steinhardt.nyu.edu/students](http://www.steinhardt.nyu.edu/students) or visit [www.nyu.edu/registrar/university-policies/ferpa.html](http://www.nyu.edu/registrar/university-policies/ferpa.html).



# Academic Planner

## For New Undergraduate Students

2008-2009

### **I. About Undergraduate Study**

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As new students entering NYUSteinhardt, 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 aspirations, and prepare you to question convention and lead in an ever-changing world.

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.

### **II. The Academic Program**

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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 pursue a minor or double major.

# **III. Advisement**

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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 liberal arts, 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

## IV. Resources to Assist You with Course Selection

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

**B. Transfer Credit Statement** 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 [www.steinhardt.nyu.edu/bulletin](http://www.steinhardt.nyu.edu/bulletin).

**D. College of Arts & Science Bulletin** lists descriptions of courses by department. Also online at [www.nyu.edu/cas/bulletin](http://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](http://www.nyu.edu/cas/map). Use the booklet or website for course descriptions only; school policies may differ.

**F. New York University Online Course Search** includes all courses offered during a given semester. These courses are listed by department under the specific school/college within the University. Online at [www.nyu.edu/registrar](http://www.nyu.edu/registrar). Class lists may also be viewed on Albert, the online registration system.

**F. The Student Advisement Worksheet** is both a reminder of the expectations we hold for advisement and a self-evaluation of particular areas that may need discussion. Online at <http://steinhardt.nyu.edu/advisement>.

## V. Registration

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### 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 Advanced Placement examinations and 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.

**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 ID. 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 with appropriate abbreviations.
6. Use abbreviations 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.
9. The Course Call Number is the 5-digit number that identifies each course/section. 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, click on the “Academics” tab.

**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.

# Academic Planner

## For New Graduate Students

2008-2009

**ABOUT GRADUATE STUDY.** The successful professional — in applied psychology, art, communication, education, health, and music — understands that education can be an instrument for positive change in our world and the means through which the quality of life for all people can be enhanced. We strive for preeminence in advancing knowledge, creativity, and innovation at the crossroads of human learning, culture, development, and well-being. Through rigorous research and education, both within and across disciplines, the School's faculty and students evaluate and redefine processes, practices, and policies in their respective fields and from a global as well as community perspective, to lead in an ever-changing world.

Nearly all programs integrate field-based learning through Steinhardt's extensive urban network of internship, clinical fieldwork, or student teaching settings with intensive classroom-based examination of related theories and concepts. Graduate students may take advantage of an extensive array of opportunities for research and interdisciplinary study throughout Steinhardt and across New York University.

Through doctoral study, in particular, we link research with practice. We equip our graduates with the knowledge and skills needed to undertake high quality research which addresses the diversity of life experiences and the challenges faced by individuals across the lifespan in our global society. Learning occurs in the classroom through critical exploration and dialogue with peers and faculty, within the contexts of research labs, through intensive collaboration and mentorship with faculty scholars, and in applied research and practice environments in New York City and throughout the world. Steinhardt prepares the next generation of scholars, researchers, practitioners, and leaders.



## The Academic Program

Every graduate student is assigned a program advisor. Your advisor will help you to understand degree requirements, electives, and academic options, plan your program schedule, evaluate academic progress, and acquaint you with specialized services open to you as a member of the University community.

Meet with your academic advisor for advisement and guidance. The new graduate student's Advisors Directory can be found at: [www.steinhardt.nyu.edu/advisement](http://www.steinhardt.nyu.edu/advisement).

## Registration for your Classes

Once you have met with your academic advisor, you are ready to register for classes. You may not register for classes before being advised. Register online through Albert via the "Academics" tab in your NYUHome account.

## Resources to Assist You

**A. Getting Started Guide for New Graduate Students** available from the Office of Student Affairs, Pless Hall, 2nd floor and online at [www.steinhardt.nyu.edu/forms](http://www.steinhardt.nyu.edu/forms).

**B. The Steinhardt Graduate Bulletin** outlines degree requirements, courses by department, and provides course descriptions. Online at [www.steinhardt.nyu.edu/bulletin](http://www.steinhardt.nyu.edu/bulletin).

**C. New York University Online Course Search** includes all courses offered during a given semester. These courses are listed by department under the specific school/college within the University.

**D. The Doctoral Student Handbook** is a general guide to School policies and procedures for NYU Steinhardt doctoral students and is available online at [http://steinhardt.edu.nyu/policies\\_doctoral](http://steinhardt.edu.nyu/policies_doctoral).

# Frequently Asked Questions

## About Advisement and Registration

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 the NYU Steinhardt Advisement page at [www.steinhardt.nyu.edu/advisement](http://www.steinhardt.nyu.edu/advisement) 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 should 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, refer to the Undergraduate Bulletin or the department's website, accessible from [www.steinhardt.nyu.edu](http://www.steinhardt.nyu.edu).

## What materials do I need for advisement?

- Registration Worksheet, to note your classes and obtain appropriate signatures. (See p. 46)
- A copy of your transcript (an unofficial copy is available through Albert after your first registration).
- Advisement Worksheet for Undergraduate Students.

NOTE: These materials are available in your department, in the Office of Student Affairs, Pless Hall, 2nd Floor, or online at [www.steinhardt.nyu.edu/students/forms](http://www.steinhardt.nyu.edu/students/forms). (See also p. 37, Resources to Assist You with Course Selection.)

## How should I prepare for advisement?

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

- Review your Advisement Worksheet for Undergraduate Students ([www.steinhardt.edu/advisement](http://www.steinhardt.edu/advisement))
- Review your Program of Study form
- Review your Projected four-year plan of study
- Draft 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.
- 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.

### **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 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 cell phone number, emergency contact information, 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?**

- A cell phone number and an emergency contact number must be entered on Albert prior to registration.
- 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 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, if it has one. 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.



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