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**Program Goals & Mission**
The master’s program in Sociology of Education is designed to provide students with strong analytical and methodological training in a sociological approach to education-related questions and problems. The program prepares students to pursue careers in research evaluation, education policy, government agencies, and youth and community service organizations. It also prepares many of our students for doctoral-level work in the sociology of education or a related field.

**Program Description**
Many of the education reform issues of our time are grounded in sociological questions or problems that have interested scholars for decades. Sociologists of education have long been interested in the promises and limitations of schooling to ameliorate social inequality; the complex connections between schools and other institutions that are central to our lives (like families and the law); the role of the state as it relates to the provision of social services like education; and the connection between culture and education.

NYU Steinhardt’s Sociology of Education program gives students a strong disciplinary grounding that allows them to approach education questions with a sociological lens. M.A. students in Sociology of Education students take a common core of courses in qualitative and quantitative sociological research methods, sociological theory, and the sociology of education. Students also choose an area of concentration when they enter the program: Education Policy or Social and Cultural Studies of Education. Students tailor course selection and thesis research to their chosen topics of interest, taking advantage of the course offerings from across the university. The M.A. thesis is a central component of the program. All students spend approximately two semesters working closely with a faculty advisor to write a substantial thesis. The thesis could include original research that employs quantitative or qualitative methodology or could be a critical and synthetic review of research in an area of the student's interest.

Graduates of our M.A. program are well equipped to pursue careers in research and evaluation, education policy, government agencies, and youth and community service organizations. Many are also well-equipped to apply for and pursue doctoral-level work in the sociology of education or a related field.
**Student Learning Outcomes:**

Students will:

- Identify the larger social and cultural contexts that shape educational institutions.
- Analyze educational problems and issues using the knowledge, concepts, and research methodology of sociology.
- Demonstrate an expertise in an area of specialization in the sociology of education through the production of a high-quality M.A. thesis.
- Acquire habits of critical thinking and systematic investigation to critique the role of education in society.
- Develop effective written and oral communication skill by applying the conventions of the discipline of sociology.
FACULTY AND STAFF DIRECTORY

Program Faculty:

Lisa M Stulberg (Director): lisa.stulberg@nyu.edu
Associate Professor of Educational Sociology

➢ Specializations in sociology of race and education, African American schooling, school choice, affirmative action, LGBTQ politics and social movements.

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

➢ Specialization in legal and institutional environments of schools, comparative cross-national research on education and social stratification, vocational education and school discipline.

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

➢ Specialization in high school reform, social inequality and education and currently studying the blurring of borders between secondary schools and post-secondary institutions in the U.S.

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

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

Pedro Noguera: pedro.noguera@nyu.edu
Peter L. Agnew Professor of Education

➢ Specialization in schools and the urban environment, education and economic and social development, race and ethnic relations in American society, and education in other countries.

Staff:

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

Lucy Frazier: lcf3@nyu.edu
Department Administrator
Tokay Mitchell: tm119@nyu.edu
Administrative Aide

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

The program consists of a total of 40 credits, of which about half are required core and methods courses; at least three credits are devoted to completion of a two-semester thesis program, and the balance are composed of a mix of electives and additional required courses as determined by the students' choice of concentration.

Credit Breakdown:
Minimum 40 credits total = graduation

- 15 credits = Required Courses in Sociology of Education
- 6-8 credits = Required Courses in Research Methods
- 3 credits = Thesis Seminar
- 14-16 credits or more = Electives

Required Courses in Sociology of Education (15 Credits)
Please note that when the courses listed here are not offered, substitutes will be suggested and approved by students' advisors.

- SOED-GE 2002 Introduction to the Sociology of Education (Fall; 3 credits)
- SOED-GE 2325 The Learning of Culture (Fall; 3 credits)
- RESCH-GE 2132 Principles of Empirical Research (Fall; 3 credits)
- SOED-GE 3030 Classical Social Theory (Spring; 3 credits)
- SOED-GE 2090 Planned Change in Organizational Settings (Spring; 3 credits)

Required Courses in Research Methods (6-8 Credits)
A minimum of two of the following or an equivalent, one of which must be statistics or another quantitative methods course, chosen in consultation with an advisor:

- RESCH-GE 2001 Statistics for Behavior and Social Sciences I (3 credits)
- RESCH-GE 2002 Statistics for Behavior and Social Sciences II (3 credits)
- RESCH-GE 2140 Approaches to Qualitative Inquiry (3 credits)
- SOC-GA 2309 Survey Design and Conduct (4 credits)
- RESCH-GE 2147 Fieldwork: Data Collection (3 credits)
- RESCH-GE 2148 Fieldwork: Data Analysis (3 credits)

Required Thesis Seminar (3 Credits)

- SOED-GE 2510 Thesis Seminar I (3 credits)

The Thesis Seminar course typically is taken during the third semester of tenure in the program. The course is organized as an intensive workshop. Students develop detailed proposals for their thesis research, obtain UCAIHS (University Committee on Activities Involving Human Subjects) approval (when applicable), and commence thesis work. Students identify a thesis advisor and regularly consult with this advisor as their project develops, and students develop strong collegial relations with their fellow thesis-writers. Throughout their thesis work, students
are expected to consult with faculty in HMSS Steinhardt, and/or GSAS Sociology who have relevant expertise in appropriate fields of research specialization.

**Area of Concentration (14-16 credits)**
In addition to the above core requirements, students choose from one of two concentrations. Course requirements for the two concentrations are outlined on the following pages.

**Concentration 1: Social and Cultural Studies of Education**
This concentration accommodates a wide range of social science approaches to the study of education. Students choose this concentration in order to pursue educational inquiry with a focus tailored to their own interests. Students may wish, for example, to focus their study on racial, gender, or sexual identity and politics in education; the role of media and new technologies in schools; or the relationship between schools and other social systems such as the family or the nation-state.

Students in this concentration complete the credit requirements for their degree by assembling a series of electives, in consultation with their advisor, that are thematically linked.

**Concentration 2: Education Policy**
Combining courses from several departments and schools at NYU, this concentration prepares students for careers in education policy formation and evaluation.

In addition to the required courses listed above, students in the Education Policy concentration are required to take an additional course, RESCH-GE 2155, Economic Analysis for Education Policy (when it is offered, or an alternative, chosen in consultation with students' advisors). Students also may choose, in consultation with their advisor, a course from the following:

- SOC-GA 2312 Advanced Multivariate Statistics (4 credits)
- SOC-GA 2314 Longitudinal Statistics (4 credits)
- RESCH-GE 2012 Advanced Quantitative Methods I (3 credits)
- STAT-GB 2301 Regression and Multivariate Data Analysis (3 credits)

Students in this concentration also are strongly encouraged to choose one of the following electives offered in the Wagner School of Public Policy, when offered:

- Policy Issues in Primary and Secondary Education (4 credits)
- PADM-GP 2441 Economics of Educational Policy and Finance (4 credits)

Students complete credit toward their degree by selecting coursework, in consultation with their advisor, that enables them to develop expertise in a particular substantive area.

**Note:** Students must earn a grade of B- or better in all the required courses and maintain a minimum cumulative GPA of 2.5 or better in order to remain enrolled in the program.
POLICIES AND PROCEDURES

A. Registering for Courses
Students may register for classes by following these steps:

- Meet with your advisor to choose courses using the SOED Course Planner page 19. Add course call numbers and any access codes that are required to complete your registration. (Your advisor will tell you where to obtain access codes.)
- Ask your advisor to make sure you are active in the registration system and to clear you to register.
- Check for any holds on Albert prior to your advisement meeting and discuss them at that time.
- Speak to your advisor about any financial aid or visa restrictions that apply to you and the minimum number of credits for which you must be registered.
- Register on Albert through NYUHome. Verify your schedule, match course numbers and course titles and review the number of credits for each course within the first week of classes.
- Waitlisted courses must be checked daily because you will not be notified by the University when registered into a waitlisted course. Automatic waitlist registration will end the first day of the second week of classes. Make sure you adjust your schedule by dropping or adding courses, if necessary, once you are registered into a waitlisted course.
- Check for classroom locations at NYUHome at the start of each day during the first week of classes.
- Refer to the University Bursar website for payment deadlines.

Cross Registration

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

Registering for classes in certain schools involves a separate process. For example, if you are interested in a course at Wagner, you should promptly fill out the Wagner Course Request form: http://wagner.nyu.edu/courses/nyugrad. If you are interested in a course at NYU Stern, please note that their course listings are separate from the NYU Class Search. To see the classes at Stern that are available to non-Stern students, use link http://www.stern.nyu.edu/Registrar/CourseInfo/CourseSchedule/. Following the course search for NYU Stern, you will then make an appointment with your advisor to fill out the Stern Cross Registration Request Form http://web-docs.stern.nyu.edu/registrar/reg_crossregform.pdf
Access Codes

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

Class Schedule

The University Registrar maintains a listing of all available classes for each semester by school and program including course schedules and room assignments. The class schedule will be available approximately 1 month prior to the start of each semester’s registration.

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

Drop Courses / Withdraw

Students can make changes to their schedule – add or drop courses – on Albert during the first two weeks of classes in the fall and spring, and in the first 3 days of the summer semester. After that time students wishing to add a course must have the instructor’s and advisor’s permission and will need to complete a Change of Program form. Paper copies of the form are available in the department. This form allows a student, with advisor approval, to drop, add, or exchange courses. Students who are making any change to their program which involves exceptions to program or school policies must also submit a Course Permission form along with the Change of Program form.

Students are allowed to drop courses up through the third week of the semester without a "W" appearing on their transcript. After the third week, students can still withdraw from a course through the 9th week of the semester with a "W" appearing on their transcript. A student may not withdraw from a course after the ninth week of the fall or spring term or the last week of any summer session.

Withdrawal and refund deadlines are not the same. The refund schedule may be found by here: http://www.nyu.edu/bursar/refunds/schedule.html.

B. Credits and Financial Aid

Credits

Different schools at NYU have different credit requirements for part-time and full-time status. At Steinhardt NYU, full-time is a minimum of 12 credits. Anything between 3 and 11 credits is considered part-time. Students can switch back and forth between full-time and part-time simply based on the number of credits they register for in a given semester.
The maximum number of credits that students can take in the fall and spring semesters is 18 credits. In the summer, they can take up to 16 credits. If a student wants to take more than 18 credits (with a maximum of 20 credits), they need to fill out a Course Permission Form, available in the department.

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

**Financial Aid**

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

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

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

**C. Satisfactory Academic Progress**

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

Successful completion of the MA in Sociology of Education requires a strong foundation in theories and methods. Students must complete all the required courses in the curriculum with a grade of B- or better. Students are expected to maintain a minimum cumulative GPA of 2.5 or better in order to remain enrolled in the program.

**D. Maintenance of Matriculation**

Students must enroll in at least 3 credits in an academic year in order to remain active. If a student chooses not to enroll in classes one semester, they must enroll in maintenance of matriculation. Maintenance of matriculation allows students to remain active in the program, maintain an active NYU ID card, and use NYU facilities without being enrolled in classes. The
maintenance fee is $300 plus University registration and services fees for the academic year. There is a maximum of 2 semesters of maintenance of matriculation.

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

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

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

**E. Equivalency**

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

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

The University defines full-time course work to be a minimum of 12 credits each term. To qualify for full-time equivalency students are expected to spend no less than 40 hours per week on a combination of coursework and/or appropriate activity listed above required by the department. For half-time students, a minimum of 6 credits or 20 hours per week is required. Equivalency may be granted only for the purposes of visas, student loans, student loan deferral, TAP and Veterans' Benefits requirements.

Students are not eligible for equivalency if they are not registered for any credit bearing course work; therefore, students registered for a leave of absence, maintenance of matriculation or zero credit courses will not be considered for equivalency.

Financial aid is based on the actual number of credits for which students are enrolled rather than equivalency status. Scholarship eligibility requires a minimum of 12 registered credits.
International students are eligible for equivalency status to determine full-time study only from the categories above. International students who wish to pursue part-time study for any other reason must do so through the Office of Global Services 561 LaGuardia Place, 212-998-4720.

Sociology of Education students may apply for equivalency for up to two semesters while working on their thesis. Students should enroll in SOED-GE 2510 Thesis Seminar if requesting equivalency in the fall semester or an independent study with their thesis advisor if they are requesting equivalency in the spring semester.

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

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

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

The Full- or Half-Time Equivalency form can be found in this handbook on page 22.

**F. Auditing Classes**

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

Regulations governing the auditing of courses are

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

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

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

**G. Leaves of Absence**

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

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

Students taking a leave must also fill out the withdrawal form on the Registrar's website https://www.nyu.edu/registrar/withdrawal.

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

**Incompletes**

Students who are unable to complete coursework can request to take an incomplete grade from their instructor. Instructors fill out the Incomplete Grade form which is available in our department. Students must complete all coursework within **six months** of receiving an IP (incomplete pass) or IF (incomplete fail).

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

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

Pass/Fail Grades

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

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

Signatures: The advisor’s signature

The form for pass/fail can be found on page 25 of this handbook.

I. Independent Study

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

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

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

J. Transferring credits

Students can transfer up to 6 credits from another university, as long as the credits were not used toward another terminal degree, and as long as the course content relates to the program focus of the International Education degree. This determination is made by an advisor and by the program director. Students will need to submit a catalogue description of the course, including a syllabus, to Leanna Stiefel for approval.
The course must meet all the following requirements:

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

Once the credits are approved, students should fill out the Graduate Transfer Credit Request Form, found on page 24 of this handbook, and submit it, along with a copy of your official transcript, to the Office of Graduate Studies.

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

Students can take courses at Columbia or other area schools. These credits are treated as transfer credits (see above). After receiving approval for the course from an advisor, students must complete the paperwork applicable for transferring credits.

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

**L. Graduation**

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

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

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

There is no graduation ceremony for fall graduates. Fall graduates are invited to attend the ceremony the following spring semester. Students graduating in the summer are invited to attend the ceremony the previous spring semester.
See the Graduation Checklist on page 20 of this handbook.

**M. January and Summer Term**

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

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

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

Information for New International Students:

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

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

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

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

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

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

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

**New Student Seminar**

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

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

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

As an international student you must:

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

2. *Maintain Full-Time Enrollment:* Students are required to make normal, full-time progress towards your degree. Graduate students are required to take at least 12 credit hours to be considered full-time. If you need to register on a part-time basis, you must obtain OGS approval before your registration is finalized. Students enrolled in the thesis course, SOED-GE 2510/2511, may be eligible to receive full-time equivalency. Contact your academic advisor to find out if you are eligible for part-time enrollment and/or equivalency.

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

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

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

**Important links:**

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

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

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


American Language Institute: [http://www.scpa.nyu.edu/academics/departments/ali.html](http://www.scpa.nyu.edu/academics/departments/ali.html)


NYU Writing Center: [http://www.nyu.edu/cas/ewp/html/writing_center.html](http://www.nyu.edu/cas/ewp/html/writing_center.html)

**Contacts:**

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

**Steinhardt Office of Counseling and Student Services**
[http://steinhardt.nyu.edu/counseling/](http://steinhardt.nyu.edu/counseling/)
Pless Hall, 2nd Floor, 82 Washington Square East
New York, NY 10003
T: 212-998-5065
E: steinhardt.student.matters@nyu.edu
International Student Counselor: Jill Stephenson
T: 212-998-5232
E: jill.stephenson@nyu.edu
Undergraduate and Graduate Students

ADVISEMENT CHECKLIST

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

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

In particular, as an undergraduate or graduate student, my role in advisement is to:

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

(See over)

To maximize your advisement appointment, remember to complete your “Registration Worksheet” and bring the worksheet and your questions to your meeting with your academic advisor:
Questions I have:__________________________________________________________________________
______________________________________________________________________________________
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Notes:________________________________________________________________________________
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# NYU Steinhardt Sociology of Education

## Course Planner

### Required Core Courses in Sociology of Education [15 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2002</td>
<td>Introduction to the Sociology of Education (Fall)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOED-GE 2325</td>
<td>The Learning of Culture (Fall)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RESCH-GE 2132</td>
<td>Principles of Empirical Research (Fall)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOED-GE 3030</td>
<td>Classical Social Theory (Spring)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOED-GE 2090</td>
<td>Planned Change in Organizational Settings (Spring)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Required Courses in Research Methods [6-8 credits]

A minimum of **two** of the following, one of which must be statistics or another quantitative methods course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESCH-GE 2001</td>
<td>Statistics for Behavior and Social Sciences I (3 credits)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RESCH-GE 2002</td>
<td>Statistics for Behavior and Social Sciences II (3 credits)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RESCH-GE 2140</td>
<td>Approaches to Qualitative Inquiry (3 credits)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RESCH-GE 2147</td>
<td>Fieldwork: Data Collection (3 credits)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RESCH-GE 2148</td>
<td>Fieldwork: Data Analysis (3 credits)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SOC-GA 2332</td>
<td>Methods &amp; Statistics II (4 credits)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Required Thesis Class [3 credits]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOED-GE 2510</td>
<td>Thesis Seminar I (3 credits)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Area of Concentration [14-16 credits]

- **Social and Cultural Studies of Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester Completed</th>
</tr>
</thead>
</table>

### Education Policy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester Completed</th>
</tr>
</thead>
</table>

### Total Credits: _________

(40 minimum to graduate)
Getting Ready
Master’s and 6th Year Certificate Candidates

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

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

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

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

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

☐ If you are in a teacher certification program, and are unsure of your certification status confirm with Mark Perez at 998-5033 or <mark.perez@nyu.edu>.

☐ If you are writing a thesis, submit a thesis approval form:
http://steinhardt.nyu.edu/scmsAdmin/uploads/000/599/Master's%20Thesis%20Approval%20Form.pdf

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

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

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

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

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

☐ Order your cap and gown at http://www.nyu.edu/commencement/index.html.
Steinhardt’s Valedictory Celebration is at Radio City Music Hall, Monday, May 11th at 3:30 PM. The Steinhardt School will honor the Class of 2009 at the twenty-second annual Valedictory Celebration, which will include the academic procession, greetings from the Dean, the President, and the student speaker. Each graduating student will be recognized by name and presented with a Torch Pin from the Alumni Association. Academic attire is required. For more information visit the website at http://steinhardt.nyu.edu/graduation/celebrations.

Feel free to meet with staff in Steinhardt Student Services to discuss your future plans. Call 212-998-5065, check our website at http://steinhardt.nyu.edu/blogs/studentaffairs, or stop by at 82 Washington Square East, 2nd Floor.

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

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

Registration Services • 82 Washington Square East, 2nd Floor, NY, NY 10012-3680 • Fax (212) 995-4353 • (212) 998-5055

Student Information

<table>
<thead>
<tr>
<th></th>
<th>First Name</th>
<th>Last Name</th>
<th>ID Number</th>
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<td>1</td>
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Department | Major | Net ID | Term & Year for Request
---|---|---|---

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

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

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

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

I request (check only one)

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

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

[ ] Program or departmentally required internship or clinical practice. Indicate the number of hours per week of internship/clinical practice (required)

[ ] Master's final experience (3 units – granted only once)

[ ] Master's final experience involving a gallery showing, performance or recital.

[ ] Master's thesis:

1. Indicate the number of hours per week working on the thesis (required)
2. Indicate the anticipated date by which you will complete your thesis (required)
3. Thesis Title (required)

Student Signature | Date | For
---|---|---
Advisor Signature | Date | Approval Signature

Student Affairs Use Only

7/12
Masters/Advanced Certificate
Full/Half-Time Equivalency Request

Important Information:

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

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

  The minimum requirement for scholarship eligibility is 12 registered units. If you have any questions, please consult the Office of Financial Aid, 25 West 4th Street, 212-996-4444.

- **International Students:**
  Students in the United States on a F1/J1 visa must maintain full-time status during each term and are eligible for equivalency only for the listed reasons on the reverse side. International students who wish to pursue part-time study for any other reason must apply for Permission to Study Part-Time' through the Office of International Students and Scholars, 561 LaGuardia Place, 212-998-4720.

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

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

**Student Information**

<table>
<thead>
<tr>
<th>O Ms</th>
<th>O Mr</th>
<th>First Name</th>
<th>Last Name</th>
<th>ID Number</th>
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**Department** | **Program** | **Expected Graduation Date** | **Telephone** | **Email Address** |
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**Student Instructions**: To request transfer units from another college or university, please fill out the boxes above, provide all the course information below, attach a sealed, official copy of your transcript from each college or university to this form, and submit all documents together to your advisor for approval.

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

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

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

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

For **NYU Steinhardt**

**Student Affairs Use Only**

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

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

Registration Services  82 Washington Square East, 2nd Floor, NY, NY 10003-6680  Fax (212) 995-4353  (212) 998-5055

Student Information

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

Department  Major  Undergraduate  Graduate  Email Address

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

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

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

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

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

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

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

I request a pass/fail grade option for:  Example of a course #/section: XYZP-GE 4444 001

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

Student Signature  Date  Advisor Name  Advisor Signature  Date

For  NYU Steinhardt
Student Affairs Use Only  Approval Signature  Date

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

Student Information

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<tr>
<th>O M I</th>
<th>First Name</th>
<th>Last Name</th>
<th>ID Number</th>
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<tbody>
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</tbody>
</table>

Department | Program | Undergraduate | Graduate | Email Address
-----------|---------|---------------|----------|----------------

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

Please keep a copy of this form for your records.

I request approval for  

Example of course #: XYZP-GE 4444

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

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

Independent Study Title:

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

Theme/Question of Study:

Scope:

Project to be completed:


Student Signature   Date   Chair of Sponsoring Faculty Signature   Date

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

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