

Education Studies BA Program

Student Handbook

The Department of Applied Statistics, Social Science, and Humanities

Department of Applied Statistics, Social Sciences, and Humanities
246 Greene Street
New York, NY 10003
<http://steinhardt.nyu.edu/humsocsci/>

NYU Steinhardt

School of Culture, Education and Human Development

Steinhardt students are passionate about helping others. Our mission is to advance knowledge, creativity, and innovation at the crossroads of culture, education, and human development. We exemplify NYU's commitment to be of public service. Our students belong to a strong and supportive community of scholars – a warm, nurturing environment that encourages the exploration of new ideas.

The Department of Applied Statistics, Social Science, and Humanities

There are eleven departments in all of Steinhardt. The Applied Statistics, Social Science, and Humanities (ASH) Department is the department that houses the Education Studies program. It is the first and only undergraduate BA program in the department. Within this department you will find five Master's programs, four Doctorate programs, and two undergraduate minor programs. NYU Steinhardt's ASH Department is primarily devoted to the discipline-based study of education and other institutions, processes, and policies. The bulk of our faculty – including economists, historians, philosophers, political scientists, and sociologists – investigate urgent social trends and questions in the United States and throughout the world.

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Handbook Overview

This handbook is intended to provide students with information about program requirements, departmental policies, and NYU Steinhardt policies. Students are expected to read this handbook in its entirety. Students will be held to the policies contained herein while enrolled in the Education Studies BA program at NYU Steinhardt.

Additional information about NYU Steinhardt policies and procedures can be found online in the Undergraduate Student Bulletin (<http://steinhardt.nyu.edu/bulletin/>). Students are encouraged to ask questions and to maintain a dialogue with faculty and the academic advisors throughout their time in the program. While faculty and the academic advisors strive to provide the most accurate, up-to-date information possible, students are responsible for keeping track of their courses, units, and other program requirements.

The handbook will be comprised of the following parts:

- Education Studies program mission and overview
- Guiding Principles of Advisement
- Advisement and Registration Procedures
- Academic Integrity
- Academic Action: NYU Steinhardt Warning, Probation, and Dismissal
- NYU Campus Resources

Education Studies Program Mission

In this major, you will explore and understand the broader context of education and its link to social change, and the role you can play in making change possible.

You will examine urban and international contexts of education and the relationship of education to society, politics, economics and culture. Through liberal arts core courses, internships, and study abroad, you will gain hands-on experience in learning about educational change and advocacy in urban and global settings, and be prepared to work in a variety of settings that focus on education.

LEARNING OBJECTIVES

- Develop your knowledge of issues in teaching and learning
- Employ appropriate analytical and research methods for the field
- Compare and contrast US and international educational practices, especially in urban settings
- Assess education policy and reform
- Explain and discuss the roles of technology, the arts, and media in education

LEARNING COMPONENTS

A Full Liberal Arts Education

The BA in Education Studies emphasizes a full liberal arts education. You will complete a range of liberal arts core courses, including introductory study of the humanities, social sciences, science, and quantitative reasoning.

Interdisciplinary Methods of Inquiry

Our program is housed in the Department of Applied Statistics, Social Science, and Humanities. Your studies will incorporate various disciplinary approaches, as well as social, cultural, philosophical, historical, aesthetic, economic, religious, political, legal, and psychological perspectives.

Areas of Specialization

You will choose to specialize in one of the following areas:

Global and Urban Education

Politics, Policies, and Social Entrepreneurship

Arts, Languages, and Cultures
Families, Community Health, and Human Development

Global Study

You'll study abroad for a semester, investigating education from a comparative and international lens and taking required courses and electives in various locations (eg: Buenos Aires, Argentina and Accra, Ghana).

Immersive, Experiential Learning

Immersive, hands-on learning opportunities are integral to your major. Through your senior seminar, internships, and service-learning projects in schools and classrooms across the city, you will apply concepts you learn in your classes and gain a deeper understanding of your place and potential in the world.

We urge you to familiarize yourself with the [program website](#). All information regarding courses, requirements, sequence can be found here.

Guiding Principles of Advisement

Advisement in Steinhardt works in concert with the school's mission to prepare students to challenge conventions, redefine the educational process, and lead in a dynamic, changing, global society.

Advisement in Steinhardt is:

- a process of shared responsibility and works best when both the student and adviser are active participants.
- integral to the academic experience and plays a key role in student satisfaction, success, and retention.
- comprehensive, holistic, and developmental, beginning at recruitment, continuing throughout orientation, and undergraduate and/or graduate study, and may extend to alumni/alumnae.
- sensitive to the needs of a diverse, global student population.
- organized by department, may vary in format by program, and is connected to school and university resources through the Office of Student Affairs.
- reviewed and evaluated regularly to ensure ongoing high quality and best practices.

The Role of the Student

Students are responsible for planning and making decisions about their academic, professional and personal paths. They work in concert with their advisers to:

- refine educational and career goals
- understand academic and professional expectations
- craft a meaningful program of study
- engage in professional, personal, and career development

In particular the students:

- understand the philosophy that guides the discipline/major
- learn about degree requirements, including prerequisites, electives, and course sequencing
- develop an academic plan that meet requirements for the successful completion of the degree and the maintenance of good academic standing
- plan a program of study that integrates other academic options and opportunities (e.g. study abroad, independent study, honors courses, co-curricular and professional activities)

- are aware of and adhere to the policies, procedures, and deadlines that guide undergraduate and/or graduate study (e.g. drop/add, registration, pass/fail option, etc.)
- initiate meetings and actively prepare for consultation with their adviser, bringing a planned schedule and concerns and/or questions for discussion
- are familiar with school/university student services and resources and actively seek assistance when needed
- pursue professional development opportunities by engaging with faculty, alumni/alumnae, professional organizations, and career resources on campus

The Role of the Adviser

Advisers are a primary point of entry into the Steinhardt community and the academic department. As professional and academic mentors throughout a student's academic tenure, advisers interface with students, faculty, field placement supervisors, and administrative offices to serve as a core connection between a student's classroom learning, professional development, and co-curricular opportunities. They work in concert with their advisees to:

- refine educational and career goals
- understand academic and professional expectations
- craft a meaningful program of study
- facilitate professional, personal, and career development

In particular the adviser:

- communicates the philosophy that guides the academic discipline/major
- explains degree requirements, including prerequisites, electives, and course sequencing
- assists in developing an academic plan that meet requirements for the successful completion of the degree and the maintenance of good academic standing
- oversees the planning of a program of study that integrates other academic options and opportunities (e.g. study abroad, independent study, honors courses, cocurricular and professional activities)
- explains and clarifies the policies, procedures that guide undergraduate and/or graduate study (e.g. drop/add, registration, pass/fail option, etc.)
- prepares for consultation by maintaining up to date records, monitoring student progress, retention and success, and provides a safe and confidential environment for concerns and/or questions
- refer students to school/university student services and resources, as appropriate
- proactive in addressing student issues

- connects the student with professional development opportunities through faculty, departments, professional organizations, and career resources on campus

Advisers also pursue their professional development by:

- connecting to professional resources for continued improvement of advisement, e.g. professional development networks, conferences, and other resources
- actively participating in the intellectual and educational life of their departments, Steinhardt, and NYU
- analyzing and monitoring academic retention patterns and success rates for recruitment
- reviewing and evaluating advisement quality

For more on advisement: <http://steinhardt.nyu.edu/advisement/understanding/>

Policies, Advisement and Registration Procedures

Academic advisors are available throughout the semester to discuss academic issues, such as registration, areas of study, dropping and adding classes after the registration deadline, etc. Within the first few weeks of the first semester, students are encouraged to meet with their academic advisor to discuss and review their course of study. Transfer students will receive a copy of their Statement of Transfer Credit which formally records any incoming transfer units or advanced standing. A copy of the Statement of Transfer Credit and the program advising record will be kept on file. Each student should keep a copy of the program advising record, as it is the primary map for the program.

The best way to schedule an appointment with your primary advisor is to schedule directly via your advisor's Google Appointment link. Advisor Walk-In Hours, for quick questions and signing forms, are occasionally held at the beginning of every term.

Prior to registering each semester, students should complete a registration form, provided by the academic advisor. This form will inform the students' advisors of the proposed schedule, while enabling students to track their progress and ensure they are fulfilling course requirements. Advisors will review students' registration form and will "clear" students by removing the Advisor Approval Hold in Albert; this unlocks the online registration system for the student.

Students are expected to follow the established curriculums filed with the state for their specific year of study. Students can request this Program of Study from their advisor. Course substitutions are evaluated on a case by case basis under advisement and must be

approved by advisors and the Director of Undergraduate Studies. When planning their programs, students should pay attention to course schedules across at least two years, as certain courses are not offered each semester.

Registering for Courses Nuts and Bolts

Registration at New York University is automated through the online system named Albert which students can access through NYUHome. Prior to the registration period, students will fill out the Registration Worksheet (provided by their advisor), and consult with their advisor for course planning, scheduling, and clearance for registration. Students can then register during their assigned appointment time which can be found in Albert. Registration appointments are assigned to undergraduate students, and the assignment of appointment dates and times are based on the number of earned credits.

Earned credits do not include current credits in progress. Students' registration appointments are the earliest date and time in which they will be able to register for classes using Albert. The registration appointment is not an advisor appointment time; students should set up an appointment to meet with their advisor prior to their registration appointment date in Albert.

After successfully logging on to Albert via NYUHome, use the Registration Status feature of the Registration options to locate your registration appointment date and time. Registration is open for the upcoming semesters as follows:

- Fall: Approximately Third Week of April
- Spring: Approximately Third Week of November
- Summer 1: Approximately First Week of February
- Summer 2: Approximately First Week of June

Once cleared by their academic advisor, students will be required to register online through Albert.

For help with course searches, visit:

http://www.nyu.edu/registrar/pdf/Albert_Course_Search_Help.pdf?ref=S4S.

For registration instructions, visit:

http://www.nyu.edu/registrar/pdf/Albert_Registration_Help.pdf?ref=S4S

Please note that the online system will list any student holds. It is important to click for more details to determine whether this hold will impact registration. A hold for summer registration will not prevent a student from registering for the fall semester.

Registering

Some things to keep in mind when preparing to register:

- Plan early, don't wait. Your advisor will be registering for the entire program, so waiting until last minute to talk about registration will only shorten your time to work on this with him/her.
- Classes do fill up. In order to enroll in your ideal schedule, have your courses picked out well in advance of your registration date. Your registration date will be shown on Albert in your Student Center. This will appear at the bottom on the right-hand side, right above where it says who your advisor is.
- Remember that some courses only run every fall, or every spring. Plan accordingly.

Students may register for classes by following these steps:

- Meet with your advisor to choose courses using the Advising Worksheet. 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:
<http://www.nyu.edu/students/student-information-and-resources/bills-paymentsand-refunds.html>.

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. Please make an appointment with an advisor to come in and fill out this form. 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 second 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>.

Exemptions/substitutions

If a student has taken courses prior to attending the program and took coursework in the previous program that fulfills program requirements, advisors will review these units for application toward the current program of study. Any questions about AP, IB, or college

credits can be reviewed with their academic advisor.
steinhardt.nyu.edu/advisement/undergraduate/#AP

If a student received college credit for a course taken while in High School, those courses may be able to be applied to the program of study. Requirements for application of these credits include the following:

1. The course must not have been used to satisfy any High School graduation requirements
2. You must submit an official copy of the transcript with college credit. Only grades of C or higher will be considered for transfer credit
3. You must submit a letter on letterhead from your high school registrar or guidance counselor stating that the course was not used to satisfy any High School graduation requirements. This letter can be submitted as an electronic pdf or via standard mail.

For details about who to send this information to, please contact your advisor.

Leave 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>.

Grievances

The Student Complaint Procedure should be followed as stated below and can also be found online here:

<http://steinhardt.nyu.edu/policies/procedures#Student%20Complaint%20Procedure> 1)

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.

a) 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.

b) 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.

c) 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.

2) 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:

a) 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.

b) 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.

Incompletes

You may request an Incomplete grade based on your performance throughout the semester only:

under exceptional circumstances

at the discretion of the course instructor

- after the ninth week of the semester
- with 50% of the coursework complete

Students who are unable to complete coursework can request to take an incomplete grade from their instructor. Students must obtain an Incomplete Grade form from their advisor, fill it out (agree on a deadline) and have it signed by the instructor. Students must complete all coursework and submit to their instructor for a grade within the date set by their professor of receiving an IP (incomplete pass) or IF (incomplete fail). If the student does not complete the work by the agreed date, an Incomplete becomes an F. An F grade cannot be removed or changed.

Three 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

Students in Education Studies can take up to 24 credits of their non-major courses on a pass/fail basis. No major courses may be taken pass/fail. Pass/Fail forms are available [here](#) and require meeting with an academic advisor to discuss this option and obtain their advisor's signature. It is a student's responsibility to fill out ALL personal and course information. The form must be returned to the Steinhardt Registrar before the ninth week of the semester (5th class meeting during summer session).

Students pass the course when they receive a "D" or better. Once the form is submitted, students cannot rescind the pass/fail option. This means that students cannot change their elected pass/fail status if they discover they are getting an "A" in the course. The transcript will read "P."

Pass/Fail Form:

http://steinhardt.nyu.edu/scmsAdmin/media/users/af26/Pass_Fail_Request_2016.pdf

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

*See below under Academic Action for more details on the Committee on Student Progress

Academic Integrity

"Your degree should represent genuine learning."

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

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

You violate the principle of academic integrity when you:

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

Plagiarism, one of the gravest forms of academic dishonesty in university life, whether intended or not, is academic fraud. In a community of scholars, whose members are teaching, learning and discovering knowledge, plagiarism 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 other's oral work
- Paraphrase or restate someone else's facts, analysis and/or conclusions
- Copy directly from a classmate or allow a classmate to copy from you

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

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

Avoiding Academic Dishonesty

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

Disciplinary Sanctions

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

Departmental Procedure

The professor will meet with the student to discuss, and present evidence for the particular violation, giving the student opportunity to refute or deny the charge(s).

□ If the Professor confirms the violation(s), he/she, in consultation with the Program Director and Department Chair may take any of the following actions:

○ Allow the student to redo the assignment ○

Lower the grade for the work in question ○

Assign a grade of F for the work in question ○

Assign a grade of F for the course ○

Recommend dismissal

Once an action(s) is taken, the professor will inform the program director and department chair, and inform the student in writing, instructing the student to schedule an appointment with the Associate Dean for Student Affairs, as a final step. Copies of the letter will be sent to the department chair for his 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 Discipline Within the Steinhardt School as outlined in the Steinhardt School of Culture, Education, and Human Development Student's Guide.

Referral to the Steinhardt Committee on Student Discipline

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

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

Academic Action: NYU Steinhardt Warning, Probation, and Dismissal

Warning

According to NYU Steinhardt Policy, academic warning occurs when a student's cumulative grade point average falls below the departmental benchmark or if a student has more than three grades of incomplete in one semester. A student may receive two semesters (consecutive and/or non-consecutive) of Warning before being placed on probation.

Probation

Academic probation occurs when a student's cumulative GPA falls below the departmental benchmark. A student placed on probation for two consecutive semesters or 12 units of Incompletes is subject for dismissal. A student may receive, at the discretion of the advisor, more than two semesters of 'Probation' if not consecutive. If a student is placed on probation, the advisor will meet with the student and provide in writing the following information:

- a behavioral description of the problem
- possible courses of remediation
 - criteria stated in behavioral terms for ending the probationary status
- a time frame for meeting these criteria
 - a summary of the options available to the student (e.g., appeals, dropping out, methods of remediation)
- a detailed description of the consequences of not meeting criteria within the time frame

An attempt will be made to clarify all of these points with the student so that there is an understanding of the problem, the remediation options, the criteria for removal of the probationary status, and the time limits for meeting the criteria. At the end of the probationary period, the Committee on Student Progress will again meet to review the student's progress toward meeting the criteria for removal of the probationary status. The student will be informed of the meeting in advance and will have the opportunity to provide additional evidence to the group for consideration at that meeting, either in writing or in person. A decision will be made from the following:

- return the student to full status
- continue the probation (which would necessitate preparation of another set of recommendations as specified above)
- terminate the student's program (enforced withdrawal)

The Director of Undergraduate Studies will inform the student of the decision both verbally and in writing. The student will be given the opportunity to respond orally and/or in writing to this recommendation.

Dismissal

If a student is recommended for enforced withdrawal, the Director of Undergraduate Studies and appropriate faculty will meet with the student and provide both orally and in writing the following information:

- specifications of the student behaviors that resulted in the recommendation for termination of her or his program of studies
- a summary of the appeal options available to the student

An attempt will be made to clarify all of these points with the student so there is an understanding of the reasons for the termination decision and the options available for appeal. The termination decision will be forwarded by the Director of Undergraduate Studies to the department chairperson and the Associate Dean for Student Affairs for the Steinhardt School. In order to aid in the transition, alternative career paths and options will be discussed with students who are asked to leave the program.

Class Standing

A student's class standing is determined by the cumulative number of credits they have earned:

Freshman: 0-31 credits

Sophomore: 32-63 credits

Junior: 64-95 credits

Senior: 96+ credits

Non-Academic Standards

In addition to maintaining high scholastic standards, students must develop skills necessary to work effectively with others. Students are required to turn off electronic devices during class time. Students are expected to arrive at class on-time, meet appointments, and honor contracts.

NYU Campus Resources

Office of Bursar

For questions about billing, payment plans, tuition and fees, see the Bursar website.

<http://www.nyu.edu/bursar/>

Campus Safety

The NYU Department of Public Safety provides emergency help and information 24 hours a day. If you need assistance, call 212-998-2222 or ask a Public Safety officer on patrol around NYU.

<http://www.nyu.edu/life/safety-health-wellness/be-safe/public-safety.html>

Office of Financial Services

This office provides information regarding financial aid awards, grants, and scholarships.

<http://www.nyu.edu/admissions/financial-aid-and-scholarships.html>

Office of Global Programs

The Office of Global Programs administers the NYU global academic centers, which provide the university's study away opportunities at locations around the globe.

<http://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/global-programs/OfficeOfGlobalPrograms.html>

Office of Global Services

The Office of Global Services includes the offices of International Student Services, International Scholar Services & Outbound Immigration & Mobility Services.

<http://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/university-life/office-of-studentaffairs/office-of-globalservices.html>

Health & Wellness

Student Health Center offers routine and walk-in Primary Care and Women's Health Services at either no cost or much reduced cost to all matriculated NYU students. In addition, Wellness, Short-term Counseling (talk therapy) and Crisis services are free of charge.

<http://www.nyu.edu/students/health-and-wellness/student-health-center.html>

The Henry and Lucy Moses Center for Students with Disabilities (CSD)

The Moses Center determines qualified disability status and assists students in obtaining appropriate accommodations and services.

<https://www.nyu.edu/students/communities-and-groups/students-with-disabilities.html>

Housing

On campus residence hall information: <http://www.nyu.edu/students/student-information-and-resources/housing-and-dining/oncampus-living.html>

Office of Lesbian, Gay, Bisexual, and Transgender (LGBT) Student Services For those who identify as LGBT, and allies welcome. <http://www.nyu.edu/life/student-life/student-diversity/lesbian-gay-bisexual-transgenderand-queer-student-center.html>

Military Service/Veteran's Resources <http://www.nyu.edu/students/communities-and-groups/military-students-and-veterans.html>

Money Management

NYU Money Management Resources website provides resources designed to help students become more knowledgeable consumers, wise savers, responsible users of credit, and careful decision makers.

<http://www.nyu.edu/students/student-information-and-resources/bill-payments-and-refunds/money-management.html>

Steinhardt Student Affairs <http://steinhardt.nyu.edu/studentaffairs/>

Student Resource Center

The Student Resource Center helps students navigate university resources and services, provide academic referrals, and promote and provide ways for students to get connected and stay informed at NYU.

<http://www.nyu.edu/life/resources-and-services/student-resourcecenter.html>

Students with Children <http://www.nyu.edu/clubs/studentswithchildren/index.html>

Transportation

Learn about the safe ride van service and other NYU Transportation options.

<http://www.nyu.edu/life/travel-and-transportation/university-transportation.html>

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

Citation Guide (NYU Libraries):

<http://guides.nyu.edu/content.php?pid=27555&sid=209890>

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

The Wasserman Center for Career Development <http://www.nyu.edu/students/student-information-and-resources/career-development-andjobs.html>

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 NYUSteinhardt Student Guide, the NYUSteinhardt 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.

- 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: _____

Notes: _____
