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general information about graduation in the Office of the University Registrar's Web page at [www.nyu.edu/registrar](http://www.nyu.edu/registrar).) It is recommended that you apply for gradua-

tion no later than the beginning of the semester in which you plan to complete all program requirements. If you do not successfully complete all academic require-

ments by the end of the semester, you must reapply for graduation for the following cycle.

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## *Academic Standards and Discipline*

### ACADEMIC STANDARDS

The Committee on Undergraduate Academic Standards reviews student records throughout the academic year. All of its actions are based on the grades to date at the end of the term.

**Academic alert.** Students with cumulative grade point averages of 2.0 to 2.25 will receive an academic alert letter reflecting the committee's specific recommendations for achieving an appropriate standard for academic performance.

**Academic probation.** Any student whose record is deemed unsatisfactory will be placed on academic probation and will be so informed by letter. A record will be deemed unsatisfactory if, in any semester, the cumulative or semester grade point average falls below 2.0 or if it fails to show steady and substantial progress toward the degree. Steady and substantial progress toward the degree entails the completion, with satisfactory grades, of more than half of the courses (and points) for which a student registers in any semester. In addition, it entails satisfactory progress in the student's major.

Failure to satisfy the conditions of probation will result in further academic sanctions and possibly dismissal from the College. The conditions usually require that the student (a) achieve a grade point average of at least 2.0 during the term he or she is on probation, (b) not receive any grade below a C or any grade of I, and (c) not withdraw from any course without securing the permission of the Committee on Undergraduate Academic Standards prior to the withdrawal. Students on academic probation are also required to have a special probation interview with an adviser in the College Advising Center in order to receive registration clearance for the next semester. More specific requirements may be imposed.

The Committee on Undergraduate Academic Standards may summon students with unsatisfactory records to discuss their problems and to determine whether and under what conditions they may continue in the College. In special circumstances, the committee may recommend to the dean that students may be granted or placed on leave for a period not to exceed two semesters.

Students on academic probation may not engage in any extracurricular activities (except for departmental clubs) and may not hold office in these clubs without the approval of the Committee on Undergraduate Academic Standards.

Students on academic probation should be aware that they are usually ineligible for financial aid.

**Academic dismissal.** Students who are dismissed from the College for poor academic performance are informed in writing by registered mail. Students who have paid tuition for the next term at the time of dismissal will receive a full refund of tuition and fees.

### ACADEMIC INTEGRITY

#### Community of the Mind

The College is a "community of the mind." Its students, faculty, and staff all share the goal of pursuing truth through free and open inquiry, and we support one another's endeavors in this regard. As in any community, membership comes with certain rights and responsibilities. Foremost among these is academic integrity. Cheating on an exam, falsifying data, or having someone else write a paper undermines others who are "doing it on their own"; it makes it difficult or impossible to assess fairly a student's interest, aptitude, and achievement; and it diminishes the cheater, depriving him or her of an education. Most important, academic dishonesty is a violation of the very principles upon which

the academy is founded. Thus, when students enter the College, one of the first things that they are asked to do is to sign a community compact, recognizing these principles of academic integrity. For this reason also, violations of these principles are treated with the utmost seriousness.

#### Procedures and Sanctions

The penalty for academic dishonesty is severe. The following are the procedures as approved by the Faculty of Arts and Science.

1. If a student cheats on an examination or in laboratory work or engages in plagiarism, appropriate disciplinary action should be taken. The department can take the following actions:

a) The faculty member, with the approval of the director of undergraduate studies (director), may reduce the student's grade or give the student an F in the course.

b) If after lowering the grade or assigning an F the department believes a more severe penalty (i.e., probation, suspension, expulsion) is warranted, it can refer the case to the dean or his or her representative (associate dean for students) for further action.

2. In all cases of either (a) or (b), the director shall inform the department chair of any action in writing and send copies of this letter to the dean and to the student. The letter shall include the nature of the offense, the penalty, and the right of the student to appeal such penalty. A copy of the letter shall be kept in a confidential chairman's file and not in the student's departmental file. The dean's office copy shall also be kept in a confidential file. (The professor and/or the director is encouraged to meet with the student and discuss the nature of the offense and the action taken.)

3. For cases involving a first offense at New York University, the dean shall send the student by

registered mail a notice that a second offense will result in a one-semester suspension or a more severe penalty. (The student is also called in to discuss the offense and review the consequences of the disciplinary action.)

4. For cases involving a second offense, the dean shall proceed as follows:

a) Upon receiving a second director's letter concerning a given student, the dean shall convene a three-member ad hoc committee, with no member being from the department involved, to examine the evidence. This ad hoc committee shall consider if there are reasonable grounds to believe that cheating/ plagiarism has occurred and if so, shall affirm the suspension penalty. It shall report its conclusion to the dean within three business days.

b) If the committee affirms the suspension, the dean shall send the student by registered mail the suspension letter within two business days of receiving the report. The letter shall advise the student of his or her right to appeal. The student shall have two business days from the letter's delivery to request an appeal of the suspension as provided in Section 5 (below). The suspension shall ordinarily be stayed during the pendency of appeal.

c) If the committee does not affirm the suspension, the report shall be kept on file for a one-year period.

5. The student in all cases has the right to appeal to the dean. In the event of an appeal, the dean shall elicit a written complaint from the faculty member and proceed as described above.

## DISCIPLINE

Students are expected to familiarize themselves and to comply with the rules of conduct, regulations, and established practices of the University and the College of Arts and Science, as stated in the *Student Disciplinary Procedures* and as outlined in the chapter "University Policies and Procedures" in the *NYU Student's Guide*. If pursuant to such rules, regulations, or practices, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds. Below is a summary of the offenses for which students may be subject to disciplinary charges by the Committee on Student Discipline:

1. False representation or forgery of academic documents
2. Deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, or university property
3. Disruption of an academic event
4. Actual or threatened violence or harassment

Depending on the seriousness of the offense, the following penalties may be imposed after a hearing by the Committee on Student Discipline:

**Censure.** Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of a subsequent violation of any University regulation within a period of time stated in the letter of reprimand.

**Disciplinary probation.** Suspension of privileges or exclusion from participating in extracurricular University activities as set forth by the Committee on Student Discipline for a specified period of time.

**Suspension.** Exclusion from classes as well as suspension of privileges and exclusion from other activities as set forth in the notice of suspension for a definite period of time. A student who has been suspended and who is found "not guilty" shall be allowed full opportunity to make up whatever work was missed because of the suspension.

**Dismissal.** Termination of student status for an indefinite period. The conditions for readmission, if any are permitted, shall be stated by the committee in the order of dismissal.

If, as a result of disciplinary action, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.

## STUDENT GRIEVANCE

Students in the College of Arts and Science are referred to the *Student Grievance Procedure* applicable to all the schools of New York University as found in the *NYU Student's Guide*. The College adheres to all articles of the Student Grievance Procedure as set forth in the *University Policies and Procedures* section of the *NYU Student's Guide*.

## UNIVERSITY POLICY ON PATENTS

Students offered research opportunities are reminded that inventions arising from participation in such research are governed by the University's "Statement of Policy on Patents," a copy of which may be found in the *Faculty Handbook* or obtained from the dean's office.