

# ACADEMIC POLICIES

**Notice:** The policies, requirements, course offerings, schedules, activities, tuition, fees, and calendar of the school and its programs set forth in the Gallatin Bulletin and on this website are subject to change without notice at any time at the sole discretion of the administration. Such changes may be of any nature, including, but not limited to, the elimination of the school, programs, classes or activities; the relocation of or modification of the content of any of the foregoing; and the cancellation of scheduled classes or other academic activities.

Payment of tuition or attendance at any classes shall constitute a student's acceptance of the administration's rights as set forth in the above paragraph.

## Honors and Awards

### BA Graduation Awards

Degree recipients from September and January, and degree candidates for May, are considered for the following awards, which are presented either at a Gallatin Graduation Award's Dinner preceding the Gallatin Graduation Ceremony, or during the Gallatin Graduation Ceremony:

#### School Banner Bearer

An undergraduate student selected by the faculty to carry the school banner and lead the processional during the New York University Commencement Exercises at Yankee Stadium and the Gallatin graduation ceremony at Lincoln Center.

#### Student Speaker

An undergraduate student selected to deliver the student address at the Gallatin graduation ceremony.

#### Richard J. Koppenaal Award for Distinguished Interdisciplinary Study

Given by the faculty to an undergraduate student who has completed an exemplary interdisciplinary program of study. This is Gallatin's top academic award.

#### Bachelor of Arts Degree Representative

The student selected by the faculty to represent the entire class of Bachelor of Arts degree recipients and candidates at the New York University Commencement Exercises at Yankee Stadium. This award recognizes overall academic excellence.

#### Rahul Hamid Award for Community Spirit

*Undergraduate and Graduate Level*

This award honors the legacy of Rahul Hamid, former faculty and administrator at Gallatin. Given to students who best embody Rahul's signal qualities – deep engagement with New York City and with Gallatin, intellectual curiosity, compassion, and kindness. This award recognizes outstanding scholarship and exemplary participation in community-building activities at Gallatin and NYU.

#### Léo Bronstein Homage Award

*Undergraduate and Graduate Level*

Given by the Léo Bronstein Homage Endowment at Gallatin to a student who exemplifies the scholar/artist model of this great teacher, based on outstanding interdisciplinary achievements in the arts.

#### Special Service Award

*Undergraduate and Graduate Level*

Given by the faculty and Dean in recognition of outstanding service to the Gallatin School and New York University.

#### Clyde Taylor Award for Distinguished Work in African-American and Africana Studies

*Undergraduate and Graduate Level*

This award has been established in honor of the contributions of Clyde Taylor, Professor Emeritus at Gallatin. Given by the faculty to a student who has done distinguished work in African American or Africana Studies.

#### e. Frances White Award

*Undergraduate and Graduate Level*

This award has been established in honor of the contributions of e. Frances White, Professor Emeritus at Gallatin. Given by the faculty to a student whose scholarly or artistic work or practice has impact or significance beyond the academy, particularly in the areas of African History, African American Studies, Gender and Sexuality Studies and Feminist Studies.

#### Award in Interdisciplinary Academic Excellence

*Undergraduate and Graduate Level*

Given to a student for outstanding interdisciplinary work.

#### Outstanding Service Award

The purpose of the President's Service Award is to recognize the distinguished achievements of undergraduate, graduate, and professional students and student organizations for their commitment to civic engagement and service in local communities across the University's global network or for their promotion of learning, leadership, and quality of student life at New York University.

## Undergraduate Honors

### Dean's List

At the end of each semester, undergraduate students with outstanding academic records are recognized by being named to the Dean's List. Students are eligible for the Dean's List if, in that semester, they have earned a grade point average (GPA) of 3.850 or higher based on the following criteria:

1. Students must have completed 12 or more credits in courses with grades that count toward the grade point average (GPA). Courses graded A through F count toward the GPA. Courses graded with N, NR, W, or P (pass) do not count toward the GPA, and therefore do not count toward the 12 credit minimum required for the Dean's List.
2. Students who have a grade of Incomplete (I), with one exception as indicated below, or No Record (NR) at the time the calculation is made are not eligible for the Dean's List in that semester.
3. Students on disciplinary sanction are not eligible for the Dean's List.

#### Dean's List Policy Change for Spring 2020

In the Spring 2020 semester, eligibility for the Dean's List was slightly altered. Eligibility for the Spring 2020 Dean's List requires that students successfully complete a minimum of 12 credits in Spring 2020; however, the requirement that students must have completed 12 or more credits in courses with grades that count toward the grade point average (GPA) was reduced to six or more credits in courses with grades that count

toward the grade point average (GPA). This means that a student could have completed six credits with letter grades (A-D) and six credits with a Pass grade, and could be eligible for the Dean's List if the Spring 2020 GPA meets the requirement. All other eligibility criteria in the Dean's List policy statement remains the same.

### Founders Day Award

As a Commencement honor, top-ranking Baccalaureate candidates and graduates are named University Honors Scholars, earning them the NYU Founders' Day Award. Recipients receive a gold tassel that they can wear during Commencement, as well as a personalized certificate. Baccalaureate candidates and graduates earn the award by obtaining a specific GPA (placing them within the top 40 percent of their school's graduating class).

For more information on Founders' Day Awards, see Office of the Registrar ([https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-honors.html#university\\_honors](https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-honors.html#university_honors)).

### Latin Honors

Latin honors are awarded to Baccalaureate degree recipients who have achieved academic distinction. The honor will appear on the student's transcript and diploma. There are three levels of Latin honors: summa cum laude, with highest honor; magna cum laude, with great honor; and cum laude, with honor.

Summa cum laude will be awarded to the top 5 percent (by GPA) of Gallatin graduates, magna cum laude to the next 10 percent, and cum laude to the next 15 percent. The cut-off GPA for each of these levels will be determined by the record of the previous year's graduating Gallatin class (e.g., if the top 5% of last year's class graduated with at least a 3.95 GPA, then all students in this year's class with a GPA at or above that level will receive summa). For the specific cut-off GPA's, see Office of the Registrar ([https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-honors.html#university\\_honors](https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-honors.html#university_honors)). In addition, students must have a clean record of conduct.

To be eligible for Latin honors from Gallatin, a student must have completed at least 64 credits at NYU for which the letter grades A through D were received. Courses taken at NYU before admission into Gallatin are included in the GPA and in the 64-credit requirement for Latin honors. NYU courses taken for a Pass ("P") grade, noncredit NYU course grades, and grades from courses taken at other institutions are not included in the Latin honors computation.

### Gallatin Senior Project Honors

The Senior Project (<https://gallatin.nyu.edu/about/bulletin/undergrad/seniorproject.html>) is a semester-long, four-unit, intensive independent research and/or creative project that undergraduates students work on under the guidance of a faculty mentor. To be considered for Honors, students should submit their completed project to their mentor no later than two weeks before the last day of classes. Completed projects should be evaluated and nominated in writing by the faculty mentors to the Gallatin Senior Project Committee no later than one week before the last day of classes. Letters of nomination should provide a description of why the Senior Project merits Honors. Upon review of the Senior Project, the Gallatin Senior Project Committee will award Honors to projects deemed exceptional according to the selection criteria. The Honors designation will appear on students' transcripts.

### Phi Beta Kappa

Phi Beta Kappa (<https://www.pbk.org/>) is the nation's oldest academic honor society, which celebrates excellence in the liberal arts and sciences. Invitation to Phi Beta Kappa is a reflection of outstanding academic achievement. Members of Phi Beta Kappa are a select group: only 10 percent of the country's colleges and universities have Phi Beta Kappa chapters, and only about 10 percent of graduates are invited to be Phi Beta Kappa members.

Gallatin students who are committed to a broad liberal arts education and wish to be considered for Phi Beta Kappa should aspire to meet the criteria for nomination, which include extremely strong academic performance in at least one semester of college math, two semesters of college science (with a lab component), and foreign language proficiency (through the Intermediate II level).

## Residency Requirements

A minimum of 64 credits of coursework must be completed after matriculation in Gallatin.

In addition, students are required to complete their last 32 credits at NYU, through courses at NYU in New York City or at an NYU study away program. Students who wish to study abroad through a school other than NYU, or who wish to take courses outside of NYU, should do so before they complete 96 credits, or they should file a petition asking to be waived from the requirement.

## Graduation Conferral of Degrees

All Gallatin undergraduate students receive a Bachelor of Arts degree in individualized study. The official name of the program, which will be printed on the transcript, is Individualized Major. Degrees are awarded three times in the academic year — January, May, and August — and both the Gallatin Graduation and University Commencement ceremonies take place in May.

### Applying for Graduation

Before a degree can be conferred, students must notify the University of their intent to graduate by applying for graduation on Albert by the specified deadline (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html#Graduation>). Students who do not apply to graduate will not have the degree conferred and will not receive a diploma. Students should consult the website of the Office of the University Registrar for information about applying to graduate (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas.html>).

### Eligibility to March in the Graduation Ceremonies

Degrees are awarded three times in the academic year — January, May, and August — and both the Gallatin Graduation and University Commencement ceremonies take place in May. The following students are eligible to participate in the May ceremonies:

- Degree recipients from the prior January
- Degree candidates for May (To be a degree candidate for May, students are expected to complete all outstanding requirements for the degree by May graduation, and must have applied for graduation by the graduation application deadline (<https://www.nyu.edu/students/student-information-and-resources/registration->

records-and-graduation/graduation-and-diplomas/graduation-information.html#Graduation)).

- Degree candidates for August: (To be a degree candidate for August students are expected to complete all outstanding requirements for the degree by August graduation, and must have applied early for August graduation (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html#deadlines>)).

## Diplomas

The NYU/Gallatin diploma will list the name of the University, School, degree (i.e., New York University, Gallatin School of Individualized Study, Bachelor of Arts) and date of conferral. Students who earn Latin Honors will also see this designation (either Cum Laude or Magna Cum Laude or Summa Cum Laude) on the diploma. Diplomas are generated a few weeks after degree conferral. More information about diplomas, including how to receive it by mail and how to collect it in person, is available on the website of the Office of the University Registrar (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas.html>).

## Final Transcripts

Final transcripts are produced by the Office of the University Registrar. It should be noted that once the degree is conferred, the final transcript cannot be altered or amended. For more information about transcripts and how to order an official transcript, students should refer to the website of the Office of the University Registrar (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas.html>).

Every Gallatin student completing the undergraduate degree program will earn a BA *Individualized Major*. The final transcript for Gallatin students who earn the BA will contain a section called Degrees Awarded. This section will list the name of the degree, the date the degree was conferred, the name of the NYU school, Latin Honors designation (only if applicable to the student), the cumulative GPA, the major (Individualized Major), the title of a minor (if completed by the student), the title of the Gallatin Colloquium topic (if the student opts to list the title) and the title of the Senior Project (if completed by a student, along with Senior Project honors designation if applicable). Please note the titles of the Gallatin Colloquium topic and Senior Project will not be posted on the student transcript until at least 30 days after the degree conferral date.

Below is an example of how the Degrees Awarded section of a Gallatin BA transcript will look. The sections labeled Honors, Minor, Senior Colloquium Topic and Senior Project will not appear if these items are not applicable to the student. Items in CAPS are individualized by student; all other items are standardized for Gallatin students receiving the BA.

## Degrees Awarded

- Bachelor of Arts (**Date Degree Conferred**)
- Gallatin School of Individualized Study
- Honors (if applicable): (CUM LAUDE or MAGNA CUM LAUDE or SUMMA CUM LAUDE)
- Cum GPA: (**Final GPA**)
- Major: Individualized Major
- Minor (if applicable): (**Minor Title**)
- Senior Colloquium Topic (if applicable): (**Topic Title**)
- Senior Project (if applicable): (**Senior Project Title and Honors Awarded** (if applicable))

## Transfer Credit and Articulation Agreements

Gallatin may award advanced standing credit for standardized tests such as Advanced Placement (AP), International Baccalaureate (IB), and Maturity Certificate Examinations, and also for college courses taken while the student was in high school. Please see below for limitations and a full explanation regarding each type of credit.

Advanced standing credit will not be automatically posted to the NYU transcript upon admission. Instead, at the end of the sophomore year, and after consulting with their adviser, students may elect to post these advanced standing credits.

The total number of advanced standing credits a student may receive cannot exceed 32.

Once a student elects to post advanced standing credits on the NYU transcript, they will become a part of the permanent academic record and cannot be removed.

Advanced standing credit will count toward the total earned credits for graduation and may accelerate the student's time to graduation. Students should consider both the academic and financial effect of applying advanced standing credit. Since the IAPC, rationale and colloquium deadlines may come sooner than originally expected as the result of applying advanced standing credits, students should consult their class adviser before submitting this form. If students are receiving financial aid, be aware that they may not be eligible for aid in excess of 128 credits. For more information about financial aid and advanced standing credit, contact the Office of Financial Aid (212-998-4444, [financial.aid@nyu.edu](mailto:financial.aid@nyu.edu)).

Students who have general questions about advanced standing credit should consult their class adviser. Students who need contact information about their class adviser should contact the Gallatin Office of Academic Advising at (212-998-7320).

## Advanced Placement (AP) Credits

- NYU awards credit for the College Board Advanced Placement (AP) examinations for scores of 4 and 5 on most examinations.
- NYU designates courses that are equivalent to most AP subjects as listed on the CAS AP Course Equivalency Chart (<https://cas.nyu.edu/academic-programs/bulletin/policies/admission.html#advanced-placement-program>), the Stern AP Course Equivalency Chart, the Tandon AP Course Equivalency Chart ([https://engineering.nyu.edu/sites/default/files/2021-02/Tandon%20AP%20Credit%20Policy%20-%20Student%20Version%20AP%20Credit%20Policy%20Spring%202021\\_2.pdf](https://engineering.nyu.edu/sites/default/files/2021-02/Tandon%20AP%20Credit%20Policy%20-%20Student%20Version%20AP%20Credit%20Policy%20Spring%202021_2.pdf)), and the Steinhardt AP Course Equivalency Chart (<https://docs.google.com/document/d/1fFvXQ1wlcuFQx6DyyC2ESCKY50Lc97G9eOtgdtk7wiQ/edit/>). A student may not receive credit for **both** the AP Examination and the equivalent NYU course. If the student has already taken the NYU course, no credit will be granted for the AP Examination. If the student receives credit for an AP Examination, and then takes the equivalent course, the student will lose credit for the AP Examination.
- Most NYU departments use AP scores to determine if it is appropriate for a student to bypass an introductory course. NOTE: Students do not need to post AP credits to their transcript in order to use them for placement. Students should consult the equivalency charts above for course equivalents and contact the department offering the course in question to inquire about bypassing an introductory course.

- AP credits are applied as elective credit only and will not satisfy any Gallatin liberal arts requirement. However, such courses can be used to serve as a prerequisite for more advanced courses directly upon matriculation.
- Most medical schools and graduate health programs require that students complete the entire pre-med sequence of undergraduate courses even if they have AP scores that would exempt them from some courses. A pre-med student should therefore take General Chemistry I, for example, even if the student has credits from AP Chemistry. Please be aware that this means that a student will not receive the AP credit or will lose the AP credit if the student has taken the course. For more information AP credit and the pre-med sequence, please contact the College of Arts and Science Preprofessional Center (Phone: (212) 998-8160, email: prehealth@nyu.edu).
- If the student's scores have not yet been sent to NYU, the student should contact the College Entrance Examination Board directly (toll-free number is 888-225-5427) and request that an official copy of the AP scores be sent to New York University Office of Undergraduate Admissions.
- To request the posting of AP credit on a transcript, complete the Advanced Placement Credits Request form (<https://forms.gallatin.nyu.edu/node/34/>).

## College Courses Completed While in High School

NYU considers the transfer of credit for college courses completed while in high school as follows:

### For students admitted to Gallatin on or after Summer/Fall 2023

- courses appear on a college transcript
- the student received a grade of "C" or better (courses taken on a Pass/Fail grading basis are not eligible for transfer credit)
- NYU offers corresponding courses
- courses have been taken within last 10 years

### For students admitted to Gallatin prior to Fall 2023

- the course work is in addition to the requirements for high school graduation (these courses should not appear on the high school transcript)
- the student received a grade of "B" (not "B-") or better in the courses
- the courses are equivalent to courses offered at NYU

Students admitted prior to Summer/Fall 2023 may submit a petition to request the transfer of college courses completed in high school under the new rules effective Summer/Fall 2023 (see above).

Other important issues to note:

- College courses may be used to satisfy Gallatin's foundation requirements.
- Students wanting to receive credit for college courses completed while in high school should verify that their college transcripts have been received by NYU by contacting Joseph Pisano.
- To request the posting of college credits, please complete the Request for College Credits Completed While in High School form (<https://forms.gallatin.nyu.edu/node/220/>).
- **Original Documents.** Please submit only documents or copies that you can replace because NYU does not return application documents.

## International Baccalaureate (IB) Credits

- NYU considers advanced standing credit for the International Baccalaureate (IB) only for the higher level examinations and only for those examinations passed with grades of 6 or 7.
- IB credits are applied as elective credit only, and therefore will not satisfy any Gallatin liberal arts requirement. However, such courses can be used to serve as a prerequisite for more advanced courses directly upon matriculation.
- NYU designates courses that are equivalent to most IB subjects as listed on the IB Course Equivalency Chart (<https://cas.nyu.edu/academic-programs/bulletin/policies/admission.html#5>). A student may not receive credit for BOTH the IB Examination and the equivalent NYU course. If the student has already taken the NYU course, no credit will be granted for the IB Examination. If the student receives credit for an IB Examination, and then takes the equivalent course, the student will lose credit for the IB Examination.
- To request the posting of IB credit, complete the Request for International Baccalaureate (IB)-Maturity Certificate Exam Credit form (<https://forms.gallatin.nyu.edu/node/227/>).
- **Original Documents.** Please submit only documents or copies that you can replace because NYU does not return application documents.

## Maturity Certificate Examinations

- NYU considers advanced standing credit for the results of certain foreign maturity certificate examinations, i.e., British "A" levels, French Baccalaureate, German Abitur, Italian Maturità, and the Federal Swiss Maturity Certificate.
- Maturity certificate examination credits are applied as elective credit only, and therefore will not satisfy any Gallatin liberal arts requirement. However, such courses can be used to serve as a prerequisite for more advanced courses directly upon matriculation.
- NYU designates courses that are equivalent to most A-Level subjects as listed on the A-Level Course Equivalency Chart (<https://cas.nyu.edu/academic-programs/bulletin/policies/admission.html#6>). A student may not receive credit for both the A-Level Examination and the equivalent NYU course. If the student has already taken the NYU course, no credit will be granted for the A-Level Examination. If the student receives credit for an A-Level Examination, and then takes the equivalent course, the student will lose credit for the A-Level Examination.
- To request the posting of credit for maturity certificate exams, complete the International Baccalaureate (IB)-Maturity Certificate Exam Credit form (<https://forms.gallatin.nyu.edu/node/227/>).
- **Original Documents.** Please submit only documents or copies that you can replace because NYU does not return application documents.

## Transfer Credits

Undergraduate students may apply a maximum of 64 transfer credits toward the Gallatin degree. Included in this maximum are:

- all credits earned prior to admission to Gallatin from test/exam credit (e.g. Advanced Placement, International Baccalaureate, Maturity Exam Certificate, etc.) and courses taken at other accredited universities or colleges and NYU programs
- any pre-approved non-NYU courses taken while enrolled in the Gallatin BA Program

Please note the following:



- No credit will be given for courses graded on a "Pass/Fail" basis.
- For undergraduate students, only grades equivalent to "C" or higher will be accepted for transfer.
- The amount of transfer credit will be based on the number of credits or points earned at the external institution, as well as the length of that institution's academic term.
- Course titles will not necessarily appear on the student's NYU transcript.
- Grades for these courses will not appear on the NYU transcript nor will they be computed into the student's NYU grade point average.
- Transfer credits that are more than 10 years old may not be transferable.

Students who have transferred to Gallatin may contact [gallatin.transfers@nyu.edu](mailto:gallatin.transfers@nyu.edu) about the posting of their pre-Gallatin course credits to their academic records.

## Gallatin-Bound LS Core Students Transfer Credit Articulation Agreement

Gallatin-bound NYU Liberal Studies students can fulfill some of the Gallatin degree requirements while enrolled in the Liberal Studies Program. The information below explains this articulation agreement.

### Gallatin Undergraduate Core Requirement

- First-Year Interdisciplinary Seminar: waived for LS Core students.
- First-Year Writing Seminar: Satisfied by LS Writing Sequence (WRI-UF 101 or WREX-UF 101).
- First-Year Research Seminar: Satisfied by LS Writing Sequence (WRI-UF 102 or WRCH-UF 102).
- Gallatin Interdisciplinary Seminars (16 credits required): Gallatin Interdisciplinary Seminar (IDSEM-UG) courses taken prior to matriculation at Gallatin will count toward this requirement.
- Additional Gallatin credits (16 credits required): Gallatin Advanced Writing Courses (WRTNG-UG), Arts Workshops (ARTS-UG), internships, and other Gallatin courses taken prior to matriculation in Gallatin will count toward this requirement.
- Concentration Planning Worksheet: due for most students in the fall of sophomore year. Transition to Gallatin is contingent on approval by Gallatin faculty of the Concentration Planning Worksheet (<https://connect.nyu.edu/register/gallatincpw/>).
- Gallatin advising sessions: Required prior to registering for courses and matriculating at Gallatin.
- Intellectual Autobiography and Plan for Concentration (IAPC): due by the end of the student's first Gallatin semester.

### Liberal Arts, Historical and Cultural, and Critical Race Studies Requirements

AP and other advanced standing credits will not satisfy any Gallatin degree requirements. LS Core courses will **not** satisfy the Early Modern or Critical Race Studies requirements.

- Humanities (8 credits required): Satisfied by LS Core (CFI-UF 101 or ACA-UF 101, CFII-UF 102 or ACC-UF 102).
- Social Science (8 credits required): Satisfied by LS Core (SFI-UF 101 or GWA-UF 101, SFII-UF 102 or GWC-UF 102).
- Mathematics or Science (4 credits required): Satisfied by approved courses taken in LS and other NYU schools.
- Global Cultures (4 credits required): Satisfied by LS Core courses.
- Pre-Modern (4 credits required): Satisfied by LS Core courses.

- Early Modern (4 credits required): Satisfied by LS Core courses.
- Critical Race Studies (4 credits required): Satisfied by approved courses taken before or after matriculation at Gallatin.

### Other Requirements

- Total Credits Required to Graduate: 128 credits.
- Academic Good Standing: minimum cumulative GPA of 2.0.
- Residency Requirement: The last 32 credits must be completed at NYU (either at the Washington Square campus or at one of NYU's study away sites).
- Transfer Credits: The Gallatin faculty has determined that 64 credits in residence at Gallatin (taken over two years under the guidance and mentoring of a Gallatin adviser) is the minimum amount of coursework and time required for students to establish an individualized program of study and develop a proper concentration. Students may therefore transfer a maximum of 64 credits upon their matriculation at Gallatin. Students who have completed more than 64 credits (including AP, IB, and other advanced standing credit) prior to matriculating at Gallatin will see a reduction in their cumulative earned total (EHRS on the transcript) to 64 after Gallatin has reviewed their transfer credits.

## Grading

Final and midterm grades for each semester are available through Albert. To receive credit for a course, students must meet the requirements for attendance prescribed by the instructor and satisfactorily complete all papers, examinations and other requirements prescribed by the instructor. Once a final grade has been submitted by the instructor and recorded on the transcript, the final grade cannot be changed, except in cases of a grading error.

Students may grant permission (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students/guest-users/setup-guest-users.html>) for parents or guardians to view grades at anytime.

### Gallatin Grading Policy

Once a final grade has been submitted by the instructor and recorded on the transcript, the final grade cannot be changed, except in cases of a grading error.

In the case where a student believes an error has been made in calculating a grade in a Gallatin course, the student should first consult with the instructor who assigned the grade to discuss the grading requirements for the course and how the grade was determined. If the student is not satisfied with the outcome of the discussion and wishes to appeal the grade further, a formal written appeal should be submitted to the Associate Dean of Students. The Associate Dean of Students will then attempt to mediate a resolution between student and instructor. If the Associate Dean of Students is unable to mediate a resolution of the grievance, an independent review of the grade will be undertaken by the Student Conduct and Grade Grievance Committee. All of the student's work will be reviewed to clarify how the grade was determined and to ensure the grade is consistent with the academic guidelines and policies of the School. If a case goes to the Committee for a review, all parties agree that the decision of the Committee in matters related to a Gallatin course grade is final.

Grades for courses taken in other schools of the University are governed by the school/department offering the course. Gallatin students must follow the grading policies and procedures of those schools and

departments, including the policy and procedure to appeal another school's grade. Other schools' grading policies and procedures can be found in the appropriate school bulletin or by contacting the school's academic affairs office.

In all cases, students are expected to act within the semester following the course to appeal a grade. (For fall and January term courses, students must appeal no later than the following spring. For spring and summer courses, students must appeal no later than the following fall.)

Please note that since transcripts cannot be altered for any reason after a student has graduated, it is not possible to appeal a grade after graduation.

## Courses Included in the Grade Point Average (GPA)

For students admitted to Gallatin in the spring 2009 term or after, grades for all NYU courses earned while a student is matriculated at New York University are recorded on the transcript and most are computed in the cumulative grade point average. Grades for courses that do not count toward the degree are not computed in the cumulative grade point average. Grades earned at other institutions are neither recorded on the NYU transcript nor computed in the GPA.

Information on New York University's grading system and computing your GPA can be found on the Office of the Registrar's website (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/transcripts-certifications-grades/grades.html>).

## Midterm Progress Reporting

Instructors teaching undergraduate courses will complete Midterm Progress reports, which indicate one of three progress updates that reflect how students are doing midway through the semester. Students will receive an email when the update is posted. Because this feedback to students is provided in the middle of the semester, it gives students time to make improvements if necessary.

The Midterm Assessments will be one of the following, and students will receive an email when the update is posted:

- **Strong Progress:** This means the professor perceives the student is doing well in this course. The professor may also send along some comments regarding the specifics of the student's progress.
- **Satisfactory Progress:** This means the professor believes the student is doing well but there's room to grow. The professor may also send along some comments regarding the specifics of the student's progress.
- **Concerns about Progress:** This means the professor has concerns about the student's performance, attendance, or other challenges. To learn the specifics, the student should talk with the professor about how they can improve in the course. More specific recommendations may be sent to the student from their advisor as well.

## Withdrawal (W)

When a student completes the withdrawal process, the grade of "W" is posted on the transcript to indicate an official withdrawal of the student from a course.

A grade of "W" does not factor into the GPA, nor do the credits for the course count as earned credit toward the degree. The credits do count as attempted credits and therefore do impact academic progress evaluations used for financial aid eligibility (for more information see the Office of Financial Aid website on Satisfactory Academic Progress

(<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html#progress>)).

The grade of "W" cannot be assigned by the instructor. The student must follow the official withdrawal process (<https://gallatin.nyu.edu/academics/registration/undergraduate/addordrop.html>).

## Incomplete (I)

The grade of incomplete (I) is a temporary grade that indicates that a student has not yet completed all requirements for a course as outlined on the syllabus but could pass the course if they were to complete those outstanding requirements. The "I" grade is only appropriate where unexpected and/or unavoidable circumstances—in most cases occurring near the end of the semester/term—have prevented a student from completing a limited number of remaining course requirements that can reasonably be completed by an agreed-upon deadline.

Additional information can be found on the Undergraduate Incomplete Policy page (<https://bulletins.nyu.edu/nyu/policies/undergraduate-incomplete/>). Graduate students should consult their school's specific policy for additional information.

## For more Information, see Gallatin's Requesting an Incomplete Grade web page (<https://gallatin.nyu.edu/academics/policies/policies1/grades1/incompletePolicy.html>). Pass/Fail Grades (P/F)

The grade of "P" (pass) indicates a passing grade (A, B, C, D). While students receive credit for courses graded with "P" (provided the course is accepted for credit toward the degree), the grade does not factor into the student's GPA.; Courses can be graded with a "P" under the following conditions:

- **Non-graded courses:** Some courses are not graded with the letter grades A through D; instead, the grade of P is used to indicate that a student successfully completed the course with a passing grade.
- **Pass/fail grade option:** Undergraduate students are permitted to request a grade of P/F for courses normally graded with letter grades (A through F). If a student earns a grade of A through D in the course, the student will receive a grade of P on the transcript. A grade below D will result in an F on the transcript and the grade of F will be computed in the GPA.

## Pass/Fail Grade Option

Undergraduate students are permitted to request a grade of P/F (pass/fail) for some courses that are normally graded with letter grades (A through F). To make this request, the student must file a Pass/Fail Grade Option form. If the form is approved, a student who earns a grade of A through D in the course will receive a grade of P on the transcript.

While courses graded with a P will count for credit toward the degree, the grade of P will not be computed in the student's grade point average (GPA). On the other hand, if the instructor submits a final grade of F, the F will appear on the final transcript and it will be computed in the student's GPA.

Please note the following:

- Gallatin undergraduate students may file a pass/fail option for certain courses by specified deadlines, as explained below. Gallatin students must file their pass/fail grade option request with Gallatin even if the course is being offered by another school within the University. Non-Gallatin students taking Gallatin courses should investigate their home school's pass/fail grade option policy.

- Undergraduate students may file a pass/fail option for most Gallatin courses as well as most courses taken at other schools within the University (including some NYU study abroad classes). Below is a list of courses that are not eligible for the pass/fail option. Students must receive a letter grade (A-F) for all of these courses:
    - Courses used to fulfill the Gallatin liberal arts and historical and cultural requirements (courses taken pass/fail do not count toward the liberal arts core and historical and cultural foundation requirements).
    - The Gallatin First-Year Interdisciplinary Seminar, First-Year Writing Seminar, First-Year Research Seminar or the New Student Research Seminar may not be taken for a pass/fail grade.
    - Gallatin travel courses (with the prefix TRAVL-UG, TRAVL-GG, K55 or K95) may not be taken for a pass/fail grade.
    - Language courses taught in fall or spring semesters at NYU sites abroad (Accra, Berlin, Buenos Aires, Florence, London, Madrid, Paris, Prague, Shanghai, Tel Aviv) may not be taken for a pass/fail grade. (Students are permitted to file a pass/fail option for language courses taught in summer sessions at NYU sites abroad.)
    - The Gallatin Senior Project may not be taken for a pass/fail grade.
  - For all Gallatin courses and for most courses offered at the other NYU schools, pass/fail options must be filed or revoked by the deadline specified on the relevant fall, J-term, spring, summer, or seven-week Gallatin calendar (<https://gallatin.nyu.edu/academics/registration/undergraduate/calendar.html>). If another school or department has a special deadline for the pass/fail option, students are expected to follow the school's or department's deadline. For courses that meet during other sessions (e.g., 3-week or 8-week) please contact the Gallatin Office of Student Services to determine the deadline.
  - The pass/fail grade option may be used on one course only per full-time academic year, that is once within 32 credits (in addition to any courses that may only be taken pass/fail, such as Private Lessons). Students may only exercise the pass/fail option a total of four times during their academic career.
  - Students who have opted to complete a minor may not be able to fulfill the minor requirements with courses graded with a pass (P) grade; students should consult with the department offering the minor for details.
  - Courses taken on a pass/fail basis do not count toward the Dean's List minimum credit requirement of 12 credits in graded courses.
4. For Spring 2020 courses with the Pass/Fail option, failing grades for Spring courses were converted to F\*. While this grade results in no credit for a course, it is not factored into the grade point average. Therefore, the Pass/Fail option has no GPA impact on the Spring 2020 semester. (Normally all F grades are computed in the GPA.)
  5. The number of Pass/Fail options a student exercised for Spring 2020 courses does not count in the student's maximum number of Pass/Fail options permitted. The regular policy states: "The pass/fail grade option may be used on one course only per full-time academic year, that is once within 32 credits. Students may only exercise the pass/fail option a total of four times during their academic career." Students enrolled in Spring 2020, however, may exclude Spring 2020 entirely when calculating the total number of Pass/Fail options allowed.
  6. Eligibility for the Spring 2020 Dean's List has been altered to accommodate additional courses graded with the Pass/Fail Option. Eligibility for the Spring 2020 Dean's List will still require that students successfully complete a minimum of 12 credits in Spring 2020; however, the requirement that students must have completed 12 or more credits in courses with grades that count toward the grade point average (GPA) will be reduced to six or more credits in courses with grades that count toward the grade point average (GPA). This means that a student could have completed six credits with letter grades (A-D) and six credits with a Pass grade, and could be eligible for the Dean's List if the Spring 2020 GPA meets the requirement. All other eligibility criteria in the Dean's List policy statement will remain the same.
  7. The Spring 2020 Pass/Fail request deadline was extended as follows:
    - a) For Washington Square courses the deadline to file a Spring 2020 Pass/Fail Option form was May 12, 2020 (Normally the deadline is at the end of the 9th week of the semester);
    - b) For courses at the NYU away sites, the deadline to file a Spring 2020 Pass/Fail Option was the day before exams on the local academic calendar, and not May 12. Please consult the appropriate global site calendars.

### Pass/Fail Policy Changes for Gallatin Students Studying at NYU Shanghai in Spring 2022 Semester Only

1. Multiple Pass/Fail Option grades for students studying at NYU Shanghai in Spring 2022 are permitted, even for all courses for which a student was registered. (Normally we permit only one Pass/Fail grade per academic year.)
2. Pass/Fail grades are accepted for language courses taken at NYU Shanghai in Spring 2022. (Normally this is not permitted at all.)
3. Gallatin students registered for the Gallatin First-Year Research Seminar while studying at NYU Shanghai in Spring 2022 are permitted to file a Pass/Fail option for this required course. (Normally this is not permitted at all.)
4. Students studying at NYU Shanghai during Spring 2022 must still complete a minimum of 12 credits to be eligible to be named to the Dean's List. However, the number of weighted credits they must complete (so in courses that count toward the GPA because they are graded A, B, etc., and not with Pass) is reduced to 6 from the usual 12.

### No Record (NR)

Grades not entered by the course instructor or authorized school administrator within four weeks from the deadline when final grades are due will lapse to "NR" (No Record). A grade of "NR" does not factor into the GPA, nor do the credits for the course count as earned credit while the "NR" remains on the transcript. The credits do count as attempted credits and therefore do impact academic progress evaluations used for financial aid eligibility (for more information see the Office of Financial Aid website).

For more information about how to file or revoke a Pass/Fail Option, see Gallatin's Pass/Fail Option Web site ([https://gallatin.nyu.edu/academics/policies/policies1/grades1/passfail.html#tripleBox\\_nyurichtext\\_1](https://gallatin.nyu.edu/academics/policies/policies1/grades1/passfail.html#tripleBox_nyurichtext_1)).

### Pass/Fail Policy Changes for Spring 2020 Semester Only

1. Multiple Pass/Fail Option grades were permitted for Spring 2020, even for all courses for which a student was registered. (Normally we permit only one Pass/Fail grade per academic year.) \*NOTE: In Spring 2020, students could elect to have the Senior Project graded Pass/Fail; however, Senior Projects graded Pass/Fail were ineligible for honors, as only Senior Projects graded using a weighted grade of A through F are accorded honors.
2. Spring 2020 courses used to satisfy the liberal arts, global / historical, and first-year requirements were permitted to be graded with a Pass/Fail option. (Normally this is not permitted at all.)
3. Pass/Fail grades were accepted for language courses from Elementary I through Advanced Grammar at the NYU global sites. (Normally this is not permitted at all.)

on Satisfactory Academic Progress (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html#progress>)).

A grade of NR is not considered a final grade, and therefore students may not graduate with NR grades on their record. Students who receive an NR grade should be in contact with their professor immediately to obtain a final grade.

## Repeating Courses

Students seeking to improve their grade point average may repeat a course. While both instances of the course and the grades for each will appear on the transcript:

- only the later of the two grades will be computed in the grade point average
- if credit was awarded on the transcript the first time the course was taken, the student will not receive credit when the course is repeated

Students should also be aware that certain graduate schools will count both grades in the average. For more information see the Repeating Courses web page (<https://gallatin.nyu.edu/academics/policies/policies1/repeating-courses.html>).

## Academic Standing and Progress

Students are expected to maintain a status of academic good standing. The Gallatin School reviews student records throughout the academic year to identify those students who may be falling below the academic standards set by the School. A student who does not maintain a status of academic good standing faces a variety of sanctions. Depending on the severity of the situation, the student may be placed on Official Warning or Probation—notations that appear on the transcript either temporarily or permanently—and prevented from registering for future semesters. In dire cases, students may be suspended or dismissed. Students with unsatisfactory records may also be required to meet with one or more School officials to discuss their academic progress.

**Note:** This statement on “Academic Standing” generally assumes that a student is enrolled full-time. However, students are expected to maintain a status of academic good standing regardless of whether they have registered for full-time status or not. A part-time student who fails to maintain a status of academic good standing may also be subject to academic sanctions. In such cases, the sanctions will be determined by the Office of the Associate Dean of Students after an appropriate review of the student’s overall academic record.

## Academic Good Standing

Undergraduate students are considered to be in academic good standing when their current and cumulative grade point averages are above 2.0 and if they have not accumulated 12 or more credits of Incompletes (I) and/or No Records (NR) in one semester. Students must maintain satisfactory progress by earning a passing grade in a minimum of 76 percent\* of the courses in which they are enrolled each academic year (fall, spring and summer semesters). Students who fall below the 76 percent\* completion rate are not in academic good standing. Students newly admitted are presumed to be in academic good standing, unless they were admitted on a probationary status. A final minimum cumulative GPA of 2.0 is required for graduation.

## Registration Holds and Cancellations

The Gallatin School reserves the right to prevent a student from registering for a future semester if the student does not meet certain

specified deadlines or academic expectations of the School. Likewise, the School may cancel a student’s registration for a future semester or semesters if a student has not met certain specified deadlines or academic expectations.

Examples of registration holds include but are not limited to:

- **Advisor Approval Required** – Before registering for a future semester, a student must consult with the primary academic adviser regarding the student’s academic plans and then submit the on-line Plan of Study form and have it be approved by the primary adviser; this hold indicates that this process is not complete.
- **Gallatin IAPC Hold** – This hold indicates that a student has missed the submission deadline for the adviser-approved Intellectual Autobiography and Plan for Concentration (IAPC) essay.
- **Gallatin Rationale Hold** – This hold indicates that a student has missed the submission deadline for the adviser-approved Rationale essay.
- **Dean’s Academic Hold** – A student whose overall academic performance merits serious concern may receive a Dean’s Academic Hold; this hold indicates that a student must meet terms or conditions established by the Associate Dean of Students or by the dean’s designees; in acute situations—typically when a student faces suspension—a student who receives a Dean’s Academic Hold may also have registration for a future semester or semesters canceled.

\*Undergraduate students participating in the New York State Higher Education Opportunity Program (HEOP) or the New York State Collegiate Science and Technology Entry Program (CSTEP) should consult the Satisfactory Academic Progress policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html#progress>) for their completion rate.

## Official Warning

Students receive an official warning letter from the Gallatin School under the following circumstances:

- if the current grade point average falls below 2.0
- if the cumulative grade point average falls below 2.3
- if the student does not complete at least 80 percent of the courses in which he or she has enrolled since matriculating at NYU; for new students, such a determination would be made after the second semester of matriculation

When a student is placed on official warning, a letter is sent to the student’s permanent address, the student’s adviser and the Office of the University Registrar. This letter serves to notify the student of the School’s concern and to identify resources that may assist the student. The notation “Official Warning” appears on the student’s transcript until the student has been taken off official warning.

School officials carefully monitor the records of all students who are enrolled in one or more classes while on official warning. If a student fails to improve his or her standing, the student may be placed on continued warning or on probation.

## Probation

Students with unsatisfactory academic records are placed on probation by the Gallatin School if any of the following circumstances occur:

- if the current grade point average falls below 1.5
- if the cumulative grade point average falls below 2.0



- if the student accumulates 12 or more credits of Incompletes (I) and/or No Records (NR) in one semester, absent compelling and documented justification
- if the student accumulates three or more Withdrawals (W) in an academic year, absent an official Leave of Absence or compelling and documented justification

In addition, at the discretion of the Associate Dean of Students, a student may be placed on probation if the student does not complete at least 76 percent\* of the credits in which he or she has enrolled since matriculating at NYU. For new students, such a determination would be made only after the second semester of matriculation.

When a student is placed on probation, the notation "Probation" is placed on the student's transcript and a letter is sent to the student's permanent address, the student's adviser and the Office of the University Registrar. In most cases, the probation letter will indicate that the student must: (1) achieve a grade point average of at least 2.0 during the semester he or she is on probation, (2) not receive any grade below a C or any grade of Incomplete (I) and/or No Record (NR), (3) finish all Incompletes.

The letter will also inform the student if any special conditions and restrictions have been placed on the student's academic program. For example, the student may be prohibited from taking a course on a pass/fail basis; taking a course outside of NYU; or registering for independent studies, tutorials, internships or private lessons. The letter may also indicate the maximum number of credits for which the student can enroll.

Students on probation cannot hold office in any University club or organization, or represent the University in any athletic or non-athletic event. Students on probation should be aware that they are usually ineligible for financial aid. A Dean's Academic Hold is placed on all registration activity for students on probation. The Dean's Academic Hold may be removed only after a probation interview. The probation letter will inform the student of how to schedule this interview.

A student who is placed on probation may opt to request a leave of absence or permission to maintain matriculation by fee for the following semester. If the School grants such a request, the student's probation status will resume if and when the student returns and continues with coursework.

Undergraduate students who are admitted on probation are expected to maintain a grade point average of 2.5 or above for the first two semesters, with no grade below a C.

School officials carefully monitor the records of all students who are enrolled in one or more classes while on probation. If a student fails to meet the conditions of probation as stated in the probation letter, the student may be placed on continued probation, suspended, or dismissed.

\*Undergraduate students participating in the New York State Higher Education Opportunity Program (HEOP) or the New York State Collegiate Science and Technology Entry Program (CSTEP) should consult the Satisfactory Academic Progress policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html#progress>) for their completion rate.

## Academic Suspension

If a student fails to meet the terms and conditions of probation within the allotted time and shows few signs of improving academically, the School may opt to suspend the student's enrollment for a period of time that will not exceed nine months. The goal of the suspension is to provide the student with one or both of the following: time to complete outstanding

coursework and time to reflect on and address the circumstances that have hindered the student's success. Suspensions will be determined by a committee comprising the Associate Dean of Students, Assistant Dean of Academic Advising, and Director of Student Affairs, in consultation with the faculty chairperson of the Advisement and Policies Committee.

When a student is suspended, the notation "Academic Suspension" is placed on the student's transcript and a letter is sent to the student's permanent address, the student's adviser and the Office of the University Registrar. The letter will identify the semester in which the student may resume taking classes. A Dean's Academic Hold is placed on all registration activity for students who are suspended. The Dean's Academic Hold may be removed only one month prior to the student's permitted date of return and only after an interview with the Director of Student Affairs.

Students who are already registered for a future semester or semesters and who are subject to suspension will have their registration for the future semester(s) canceled. Students who have paid tuition for the next semester(s) at the time of their suspension will receive a full refund of tuition and fees.

## Academic Dismissal

If a student fails to meet the terms and conditions of probation or suspension, he or she may be dismissed from the University. Students on continued probation may be dismissed for poor academic performance without being suspended first. Dismissals will be determined by a committee comprising the Associate Dean of Students, Associate Dean of Faculty and Academic Affairs, and Assistant Dean of Academic Advising, in consultation with the Dean. Students who are dismissed will be informed in writing by a registered letter sent to the student's permanent address. The School will also notify the Office of the University Registrar, the Office of Residential Life and Housing Services, the Office of Undergraduate Admissions and the student's adviser. Students who have paid tuition for the next term at the time of their dismissal will receive a full refund of tuition and fees. When a student is dismissed, the notation "Academic Dismissal" is placed on the student's transcript.

## Appeal of Academic Suspension or Dismissal

A student may appeal the School's decision of academic suspension or dismissal if the student believes his or her suspension or dismissal was the result of an administrative error or if the student can offer compelling reasons for his or her academic standing. The student must request an appeal within 15 days from the suspension or dismissal letter's postmark date. This request must include a personal statement explaining the student's poor academic performance and the compelling reasons why the student should not be suspended or dismissed. The request will be reviewed in a timely manner by a committee consisting of the Dean and the chairs of the Curriculum and Advisement and Policies Committees, with whom the student may be asked to meet in person. The decision reached by the School in response to an appeal is binding.

## Satisfactory Academic Progress

To be considered for financial aid each year, students must make satisfactory academic progress toward completion of their degree requirements. For more information, see the website of the Office of Financial Aid (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html#progress>).

## Enrollment Policy

Students entering Gallatin must enroll in courses at NYU New York in the first semester. All students are expected to remain enrolled in each fall and spring semester until graduation by registering for NYU courses. Undergraduate students must complete all degree requirements within a period of 10 years from the first semester of matriculation at Gallatin. The programs and courses offered at the Gallatin School are designed for students who attend courses during the day or the evening, on a full-time or part-time basis (<https://gallatin.nyu.edu/gallatin/en/about/bulletin/undergrad/policies/Full-TimePart-Time.html>). Students may register for a maximum of 18 credits per fall or spring semester and a maximum of 8 credits per six-week summer session.

Students who do need to register for more courses to fulfill degree requirements, but who want to take a fall or spring semester off for non-medical personal reasons during their career should request a Leave of Absence (<https://gallatin.nyu.edu/gallatin/en/academics/policies/policies1/leaves.html>).

Students who do not need to register for more courses in a fall or spring semester to fulfill degree requirements, but who have not yet graduated because of an incomplete grade or because the Colloquium has not been completed, must maintain their student status in the University by registering for the 0-unit "Maintain Matriculation." (<https://gallatin.nyu.edu/academics/policies/policies1/maintaining-matriculation-undergraduate.html>)" Students who register for "Maintain Matriculation" are allowed access to NYU Home, Bobst Library, and entry to most buildings. Students may register to maintain matriculation for a maximum of two semesters. Students who register to maintain matriculation are not considered full-time students and should be aware that this registration status can affect their financial aid, health insurance, and student housing. Maintain matriculation carries a fee, which can be located on the website of the Office of the Bursar (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/tuition-and-fees.html>).

## Leave of Absence

A student may apply for a Leave of Absence by contacting the Office of Student Affairs, (212) 998-1542 or [gallatin.studentaffairs@nyu.edu](mailto:gallatin.studentaffairs@nyu.edu).

A Leave of Absence may be granted for a personal, medical or military reason, and it is generally granted for no longer than two semesters. When a Leave is permitted, the student is not required to apply for readmission as long as the student returns to the school within the specified time. While on Leave the student is required to meet any NYU financial aid and housing deadlines. If a student is on Official Warning or Academic Probation when a Leave is granted, the student returns to the school with same academic status.

Students should consult the University's Student Leave Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-leave-policy.html>).

## Time Limit to Complete BA Degree

Undergraduate students must complete all degree requirements within a period of 10 years from the first semester of matriculation at Gallatin.

Students who are readmitted after an extended absence from NYU will have their records evaluated upon readmission to determine the remaining time permitted to complete the degree.

## Attendance

Although the Gallatin administration does not supervise attendance of classes, it supports the standards imposed by instructors. Students who, in the judgment of the instructor, have not substantially met the requirements of the course or who have been excessively absent maybe given a final grade of F.

For university policy concerning religious holidays, please refer to the University Calendar Policy on Religious Holidays (<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html>).

## Class Standing

A student's Class Standing is determined by the cumulative number of credits they have earned. Courses in progress (without final grades) do not count toward a student's Class Standing. Class Standing cannot be changed in Albert, since it is solely based on earned credits.

Below are the number of earned credits corresponding to Class Standing:

Cumulative Earned Units	Class Standing
0-31 Credits	FR - First-Year
32-63 Credits	SO - Sophomore
64-95 Credits	JR - Junior
96 or more	SR - Senior

## Withdrawals

Students who wish to withdraw from all of their courses for the semester, students who wish to withdraw completely from Gallatin, and students who must withdraw for medical reasons or other extenuating circumstances must follow a formal process, which begins with speaking with their faculty adviser or their class adviser, and submitting a Term or Total Withdrawal form on Albert. The process is not complete until the student receives guidance and further instructions from the Gallatin Office of Student Affairs (<https://gallatin.nyu.edu/studentlife/contact-us.html>). Students must be aware that merely ceasing to attend a class does not constitute an official withdrawal, nor does notification to the instructor, nor does simply filing a Term/Total Withdrawal form. Without receiving final approval for a Term or Total Withdrawal from the Gallatin Office of Student Affairs (<https://gallatin.nyu.edu/studentlife/contact-us.html>), students will not be dropped from their courses and are in danger of receiving grades of F.

Students who plan to remain enrolled in classes, but who wish to drop one or more courses, should refer to Dropping Courses (<https://gallatin.nyu.edu/academics/registration/undergraduate/addordrop.html>).

Dropping or withdrawing from courses will be subject to the University refund schedule (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>).

## How Withdrawing Affects Student Records

Until the last day of the second week of classes for the fall and spring semesters, and until the third day of classes for the six-week summer sessions, dropped courses do not appear on the student's transcript. Courses dropped after the second week of classes for the fall and spring semesters, and from the fourth day of classes for the six-week summer sessions, are recorded with a grade of "W" (Withdrawal), which cannot be removed from the official record. After the deadline to withdraw from a

course (see the University's Academic Calendar (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>) for deadlines), students may not withdraw from a course. For more information about the grade of "W," see Withdrawal. ([https://gallatin.nyu.edu/gallatin/en/about/bulletin/undergrad/policies/grades.html#tripleBox\\_nyuexpandables\\_0](https://gallatin.nyu.edu/gallatin/en/about/bulletin/undergrad/policies/grades.html#tripleBox_nyuexpandables_0))

## Financial Aid Considerations for Withdrawing

Students receiving financial aid are expected to maintain satisfactory academic progress (<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html#progress>) toward degree requirements. Because withdrawing from courses could negatively affect satisfactory academic progress, students should consult with the Office of Financial Aid before withdrawing from courses.

## International Student Considerations for Withdrawing

International students are required to be registered for full-time course work (see Full-Time/Part-Time Status (<https://gallatin.nyu.edu/gallatin/en/about/bulletin/undergrad/policies/Full-TimePart-Time.html>)). Because withdrawing from courses could affect a student's full-time status, all international students should consult with the Office of Global Services (<http://www.nyu.edu/global/international-immigration-services.html>) before withdrawing from courses.

# Standards of Conduct and Disciplinary Measures

## Academic Integrity

As a Gallatin student you belong to an interdisciplinary community of artists and scholars who value honest and open intellectual inquiry. This relationship depends on mutual respect, responsibility, and integrity. Failure to uphold these values will be subject to severe sanction in accordance with the Student Conduct and Grade Grievance Rules of the Gallatin School of Individualized Study.

The following are examples of behaviors that compromise the academic integrity of the Gallatin School. The list is not exhaustive.

- Plagiarism – using a phrase, sentence, passage, image, graph, table, sound recording, art work, or any other type of creative or intellectual material from another work without proper citation; paraphrasing words or ideas from another work without attribution; reporting as your own research or knowledge any data or idea gathered, reported, or developed by another person; submitting as your own work anything produced by another. Plagiarism does not only apply to written or recorded work, but also to intellectual property such as computer programs, oral presentations, and artistic work including choreography, stage blocking, and music.
- Use of Artificial Intelligence Tools – submitting work containing any content generated by advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) when not explicitly permitted to do so by the course instructor.
- Doubling or Recycling – submitting the same or substantially similar work in multiple courses, either in the same semester or in a different semester, without the express approval of all instructors.
- Cheating – bringing or accessing unauthorized materials during an examination (e.g., notes, books, or other information accessed via cell phones, computers, or any other means); submitting answers on an exam that were obtained from the work of another person or providing answers or assistance to others during an exam when not

explicitly permitted by the instructor; when submitting evaluations of group members' work for an assigned group project, misrepresenting the work that was performed by another group member; altering or forging academic documents, including but not limited to admissions materials, academic records, grade reports, add/drop forms, course registration forms, etc.

- Illicit Collaboration – submitting work done in collaboration with others without the express permission of the instructor or without acknowledging such collaboration.

Note that plagiarism and other violations of academic integrity are matters of fact and not intention, and apply to all material submitted as a Gallatin student. In other words, regardless of whether they are deliberate or accidental, all violations are subject to potential disciplinary action. In all cases and when in doubt, students should consult with their instructor regarding acceptable forms of documentation and citation, collaboration, and exam preparation.

In accordance with the University Student Conduct Policy (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html>), Gallatin reserves the right to review and act upon violations of rules of conduct or non-academic policies of the University and/or to refer such matters to NYU's Office of Community Standards. Where a student's conduct on campus constitutes violations of both University rules and public law, the student may be subject to both University discipline and public sanctions.

## Gallatin Student Conduct and Grade Grievance Rules

### Section 1: Jurisdiction

The Student Conduct and Grade Grievance Committee of the Gallatin School of Individualized Study (hereafter the Committee) has jurisdiction over allegations of academic misconduct concerning any student enrolled in any Gallatin course, individualized project, or degree requirement. This jurisdiction may include, without limitation, any violation of Gallatin's Statement on Academic Integrity. Additionally, the Committee has jurisdiction over grievances concerning the final grade of any student enrolled in any Gallatin course or individualized project, regardless of the student's home school.

A Gallatin student accused of academic misconduct in a non-Gallatin course or individualized project, or who wants to grieve a grade in a non-Gallatin course, is subject to the policies and disciplinary procedures of the school or college offering the course. However, only the Gallatin School may suspend, dismiss, or expel a Gallatin student because of academic misconduct. When Gallatin's Associate Dean of Students is informed by a colleague at another school that a Gallatin student has been found to have violated the academic conduct policies of that other school, the Gallatin Associate Dean of Students will initiate the procedure described in Section 5a of this document: that is, a notice will be placed in the student's file; if the matter is a second offense, Gallatin disciplinary proceedings will be initiated.

A Gallatin student who is alleged to have engaged in non-academic misconduct in violation of the University Student Conduct Policy is subject to adjudication through protocols developed and administered by the University's Office of Student Conduct and Community Standards. If a Gallatin student is determined to have committed a violation of the University Student Conduct Policy that is serious enough to warrant suspension, dismissal, or expulsion, the student may appeal that determination to Gallatin's Dean for a final decision, following the procedures set forth by the Office of Student Conduct.

If questions of jurisdiction arise in any particular case, they shall be referred for decision to the Office of Legal Counsel of the University.

## Section 2: Authority

The adjudication of student academic misconduct and grade grievances is the responsibility of the faculty of the Gallatin School of Individualized Study. In the exercise of this authority, the faculty hereby delegates its authority to the Committee acting pursuant to rules and regulations hereby prescribed, or as subsequently amended.

## Section 3: Composition of the Committee

**Student Conduct and Grade Grievance Committee:** The membership of the Committee shall consist of three full-time members of the Gallatin faculty and two students, one an undergraduate and one a graduate student.

The Chairperson of the Committee will be the Chairperson of the Advisement and Policies Committee (A&P).

The remaining two faculty members of the Committee shall be selected by and from among the Advisement and Policies Committee of the Gallatin faculty by majority vote at the beginning of each academic year. Faculty members of the Committee will serve for two years, or until their terms in A&P ends, whichever comes first. Faculty members of the Committee will be eligible for reelection at the ends of their terms.

The student members of the Committee shall be appointed by the Associate Dean of Students at the beginning of each academic year. Each student member will serve a term of one year, and will be eligible for reappointment at the expiration of that term (so long as she will continue to be a matriculated student for the duration of that academic year).

**Winter/Summer Proceedings:** In the event that the Committee is called to convene during the winter or summer sessions, and should any of the original members – faculty or student – be unavailable, the Associate Dean of Faculty may appoint ad hoc members of the faculty and student body, to replace any unavailable member, and to serve for the duration of the case(s) under review. Appointed ad hoc members should agree to be available for the semester following the winter/summer session in the event proceedings extend accordingly. In the event new cases emerge while ad hoc winter/summer committees are convened beyond the winter/summer session, the new cases shall be overseen by the formally constituted standing Committee, even if these members are also part of the ad hoc committee.

**Disciplinary Appeals Panel:** Once the Committee is constituted each fall, the Dean will appoint an Appeals Panel which will hear appeals to the decisions of the Committee concerning disciplinary cases. The Appeals panel shall consist of three members, none of whom may serve on the Disciplinary and Grievance Committee: the Associate Dean of Faculty, the Associate Dean of Academic Affairs, and one MA Program Chair.

**Conflicts of Interest:** A faculty member of either the Committee or the Appeals Panel is ineligible to serve if the individual is: a past complainant against the student undergoing the disciplinary review, the student's primary academic adviser, or the student's current instructor. In such a case, the Chairperson or the Associate Dean of Faculty will name an ad-hoc replacement to be drawn from the faculty. A student member of the Committee is ineligible to serve if he or she has some sort of personal relationship with or close connection to the student undergoing disciplinary review or if the student is currently an advisee of or enrolled in a course with the faculty complainant. In such a case, the Chairperson

or the Associate Dean of Students will name an ad-hoc replacement to be drawn from the current student body.

## Section 4: Procedure for Student Grading Grievances

**Complaint:** In the case where a student believes that an error has been made in calculating a grade in a Gallatin course, the student should first consult with the instructor who assigned the grade to discuss the grading requirements for the course and how the grade was determined. If the student wishes to appeal the grade further, a formal written appeal should be submitted to the Associate Dean of Students. In all cases, students are expected to act within the semester following the course to appeal a grade. For fall and January term courses, students must appeal no later than the following spring. For spring and summer courses, students must appeal no later than the following fall. Please note that since transcripts cannot be altered for any reason after a student has graduated, it is not possible to appeal a grade after graduation.

**Review:** Upon receipt of a formal complaint, the Associate Dean of Students will attempt to mediate a resolution between student and instructor. This mediation may involve private discussion with both the instructor and student separately, or meeting with both parties together. If the Associate Dean is unable to mediate a resolution of the grievance, an independent review of the grade will be undertaken by the Committee. All of the student's work will be reviewed to clarify how the grade was determined and to ensure that the instructor's grading for the course has been consistent.

**Grounds:** The Committee will normally rule only on matters of technical error (calculating the grade incorrectly, etc.) or unfairness (the instructor has applied inconsistent standards to this student, etc.). The Committee is not empowered to change a grade on the grounds of an assessment of the quality of the student's work that is different from that of the instructor.

**Appeals:** If a case goes to the Committee for a review, all parties agree that the decision of the Committee in matters related to a Gallatin course grade is final.

## Section 5: Procedure for Student Discipline

**Notice:** A faculty member who suspects a student of plagiarism, cheating, or another academic integrity violation must report the incident to the Associate Dean of Students, who will determine whether a previous complaint against that student exists. If no prior report exists, the Associate Dean may counsel the faculty member to resolve the matter independently by advising the student on the conventions and expectations of academic integrity, and, if warranted, by assessing a penalty (e.g., failure for an exam, paper, or assignment, failure for the course). The faculty member may also present the evidence of suspected cheating, plagiarism, or other violation to the Associate Dean of Students for consultation. The faculty member will submit a report on the incident to the Associate Dean of Students, who will place it in the student's file. The Associate Dean of Students will notify the student within fifteen days of initial notice that a record has been included in her file, and that a second charge will trigger a formal disciplinary review. The Associate Dean of Students will keep a record of reported instances of academic integrity violations.

**Complaint:** If the faculty member and student cannot reach agreement on the facts and penalty, or if the faculty member and Associate Dean of Students believe that the violation is of sufficient gravity to warrant more official treatment, the faculty member will submit a formal, written complaint to the Committee Chairperson. In all cases, a second charge of academic misconduct at any point in the student's academic career,



regardless of the school or entity offering the course or academic project in question, will automatically trigger a formal review. Moreover, any member of the faculty, staff, administration or student body may file with the Committee a complaint against a student alleging a violation of Gallatin's Statement on Academic Integrity. The complaint must be in writing, setting forth briefly the nature of the alleged infraction and the nature of the evidence. A copy of the complaint will be filed with the Associate Dean of Students.

**Review:** Upon receipt of a formal complaint, the Chairperson of the Committee and the Associate Dean of Students will make a preliminary investigation to determine whether or not sufficient evidence exists to warrant proceeding with a disciplinary hearing. This may include reviewing and soliciting evidence, meeting with the student, and meeting with the complainant. They also may choose to mediate the issue between the complainant and the student, reaching a mutually agreeable resolution that may include failing the assignment, failing the course, or levying any of the sanctions on Section 9. If that occurs, the Associate Dean of Students will submit a report on the incident to the student, whose signature on the report will constitute formal agreement to the terms of the resolution. The report will form part of the student's file, and should specify that any further violation will trigger an automatic hearing. If, however, there is not sufficient evidence to warrant a hearing, the Chairperson and Associate Dean of Students will notify the complainant and the student, and the complaint will be dismissed, with a record of the official action to remain in the student file as specified in Section 10. Any academic violation that merits consideration of suspension, dismissal, or expulsion will trigger a hearing by the full disciplinary Committee.

**Hearing:** If, on the other hand, the Chairperson and Associate Dean of Students determine that there is sufficient evidence to warrant proceeding with a disciplinary hearing, or if the student rejects the terms of a mediated resolution, the Chairperson and Associate Dean of Students will notify the student and the complainant, and then will notify the members of the Committee to meet as a hearing panel at a time and place specified to hear the evidence of the alleged infraction of discipline, as specified in Section 6. No more than one month shall pass before between notice and hearing. All members of the Committee must attend the hearing. Once a hearing has been triggered, the student's record will be placed on Dean's Hold, and will remain so until the process has ended or a resolution been reached.

The Associate Dean of Students may attempt to reach an informal resolution between the complainant and the student up until the commencement of the hearing.

In a case in which a non-Gallatin student faces charges of academic misconduct in a Gallatin course, Gallatin's Associate Dean of Students will inform the Associate Dean of Students at the student's home school of the matter. This may occur after the matter has been resolved. However, if the case involves a hearing, the Associate Dean of Students at the student's home school will be notified of the matter prior to the commencement of the hearing.

## Section 6: Hearings

The hearing shall be conducted according to the following procedures:

The Chairperson shall instruct everyone participating in the disciplinary proceeding that all testimony, evidence and related matters shall be kept private. The Associate Dean of Students shall be present at the hearing as witness at-large.

Prior to the hearing, the Chairperson will prepare the case for presentation to the hearing panel and request the presence of all

witnesses for the complainant and for the student. The student has the right to a preliminary meeting with the Chairperson to review the charges and the procedures. If the student requests that supporting witnesses be summoned, the student must furnish the Chairperson with the names and contact information of the witnesses with sufficient notice, in order to afford enough time to request their presence. The hearing panel may choose to limit the number of witnesses.

The Chairperson shall make every reasonable effort to notify the student of the hearing, to find a mutually agreeable time to hold the hearing, and then to encourage the student to appear at the preliminary meeting, and to appear at the scheduled hearing. However, in the event a student fails to respond to these efforts, the disciplinary hearing will take place at a scheduled time and place convenient for the committee members.

Once the hearing begins, the entire proceeding is audio-recorded. The audio recording will remain under the jurisdiction of the Associate Dean of Students until the student graduates, withdraws or is dismissed or expelled from the University, at which time the audio-recording will be destroyed. If the charges are not sustained, the recording shall be destroyed immediately.

At the commencement of the hearing, the Chairperson shall read the charge in the presence of the student and the panel, and request whether the student admits or does not admit to the charges. If the student does not admit to the charges, it is not to be construed to be more than a demand on the part of the student that the case be proven against her, and no implication as to the veracity of the student may be inferred from her failure to admit to the charges. In the conduct of the hearing, the Chairperson will rule on all questions of relevancy of the evidence; she may elect to call for a vote of the whole panel on specific questions of relevancy. The hearing shall not be governed by formal rules of evidence; statements or documents that would be inadmissible in a court of law may be admitted by the Committee.

The hearing is an administrative procedure of a summary character. If the student exercises the right to be accompanied by counsel, the Committee must be notified at least fifteen days in advance of the hearing so that it can draw on NYU Counsel.

The Chairperson and the panel shall conduct the examination of any witnesses and the student may also call and examine witnesses. The hearing panel shall control the conduct of the hearing proceedings.

When the hearing is concluded, the hearing panel shall meet in closed session and shall vote, first on the question of whether the student has committed the alleged disciplinary infraction. If the decision is affirmative, the panel shall then decide on a sanction or punishment (see Section 9). In both cases, a majority vote of the members of the Committee shall constitute a valid decision of the hearing panel.

The Chairperson shall, as soon after the hearing as possible, prepare a report of the hearing and forward it to the Associate Dean of Students. The report shall include: the date, time and place of the hearing; the names of all persons present at the hearing; a short statement of the charges against the student; confirmation that the student was notified of the allegations and given an opportunity to respond; a summary of the findings of fact and conclusions made by the hearing panel; a statement of the decision of the hearing panel; a statement of the penalty imposed by the Committee.

The Associate Dean of Students shall promptly communicate the hearing panel's findings to the student using the contact information provided by the student at the hearing or the address on the student's permanent

student record. Moreover, the Associate Dean of Students shall ensure that the Committee's report is included in the student's permanent record, unless the committee's finding is for exoneration, in which case the file will be expunged from the student's record.

### Section 7: Rights of the Student

In the course of these disciplinary proceedings, the student has the right:

- to be informed in writing of the charges against her and the name of the complainant;
- to meet with the Chairperson before the hearing to review all charges and procedures;
- to be confronted in open hearing with the complainant and all witnesses, as well as the right to question each witness in front of the hearing panel;
- to have the hearing panel request the presence of a reasonable number of witnesses on her behalf; the panel is not empowered to compel the attendance of witnesses;
- to consult with an advisor of her choosing, who may be an eligible faculty member of the Gallatin School or the University, to assist her in the preparation of the defense, if the faculty member consents to act in that role; no member of the Committee, Dean, Associate Dean, Assistant Dean or Director of Student Affairs of the Gallatin School may serve as an advisor in this capacity.

### Section 8: Appeals

A student who wishes to appeal the decision of the Committee shall follow these procedures:

The student must submit a written Notice of Appeal, setting forth the grounds for the appeal, to the Chairperson of the Committee within fifteen calendar days after the Associate Dean of Student's notification of the panel's decision. The Notice of Appeal may be accompanied by additional materials in support of the student's case.

A decision of the hearing panel may be appealed only for the following reasons: any evidence of a material nature and/or witnesses unavailable at the time of the original hearing and now available which might have affected the hearing panel's decision at that time; any procedural irregularity in the conduct of the hearing which was material and prejudicial to the student.

An appeal will be heard by the Appeals Panel as constituted in Section 3. One of the faculty members on the panel shall serve as Chairperson. The panel will hear evidence and/or arguments of irregularities and review the record of the initial determination, including the recorded transcript of the original hearing. The panel, after hearing all the evidence and arguments, shall determine by majority vote whether to uphold or reverse the original decision. If the panel supports that decision, the sanctions remain in force. If the panel determines that the decision was made without the Committee's hearing significant evidence, or that procedural irregularities occurred, then the panel shall remand the matter back to the Committee for further hearings. The panel shall not conduct a new hearing to determine whether or not the student has committed the alleged disciplinary infraction.

Pending appeals to the Appeals Panel, the judgment of the Committee which heard the case in the first instance will be in effect. In any case in which a sanction of suspension, dismissal or expulsion has been imposed, the student may include in the Notice of Appeal a request to be permitted to attend classes while the appeal is pending; this request shall be acted upon promptly by the Chairperson of the Committee. If the Chairperson grants the request, it will be stipulated that while all course

work can be completed, no course credits can be given if the original decision is upheld.

A student who wishes to appeal a recommendation of suspension, dismissal, or expulsion made by the University's Office of Student Conduct and Community Standards shall follow the procedures for appeal set out in the NYU Student Conduct Policy regarding appeals.

### Section 9: Disciplinary Sanctions

The Committee decision may include any one or more of the following disciplinary sanctions:

**Warning:** notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, shall be a cause for further disciplinary action.

**Censure:** written reprimand for violation of a specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for another violation of a University regulation within a period of time stated in the reprimand;

**Disciplinary Probation:** exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time; notification that a more severe disciplinary sanction may be imposed if the student commits a second disciplinary offense while on disciplinary probation;

**Restitution:** reimbursement for damage to or misappropriation of property; reimbursement may take the form of appropriate service to repair or otherwise compensate for damages;

**Suspension:** exclusion from classes and other privileges or extracurricular activities as set forth in the notice of suspension for a definite period of time;

**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;

**Expulsion:** permanent termination of a student's status.

If, as a result of any 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 refund schedule.

### Section 10: Record Keeping

The records, files and recordings of all disciplinary cases and proceedings shall be kept and maintained by the Associate Dean of Students.

**Student File:** The Associate Dean of Students will maintain a file of suspected but unproven incidents of plagiarism, cheating or other academic infractions. If, upon the student's graduation from NYU, no additional reports or complaints have reached the Associate Dean of Students, those files will be destroyed.

**Permanent File:** If a disciplinary infraction has been determined, documentation will become permanent. The Associate Dean of Students will keep and maintain all relevant records regarding the infraction until the student has exhausted all appeals and has fully withdrawn, has been dismissed or expelled, or has graduated. Upon full withdrawal, dismissal, expulsion, or graduation, only the Committee's final summary report will be kept in the student's permanent file.

## Redress of Grievances

Please consult the University's Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

## Internships

Through internships, students gain hands-on work experience and develop skills and knowledge that may lead to employment. Internships are credit-bearing work experiences in non-classroom environments that enable students to learn experientially at cultural and community-based institutions, social justice organizations, and private companies. Internships provide an opportunity for students to explore connections between academic ideas and professional experiences.

Internships are available in a variety of fields, including business, education, film, journalism, legal services, fashion and the Arts. Successful internships held by students have included:

- Designing Web pages for an Internet start-up
- Conducting a survey on housing conditions for a local community organization
- Writing, editing, and publishing articles for a print magazine
- Collaborating with designers to create infographics for large companies

## Internship Requirements and Policies

All internships must be approved by the Gallatin School. To receive School approval, students must:

1. obtain approval from their adviser;
2. complete a Gallatin Internship Proposal form;
3. submit a confirmation letter from the onsite supervisor; and
4. complete a learning contract.

Gallatin internships require that students:

1. write reflective essays about their internships throughout the semester;
2. meet periodically with their adviser to submit their reflections and to discuss their work and learning;
3. attend a School-sponsored workshop if it's the first time taking a credit-bearing internship;
4. produce and submit a mid-term progress report;
5. complete a final project for your academic adviser; and
6. obtain a performance evaluation from the onsite supervisor.

Students may enroll in as many as (but no more than) four internship credits per semester (fall, spring or summer). The number of credits is determined by the number of academic requirements the student and the adviser agree upon. Students must work a minimum of 8-10 hours a week at the placement site over the course of the semester. Students admitted to the Gallatin School in Summer 2015 and later may take a maximum of 24 credits in internship during their studies at the Gallatin School.

Number of Units	Proposal and Learning Contract Required	Number of Reflections Required per Semester	Mid-term Progress Report Required	Final Project Requirements
1-2 (8-10 hours of work per week minimum)	yes	3-4 (reflections may include multi-media projects, informational interviews, and work samples with description)	yes	Extended Essay (5-7 pages), which may contain multi-media elements, or Short creative work + brief description
3-4 (8-10 hours of work per week minimum)	yes	5-7 reflections may include multi-media projects, informational interviews, and work samples with description	yes	Final Project: Research Paper (10-15 pages), which may contain multi-media elements, or Creative work + brief description

All undergraduate internships are graded Pass/Fail, except for Embedded Internships, which are affiliated with select Gallatin courses. For regular internships, the faculty adviser assigns the final grade, which is based on the student's meetings with the faculty adviser, the progress report, the reflections, and the written work, as well as the supervisor's performance evaluation.

Students should be reminded that because internships are credit-bearing non-classroom courses, tuition and fees for an internship course are generated in the same way as those for a classroom course. This means tuition and fees for an internship are based on the number of credits for the internship course.

**Note:** *Students interested in conducting an Internship who will be studying at one of the thirteen NYU global locations (<https://www.nyu.edu/academics/studying-abroad.html>) must consult the global site course offerings to see if this option is available at the site. Students studying at NYU global sites may not enroll in the standard Gallatin Internship option (INDIV-UG 1801 Internship). Please consult the specific site course offerings by linking to the site page from the Studying Abroad website (<https://www.nyu.edu/academics/studying-abroad.html>).*

Specific information about the Gallatin Internship requirements are available on the Gallatin Internship website (<https://gallatin.nyu.edu/academics/undergraduate/internships.html>)

## Gallatin Policies on Minors

Gallatin students may complement their undergraduate degree in individualized study with an academic minor. The typical minor consists of a minimum of 16 to 20 credits, with the actual number of credits and grades required determined by the faculty in the program in which the minor is offered. Students may elect to take certain minors offered by any of the NYU schools/institutes. Gallatin currently offers one minor, Psychoanalysis and the Humanities (<https://gallatin.nyu.edu/gallatin/en/about/bulletin/undergrad/cross-school/psychoanalysis-and-the-humanities.html>). Students can view a full list of other possible minors on the Cross-School Minors website (<http://www.nyu.edu/students/>)

[undergraduates/academic-services/undergraduate-advisement/unique-academic-opportunities/cross-school-minors.html](https://gallatin.nyu.edu/academic-services/undergraduate-advisement/unique-academic-opportunities/cross-school-minors.html)). Please note that not all minors are open to Gallatin students.

Students should be aware that the addition of a minor in no way changes any of their obligations as a Gallatin student. They are still expected to write an Intellectual Autobiography and Plan for Concentration, design an individualized concentration, complete a rationale and undertake a colloquium in their senior year. However, a minor might relate to and enrich a student's program in a number of ways: it may relate directly to the student's concentration, or it may reflect interest in an area of study entirely different and separate from the concentration.

Gallatin students are eligible to declare only one minor. Students may declare a minor at any time before the completion of 110 credits. A declaration of a minor becomes part of a student's record, and the expectation is that the student will complete the minor to be eligible to graduate. Students who have declared a minor, but who have not completed all requirements for the minor in the semester in which they complete 128 credits, will have the minor removed from their record so they can graduate.

Students wishing to pursue a minor should first meet with their primary adviser to discuss the impact of the courses required to complete the minor in relation to the student's Gallatin BA requirements. Moreover, students are required to receive adviser approval in order to declare a minor.

For more information please visit the Gallatin Minors web page (<https://gallatin.nyu.edu/academics/undergraduate/universitycourses/minors.html>).