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**POLICIES & PROCEDURES  
HANDBOOK 2009-2010**

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## ABOUT THIS HANDBOOK

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The purpose of this handbook is to help familiarize you with Tisch School of the Arts policies and procedures. Much of the information contained here will affect you on an ongoing basis – matters such as academic standards, grading policies, registration regulations, degree requirements, etc. We expect you to become conversant with the policies and procedures that affect your life as a student of this school and as a student of a particular department.

The Tisch Policies and Procedures Handbook should be used in conjunction with the official Tisch Bulletin, where you will find specific departmental guidelines and degree requirements. In addition, individual Tisch departments often supplement this handbook with their own departmental source-book. You should keep these texts in an accessible place and consult them as needed throughout the year and throughout your career at Tisch.

The handbook is a publication of the Tisch Office of Student Affairs. The office is here to help you with almost any concern that affects your life as a student at the school and at New York University. If you do not find the answer to your questions in this handbook, write, call or stop by the Tisch Office of Student Affairs, 721 Broadway, Room 801, New York, NY 10003; phone 212-998-1900. A detailed breakdown of the services offered by the office is included in this handbook, as well as a detailed listing of Tisch administrators. You are also encouraged to visit our website, <http://students.tisch.nyu.edu>, or to address your questions to us by email at [tisch.academic.services@nyu.edu](mailto:tisch.academic.services@nyu.edu).

Robert Cameron  
Associate Dean for Student Affairs

Anita R. Gupta  
Director of Academic Services

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# TISCH SCHOOL OF THE ARTS DIRECTORY

## ADMINISTRATION

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Mary Schmidt Campbell, Dean 721 Broadway, 12th floor .....	(212) 998-1800
Pari Shirazi, Vice Dean 721 Broadway, 12th floor .....	(212) 998-1520
Louis Scheeder, Associate Dean for Faculty 721 Broadway, 12th floor .....	(212) 998-1805
Sheril D. Antonio, Associate Dean for Film, Television and New Media 721 Broadway, 9th floor .....	(212) 998-1713
Robert Cameron, Associate Dean for Student Affairs 721 Broadway, 8th floor .....	(212) 998-1900
Kaiko Hayes, Assistant Dean for Administration 721 Broadway, 12th floor.....	(212) 998-1800
Andrew I. Uriarte, Executive Director for External Affairs 721 Broadway, 12th Floor .....	(212) 998-1808
Gerard Bueno, Executive Director of Resource Planning 721 Broadway, 12th Floor .....	(212) 998-1803
Katherine Drummond, Director of Human Resources 665 Broadway, 6th floor .....	(212) 998-1905
Patricia Decker, Director of Recruitment 721 Broadway, 8th floor .....	(212) 998-1910
Melissa Brodsky, Director of Career Development 721 Broadway, 8th floor .....	(212) 998-1916
Dan Sandford, Director of Graduate Admissions 721 Broadway, 8th floor .....	(212) 998-1918
Anita R. Gupta, Director of Academic Services 721 Broadway, 8th floor .....	(212) 998-1901
Megan Mannato, Director of Student Affairs 721 Broadway, 8th floor .....	(212) 998-1593

## DEPARTMENTS

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Acting, Graduate - Mark Wing-Davey, Chair 721 Broadway, 5th floor .....	(212) 998-1960
Art and Public Policy - Randy Martin, Chair 665 Broadway, 6th floor.....	(212) 992-8200
Cinema Studies - Richard Allen, Chair 721 Broadway, 6th floor .....	(212) 998 -1600
Clive Davis Department of Recorded Music 194 Mercer Street, 5th Floor .....	(212) 992-8400
Dance - Cherylyn Lavagnino, Chair 111 Second Avenue, 3rd floor .....	(212) 998-1980
Design - Susan Hilferty, Chair 721 Broadway, 3rd floor .....	(212) 998-1950
Drama, Undergraduate - Elizabeth Bradley, Chair 721 Broadway, 3rd floor .....	(212) 998-1850
Dramatic Writing - Richard Wesley, Chair 721 Broadway, 7th floor .....	(212) 998-1940
Graduate Division, Kanbar Institute of Film & Television - John Tintori, Chair 721 Broadway, 10th floor .....	(212) 998-1780
Undergraduate Division, Kanbar Institute of Film & Television - Lamar Sanders, Chair 721 Broadway, 11th floor .....	(212) 998-1700
Interactive Telecommunications - Red Burns, Chair 721 Broadway, 4th floor .....	(212) 998-1880
Musical Theatre Writing, Graduate - Sarah Schlesinger, Chair 113 Second Avenue .....	(212) 998-1830
Performance Studies - José Esteban Muñoz, Chair 721 Broadway, 6th floor .....	(212) 998-1620
Photography and Imaging - Deborah Willis, Chair 721 Broadway, 8th floor .....	(212) 998-1930

# UNIVERSITY OFFICES

Admissions, Undergraduate  
[www.admissions.nyu.edu](http://www.admissions.nyu.edu)  
 665 Broadway, 11th floor.....(212) 998-4500

Admissions, TSOA Graduate  
[www.graduate.tisch.nyu.edu/page/admissions](http://www.graduate.tisch.nyu.edu/page/admissions)  
 721 Broadway, 8th floor.....(212) 998-1918

University Bursar's Office  
[www.nyu.edu/bursar](http://www.nyu.edu/bursar)  
 25 West 4th Street, 1st floor.....(212) 998-2800  
 HOURS: M, T, F- 9a.m.-5p.m./ W,Th- 9a.m.-6p.m.

Registrar, Student Services  
[www.nyu.edu/registrar](http://www.nyu.edu/registrar)  
 25 West 4th Street, 1st floor.....(212) 998-4800  
 HOURS: M, T, F- 9 a.m.-5 p.m./ W, Th- 9 a.m.-6 p.m.

Financial Aid Office  
[www.nyu.edu/financial.aid](http://www.nyu.edu/financial.aid)  
 25 West 4th Street, 1st floor.....(212) 998-4444

Student Resource Center  
[www.nyu.edu/src](http://www.nyu.edu/src), [ask.src@nyu.edu](mailto:ask.src@nyu.edu)  
 Kimmel Center for University Life  
 60 Washington Square South, Suite 210.....(212) 998-4411

Moses Center for Students with Disabilities  
[www.nyu.edu/csd](http://www.nyu.edu/csd)  
 719 Broadway, 2nd floor.....(212) 998-4980

NYU Student Health Center  
[www.nyu.edu/shc](http://www.nyu.edu/shc), [health.center@nyu.edu](mailto:health.center@nyu.edu)  
 726 Broadway, 3rd & 4th floors.....(212) 443-1000  
 HOURS: (walk-in) Monday and Tuesday, 8 a.m.- 8 p.m. /  
 Wednesday and Thursday, 8 a.m. - 6 p.m./ Friday and Saturday  
 10 a.m.- 6 p.m. Staff available 24 hours/day, 7days/week. Call  
 998-2222 after hours for assistance.

Jeffrey S. Gould Welcome Center  
 50 West 4th Street, 1st floor.....(212) 998-4550

University Counseling and Behavioral Health Services  
[www.nyu.edu/counseling](http://www.nyu.edu/counseling)  
 Call for appointment  
 726 Broadway, Room 471.....(212) 998-4780  
 After Hours Emergencies.....(212) 443-9999

Department of University Housing  
[www.nyu.edu/housing](http://www.nyu.edu/housing), [housing@nyu.edu](mailto:housing@nyu.edu)  
 NYU Residence Halls  
 383 Lafayette Street, 1st floor.....(212) 998-4600

Department of Residential Education  
[www.nyu.edu/residential.education](http://www.nyu.edu/residential.education), [residential.education@nyu.edu](mailto:residential.education@nyu.edu)  
 75 3rd Ave, C-2.....(212) 998-4311

Off-campus Housing Office  
[www.nyu.edu/housing/offcampus](http://www.nyu.edu/housing/offcampus), [offcampus.housing@nyu.edu](mailto:offcampus.housing@nyu.edu)  
 4 Washington Square Village, 1st Floor.....(212) 998-4620

NYUCard Center  
[www.nyu.edu/nyucard](http://www.nyu.edu/nyucard), [campuscash.support@nyu.edu](mailto:campuscash.support@nyu.edu)  
 7 E. 12th Street..... (212) 443-CARD

International Students and Scholars  
[www.nyu.edu/oiss](http://www.nyu.edu/oiss), [intl.students.scholars@nyu.edu](mailto:intl.students.scholars@nyu.edu)  
 561 LaGuardia Place, 1st floor.....(212) 998-4720  
 HOURS: M-F 9a.m - 5p.m.

Public Safety  
[www.nyu.edu/public.safety](http://www.nyu.edu/public.safety)  
 14 Washington Place.....(212) 998-2222  
 HOURS: open 7 days a week, 24 hours a day

Wasserman Center for Career Development  
<http://www.nyu.edu/careerdevelopment>, [career.development@nyu.edu](mailto:career.development@nyu.edu)  
 133 E. 13th Street, 2nd Floor.....(212) 998-4730  
 HOURS: M, T, F 9a.m.-5p.m.; W, Th 9a.m.-7p.m.

Wellness Exchange  
[www.nyu.edu/999](http://www.nyu.edu/999), [wellness.exchange@nyu.edu](mailto:wellness.exchange@nyu.edu)  
 24-hour Hotline .....(212) 443-9999  
 (or 999 from any campus phone)  
 Walk-in hours for counseling: M-Th 10 a.m.-12p.m., 4 p.m.-9 p.m. (prescriber 6 p.m.-9 p.m.); F 10 a.m.-12 p.m., 4 p.m.-6 p.m. (prescriber 6 p.m.-9 p.m.)

# UNIVERSITY & SCHOOL POLICIES

## COMMUNITY STANDARDS

The Tisch School of the Arts has established a code of conduct to which all members of the community are expected to adhere. It is a simple statement of the contract within which we all work.

Tisch is a place for serious professional and academic training, a place in which mature, focused, and considerate individuals are valued as members of a dynamic community. Work in the arts is highly collaborative, and students are expected to treat each other with respect and to work together as professionals. These high standards of citizenship apply not only to classroom behavior but to all aspects of life.

Tisch students are fortunate to work in and with state-of-the-art facilities and equipment that must be treated with respect, knowledge, and care. Students will be held accountable for their behavior in the NYU community, including the residence halls, studios, labs, and soundstages, and at extracurricular workshops, internships, panels, and social situations. Cheating, plagiarizing, lying, stealing, violence, prejudice, physical, verbal, and sexual harassment are not tolerated. Any student who does not adhere to community standards in an academic or social sense or who does not behave professionally may be asked to leave the school.

## DISCIPLINE

You should familiarize yourself and comply with the rules of conduct, academic regulations, and established practices of New York University and the Tisch School of the Arts. To this end, you should consult the current edition of the *Student's Guide to NYU*, available through the NYU Student Resource Center, 60 Washington Square South, Suite 210, or online at [www.nyu.edu/students/guide](http://www.nyu.edu/students/guide), as well as this document and any special rules or regulations set forth by your department. Offenses for which disciplinary action might be taken include: cheating, plagiarism, forgery of academic documents; deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, or University property; disruption of an academic event; actual or threatened violence or other forms of harassment; violation of dormitory regulations; failure to comply with the direction of clearly identifiable university personnel in the performance of their assigned duties; violation of the university policy in regard to illegal drugs and alcohol. When a charge of misconduct is made, the appropriate chair and/or the Associate Dean for Student Affairs shall try to resolve the matter on an informal basis. If the matter cannot be resolved on an informal basis, the Associate Dean will convene the Discipline Committee. The Committee is intended to supplement, rather than replace, the internal workings of the departments and the school. A thorough explanation of the procedures of the Discipline Committee may be found in the *Faculty Organiza-*

*tion Plan* of the Tisch School of the Arts, available in the Dean's Office.

## GRIEVANCE PROCEDURE

Tisch School of the Arts follows University grievance procedures in regard to grievances filed by students. In general, grievances should be brought to the attention of the Associate Dean for Student Affairs. In the case of a complaint against an instructor, if you are unable to satisfactorily resolve the difference in discussion with the teacher, you should meet with your Chair. If the complaint is not resolved with the Chair, or, if the complaint is of a personal or confidential nature, you may bring it to the attention of the Associate Dean for Student Affairs, who will proceed as outlined in the School's grievance procedures. For a detailed description of the procedures, visit [http://students.tisch.nyu.edu/object/grievance\\_procedure.html](http://students.tisch.nyu.edu/object/grievance_procedure.html).

## TSOA FACULTY STATEMENT OF SCHOOL POLICY ON SUBSTANCE ABUSE

At the Tisch School of the Arts, we take the process of training and education offered to our students very seriously. The nature of our program demands concentration, dedication, and commitment.

Experience teaches us that it is not possible for students to take full advantage of what is offered at the school while involved with drugs or alcohol. If drugs or alcohol are more important to you than your training, please understand that this is not the place for you. If you abuse drugs or alcohol while you are here, the school will take this as a genuine problem and will act accordingly.

## STATEMENT OF UNIVERSITY POLICY ON SUBSTANCE ABUSE

New York University believes that the best way to maintain an appropriate campus environment with respect to drugs and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems. To that end, the University provides on-campus support programs and services as well as information about related services that are available in the local community. Information about these programs and services may be obtained at [www.nyu.edu/shc/promotion/aod.html](http://www.nyu.edu/shc/promotion/aod.html) or by calling (212) 443-1234.

For any members of the University community who may have developed a drug-related problem, suspect that they are at risk, or are seeking information about illegal or controlled drugs, several support programs are available. The following programs and services are voluntary and completely confidential:

Programs available at NYU: Students should consult with the NYU Office of Drug & Alcohol Education (212-443-1234; Web site: [www.nyu.edu/shc/promotion/aod.html](http://www.nyu.edu/shc/promotion/aod.html)); NYU Student Health Center (726 Broadway, Suite 344; 212-443-1000; Web site: [www.nyu.edu/shc](http://www.nyu.edu/shc)); University Counseling and Behavioral Health Services (212-998-4780; Web site: [www.nyu.edu/shc/counseling](http://www.nyu.edu/shc/counseling)). For the schedule for meetings on campus of Alcoholics Anonymous or Narcotics Anonymous,

call the Wellness Exchange (212-443-9999).

New York City Programs: National Drug and Alcohol Treatment Referral Routing Service (800-662-4357); Cocaine Anonymous (212-929-7300; Web site: [www.ca-ny.org](http://www.ca-ny.org)); Alcoholics Anonymous (212-647-1680; Web site: [www.nyintergroup.org](http://www.nyintergroup.org)); Narcotics Anonymous (212-929-6262; Web site: [www.newyorkna.org](http://www.newyorkna.org)); Al-Anon (212-941-0094; Web site: [www.nycalanon.org](http://www.nycalanon.org)); Marijuana Anonymous (212-459-4423; Web site: [www.ma-newyork.org](http://www.ma-newyork.org)); and Children of Alcoholics Foundation (Web site: [www.coaf.org](http://www.coaf.org)).

In addition to policies and practices that emphasize concern for the welfare of individuals, the University also recognizes the importance of maintaining the safety and well-being of the community as a whole. The University therefore adheres to the following guidelines concerning the unlawful possession, use, and distribution of drugs:

- The unlawful possession, use, or distribution of drugs will not be tolerated on University premises.
- Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, the University will take appropriate disciplinary action including, but not limited to: probation, suspension, or expulsion.
- Using regularly established procedures, the University will take disciplinary action, up to and including discharge, against any member of the faculty or staff found to be unlawfully using, possessing, or distributing drugs on University premises. Faculty, staff, and students should also be aware that, in addition to University sanctions, they may be subject to criminal prosecution under federal and state laws that specify fines, or imprisonment, or loss of federal financial aid for conviction of drug-related offenses. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies.

#### **TISCH SCHOOL OF THE ARTS COMMUNITY STATEMENT ON HARASSMENT**

The Tisch School of the Arts seeks to maintain an educational environment that encourages the full development of each individual's talent and ambition. We are also committed to building a creative community that fosters the maximum amount of artistic and intellectual freedom among its members. We view harassment of any form as a direct threat to our community. We therefore endorse New York University's Anti-Harassment Policy and urge all members of the Tisch community to become familiar with its provisions and complaint procedures.

#### **NEW YORK UNIVERSITY ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURES**

New York University is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment - an environment

that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Harassment based upon race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of the University. Such harassment is illegal and against University policy, and will not be tolerated.

This policy covers all members of the University community and those who affect the University community such as vendors or visitors. The University encourages everyone to report all incidents of harassment regardless of the identity of the offender.

#### **Definition of Prohibited Harassment**

Prohibited harassment is conduct based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected status when:

- 1 - submission to or rejection of the conduct is either an explicit or implicit term or condition of employment, basis for participation or advancement in an academic program, or basis for participation in a University activity or benefit; or
- 2 - such conduct creates an intimidating, hostile or offensive work, academic or residential environment; or
- 3 - such conduct otherwise adversely affects employment or academic opportunities.

Examples of such prohibited conduct when based upon a legally protected status include, but are not limited to:

- Verbal abuse or hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands
- Physical assault or stalking
- Displays or electronic transmission of derogatory, demeaning or hostile materials
- Unwillingness to train, evaluate, assist, or work with an employee, faculty member or student.

Harassment is unacceptable in the workplace, classroom, student and faculty housing, sports, University facilities, and in other University-related settings, such as study-abroad programs and University-sponsored social functions and events. This behavior violates University policy even when it may not be sufficiently severe or pervasive to constitute a violation of law.

### Responsibilities to Report

All members of the University community should report incidents of harassment in order to support the University policy. In order to assure the University is free of prohibited harassment, University officers, deans, department heads, faculty members, directors, and supervisors are required to report all incidents of harassment that they may have witnessed or of which they have been advised. The most appropriate recipients of reports are:

- The Office of The Vice President for Student Affairs or the appropriate School's designee if the alleged harasser is a student. At Tisch, the appropriate contacts are Megan Mannato, Director of Student Affairs, or Robert Cameron, Associate Dean for Student Affairs, at (212) 998-1900.
- The Human Resources Officer of the appropriate School or Department or the Office of Employee Relations of the Human Resources Division if the alleged harasser is an employee, including a student employee. The person to contact in Human Resources at Tisch is Katherine Drummond, Senior Director, Human Resources and Administrative Services, at (212) 998-1905.
- The Dean of the appropriate School or Faculty or the Dean's designee if the alleged harasser is a faculty member. For this situation, contact Louis Scheeder, Associate Dean for Faculty at the Tisch School of the Arts, at (212) 998-1805.
- The Director of Equal Opportunity if the alleged harasser is a visitor, vendor, third-party, or the Dean of an NYU School. The appropriate person to contact for this is e. Frances White Vice Provost for Faculty Affairs at (212) 998-2370.

It is not always easy to interpret words or actions that may be ambiguous and one may think are inappropriate. Therefore, the offices noted above are available to discuss the circumstances and address matters before they become severe or pervasive.

If a report is made to any of these offices, and that is not the appropriate office to receive the report, it becomes the responsibility of that office to forward the report to the appropriate office. If any of the persons at these offices is implicated in the harassment, or if a conflict of interest arises, the report should be made to the Director of Equal Opportunity. If that office is implicated, the report should be made to the Provost.

### Reporting a Harassment Complaint

All individuals who believe they have been harassed should file a complaint with the appropriate individuals or offices cited above. Verbal complaints should be reduced to writing by either the complainant or the individual who receives the complaint in order to preserve an accurate record. The written complaint should identify the parties involved; describe the harassing behavior; when and where it occurred; and identify by name or description any witnesses.

Complaints should be promptly reported so that appropriate action may be taken in a timely manner. However, the late reporting of complaints may not prevent appropriate remedial action.

Any conduct that may be in violation of this policy will be investigated, regardless of whether a complaint is filed, and appropriate remedial action will be initiated.

Effort shall be made to complete the investigation of a complaint within thirty (30) days of the report of the harassment. Extensions of the time frame may be necessary in some circumstances. The complainant and alleged harasser will be notified of the extension.

### Confidentiality

The University will maintain the confidentiality of the complaint to the greatest extent consistent with our goal of conducting a thorough and complete investigation. Effort will be made to safeguard the privacy and rights of all persons involved.

### Investigation and Disposition of the Complaint

The investigator will conduct a prompt, thorough and impartial investigation of the complaint in the manner he or she deems necessary. The parties to the complaint will each have an opportunity to be heard during the investigation. The parties will also be informed of the status of the investigation as deemed appropriate.

If it is determined that a violation of the University's harassment policy has occurred, prompt remedial action shall be taken. The nature of the remedial action and the process for its implementation will depend upon the particular facts and circumstances. If remedial action involves the imposition of sanctions, appropriate disciplinary procedures will be used. Sanctions imposed may be appealed through the appropriate appeals process. The findings and intended actions shall be communicated to the complainant and the alleged harasser.

If it is determined that no violation has occurred, such findings shall be communicated to the complainant and the alleged harasser.

If the results of an investigation show that the complainant knowingly filed false accusations of harassment, or that a witness gave false statements, such individuals will be subject to the appropriate disciplinary action.

### Retaliation

The University will take every step necessary to protect the complainant and any witnesses against retaliation for reporting the harassment or for participating in the investigation of a complaint.

Any employee, faculty member, or student who retaliates against an individual who complains of harassment, witnesses harassment, or participates in the investigation of a harassment complaint violates University policy and may be subject to sanctions. Complaints of retaliation should be reported as violations of this policy.

### Sexual Assault

Sexual assault is a sexual act against the will and without the consent of the

victim or where the victim is incapable of giving consent. This includes conduct that would be considered criminal under the New York State Penal Code. Since the medical, emotional, and legal needs of a sexual assault complainant may differ from those of other harassment complaints, sexual assault victims should, in addition to filing a University complaint, report the assault to the police and pursue counseling and other services available at the University.

Charges of these crimes should be directed to the New York City Police Department (911) or to NYU's Public Safety (212) 998-2222. For advice or assistance, contact one of the TSOA Counselors, Rachel Terte, C.S.W., Melissa Wacks, C.S.W., or Glen Barnard, M.S.W. The TSOA Counselors are located at 721 Broadway, 12th floor, and are available for scheduled appointments during posted hours. To schedule an appointment with a counselor please call Rachel Terte at (212) 998-1954, Melissa Wacks at (212) 998-1825, or Glen Barnard at (212) 992-7529. Students can also contact University counseling services at (212) 443-9999 (available 24 hours/day, 7 days/week). Students can consult the publication, New York University's Policies and Procedures Concerning Sexual Assault (available to download at [www.nyu.edu/student-affairs/policies](http://www.nyu.edu/student-affairs/policies)) for guidance on medical and counseling services. Faculty members and employees should consult New York University's Faculty and Staff Assistance Program (800-437-0911; Web site: [www.nyu.edu/hr/liferesources/carebridge.html](http://www.nyu.edu/hr/liferesources/carebridge.html)) for medical and counseling service referrals.

### Consensual Relationships

Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, romantic relationships in situations where one individual has greater power or authority over another frequently result in claims of harassment when the relationship ends and a perception of favoritism while the relationship continues. Such relationships are inappropriate. A "consensual" relationship between a professor and his/her student, a supervisor and a subordinate, or a coach and team player are examples of inappropriate relationships. If a consensual relationship occurs, any situation of authority must be discontinued and appropriate action may be taken.

### Education

The University supports a complete program for the education of its community with respect to the meaning and implementation of this policy. Training will be scheduled accordingly.

### POLICY ON THEATRICAL USE OF SIMULATED FIREARMS AND OTHER WEAPONS

New York University strictly prohibits possession of simulated firearms and weapons in and around any facility owned or controlled by the University except when the bearer is in possession of written approval or permit from a dean or department head or a dean or department head's designee. The criteria for granting written approval or permits, including completion of required training,

and the procedures for safe use of simulated firearms and weapons will be determined by the dean of the School or College in which the theatrical production occurs. Possession of a simulated firearm or weapon may be authorized and such possession permitted only if it is directly connected to a University- or School-related theatrical production (e.g., stage play or film production, or rehearsals for them).

When an individual is appropriately authorized to possess a simulated firearm or weapon for theatrical use at NYU, the following terms shall apply:

1. The approved simulated firearm or weapon may only be used during the time and in the manner specified in the written approval or permit.
2. Whenever an approved simulated firearm or weapon is transported from one location to another, including within the same building, it must be placed in a secure container in such a manner that it cannot be observed.
3. The individual to whom written permission has been granted to possess a simulated firearm or weapon must maintain custody of the simulated firearm or weapon at all times and may not transfer custody of the simulated firearm or weapon to any person not specified in the written permission. The written permission must accompany the simulated firearm or weapon at all times.
4. The individual to whom permission has been granted to possess a simulated firearm or weapon may not drink alcoholic beverages or engage in any reckless behavior while in possession of a simulated firearm or weapon.
5. When not in use for a theatrical production, the simulated firearm or weapon must be securely stored in a location chosen by the School that is sponsoring the theatrical production, which location must be approved by the Vice President for Global Security and Crisis Management. Under no circumstances may simulated firearms or weapons be stored in any University owned, leased, or controlled facilities other than an approved safety storage area.
6. If for any reason it is not possible for an individual in authorized possession of a simulated firearm or weapon to return the item to an approved safety storage area after authorized use, the simulated firearm or weapon should be brought to the Department of Public Safety at 14 Washington Place for temporary safe storage.
7. There is no exception to the prohibition of simulated firearms and weapons in New York University residential facilities, at any time and for any purpose.
8. Under no circumstances may students bring their own simulated firearms or weapons to campus. Students are limited to using simulated firearms or weapons supplied by their School and/or department or rented from a licensed third-party supplier of theatrical simulated firearms and weapons.

### TISCH SCHOOL OF THE ARTS OWNERSHIP POLICY

The creative works produced by students at the Tisch School of the Arts in fulfillment of class assignments, or as individual study projects, whether made on Tisch School of the Arts premises or elsewhere, with or without Tisch School of the Arts equipment, and with or without extra funds (hereafter called, "Stu-

dent Works”), have a dual nature. First and foremost, the production of Student Works is intended as an educational experience. However, the product of that educational experience is an item of property that may have a market value for its creator(s).

The interest of the Tisch School of the Arts in any Student Work extends only through the completion of the educational experience associated with such Work—until its utility as an educational device or matrix has been exhausted. This is not necessarily the completion of the Work; many Student Works that are technically incomplete have nonetheless satisfied the educational purposes for which the creation of such Works was intended.

But, if certain students were to market, distribute, or work for private profit on a Student Work prior to the termination of that Work’s usefulness as an educational device, it could deprive other students of the opportunity to work in or with such Work and hinder the exercise of proper faculty supervision of such work, thereby obstructing the educational purpose that the production of such Work is intended to serve.

Student Works are prepared for educational purposes, not as products for market, and the financial value of Student Works, if any, is at most a secondary benefit of their creation. Therefore, it is in the interest of the students at the Tisch School of the Arts and of Tisch as a whole that each Student Work remains subject to certain restrictions until the educational experience associated with such Work has been completed. Following the completion of such experience, the Tisch School of the Arts has no interest in the marketing of any Student Work or any income derived therefrom. Therefore, all Student Works are subject to the following ownership policy:

1. All Student Works are owned by the student(s) who creates them.
2. Any income from distribution of any Student Work shall be the property of the student(s) who creates such work.
3. All students who create or participate in the creation of a Student Work are jointly and severally responsible for such Student Work, including without being limited to, for determining and ensuring that such Student Work does not violate or infringe on any copyright, any right of privacy, or any other right of any person, and that such Student Work is not libelous, obscene, or otherwise contrary to law. Such students shall also be jointly and severally responsible for obtaining any necessary permissions for the use of any copyrighted materials included in such Student Work.

Any advice or assistance given by any faculty member or other representative of the Tisch School of the Arts or of New York University to any student in relation to the foregoing responsibilities, or otherwise in relation to the preparation or production of a Student Work, shall not be construed (a) as the assumption of such responsibility or of any liability by such person, by the Tisch School of the Arts, or by New York University; (b) to deem the University, the School, or

such person a joint venturer with such student; or (c) to grant such student the power, right, or authority to create any obligation or responsibility on behalf of, or otherwise, to bind the University, the School, or such person.

Each student who creates or participates in the creation of a Student Work agrees to indemnify and hold harmless the Tisch School of the Arts and New York University against any loss, damage, liability, or expense that they incur as a result of the preparation or production of such Student Work, including, without being limited to, any material in such work that infringes or violates any copyright, right of privacy, or any other right of any person, or is libelous, obscene, or contrary to law.

4. To ensure that each student and faculty member has a meaningful opportunity to participate in the educational process occasioned by the production of each Student Work, the student(s) who owns each Student Work agrees not to distribute such Work in any manner, whether by sale or other transfer of the ownership or other rights, license, lease, loan, gift, or otherwise, except for entering such Work in festivals or competitions, and further agrees to make such Student Work available to other students and to faculty members of the Tisch School of the Arts for any use relating to his or her education or to the education of such other students, until such student, or if more than one student owns such Student Work, until all such students have either graduated from New York University or are no longer matriculating at New York University. The Dean of the Tisch School of the Arts may, in her sole discretion waive these restrictions for any reason satisfactory to the Dean.
5. The student(s) who owns each Student Work grants New York University: (a) the right to purchase prints or other copies of such Student Work at cost, whenever, in the University’s sole discretion, such prints or other copies are needed for any University use; and (b) the right to reproduce, display, or perform such prints or other copies anywhere and for any reason, including, without being limited to, publicizing the Tisch School of the Arts or New York University, without any royalty or other payment of any kind to the student(s), provided that such prints or copies may not be rented or sold by the University. Such student(s) also agrees that he or she will not make any contract or commitment regarding the Student Work contrary to this policy or in derogation of the rights granted to the University by this policy, and that he or she will sign any document reasonably requested by the University to confirm or enforce any of the rights granted to the University by this policy.
6. The Tisch School of the Arts will decide whether or not to put its name on a given Student Work. If so requested by the Dean of the Tisch School of the Arts, the student(s) who owns each Student Work agrees to credit in such Student Work, in a manner satisfactory to the Dean, any donor to the Tisch School of the Arts whose donation contributed in any way to the production of such Student Work.

# REGISTRATION & ENROLLMENT

## CHANGE OF ADDRESS/PHONE

The NYU Registrar's Student Services Office maintains the official record of your local and permanent address. It is extremely important that the university maintain correct, up-to-date addresses and telephone numbers, including cell phone numbers, and it is the student's responsibility to provide this information. Students may update the personal profile at the University Registrar's Office (25 West 4th Street, 1st floor) or using Albert, and should inform their department of any changes to the personal profile.

Students should always update the personal profile contact information when changes are in order. The easiest way to update the address and telephone number is by using ALBERT (<http://home.nyu.edu>, "Academics" tab). Once logged in to ALBERT, students can update addresses and other contact information by selecting the appropriate area under "Personal Profile." Using ALBERT, students can create or change their PIN, view and update their address information, view their account balance information, financial aid status, unofficial transcript, midterm and final grades, course schedule, as well as their degree progress report (undergraduate students only). Eligible students can also register online, as well as check their registration and course status.

## NYU HEALTH REQUIREMENTS

### Immunization Policy

New York State law and/or New York University requires that all students provide the University with certification from a health care provider or other acceptable evidence that they have received immunization against measles, mumps and rubella, or evidence of immunity by history of disease or serological evidence.

All students registering for 6 or more credits in a degree-granting program must provide immunization documentation for Measles (Rubeola), Mumps, and Rubella (German Measles) prior to registration. All graduate students and continuing undergraduates registered for 6 or more credits must decide whether or not to be immunized against meningococcal disease, a potentially fatal bacterial infection commonly referred to as meningitis, and to provide formal confirmation of their decision. All newly admitted undergraduate students must provide evidence of vaccination for meningococcal meningitis.

Measles, mumps, rubella and meningitis immunization information and appointments are available at the Student Health Center, (212-443-1199; Web site: [www.nyu.edu/shc](http://www.nyu.edu/shc)). Failure to comply with the immunization requirements will result in denial of registration privileges for NYU students. In addition to

this requirement, UHC recommends that students consider vaccinations for Hepatitis B, Varicella, and Meningitis. Please discuss these immunization options with your primary care provider.

### Insurance Services

New York University students in degree-granting programs are required to maintain health insurance. Many students are automatically enrolled in an NYU-sponsored student health insurance plan as part of the University's registration process. NYU sponsors several student health insurance plans, and automatic enrollment varies according to school, credit load, and visa status. For more specific information, please refer to the Student Health Services and Insurance Handbook or call the Student Health Insurance Services Office (212-443-1020; [www.nyu.edu/shc/about/insurance.html](http://www.nyu.edu/shc/about/insurance.html); [health.insurance@nyu.edu](mailto:health.insurance@nyu.edu)).

## IDENTIFICATION CARDS / NYUCARD

All students are required to have an NYUCard, the University's photo ID card. Your NYUCard allows you access to Tisch and most University facilities and should be carried at all times. The NYUCard can also function as a debit card for making purchases at the bookstore, campus dining facilities, Coles Sports Center, vending machines, etc. Take extreme care not to lose your card. Replacing the card costs \$15.00, a charge that can only be waived if you can submit a police report indicating that the card was stolen. Report lost or stolen cards by calling (212) 443-CARD.

For further information contact:  
New York University  
NYUCard Center  
7 East 12th Street, Ground Floor  
New York, NY 10003-4475  
(212) 443-CARD (2273); [www.nyu.edu/nyucard](http://www.nyu.edu/nyucard)

## REGISTRATION AND MATRICULATION

### Definition of Registration, Matriculation, and Full-time Status

This section is meant to help you understand the difference between 'being registered' and 'being matriculated,' as those terms are commonly used. The distinction is an important one because many aspects of your student life are affected (e.g., matriculant status affects financial aid, housing, and in some cases, insurance coverage).

You are considered registered when you have completed the registration process established by your department and the University Registrar's Office, and when you have fulfilled your financial obligation to the satisfaction of the Bursar (in most cases, this involves full payment of tuition).

Matriculation means:

- you have satisfactorily met all Admissions Office requirements for acceptance into a degree or certificate program (that usually includes, but is not limited to,

evidence of secondary school graduation and final official transcripts of all college work); and,

- you are enrolled in course work leading to a degree (for an exception, see Leave of Absence, page 26).

You are not matriculated until you have met all requirements for admission. In some cases, students are admitted to the School (with the expectation on the part of the Admissions Office that requirements will be met), register, and are not yet matriculated. You must establish matriculant status immediately upon entering school if you were accepted as a degree or certificate student.

You are considered a full-time student if you register for 12 or more credits in a semester. **Note:** At NYU, “points” and “credits” should be considered interchangeable terms.

### MAINTENANCE OF MATRICULATION AND EQUIVALENCY

For students enrolled for the M.F.A., M.P.S., and M.A. (in Moving Image Archiving and Preservation) degrees.

*Please note: Students enrolled for the M.A., M. Phil, or Ph.D. degree through the Cinema Studies and Performance Studies departments should consult the GSAS Policies and Procedures Handbook concerning maintenance of matriculation and equivalency policies.*

#### Maintenance of Matriculation

Graduate students who have completed all course work, but have yet to complete final thesis requirements, must maintain matriculation each fall and spring semester until all degree requirements are fulfilled. To maintain matriculation, students complete a registration form in their department using the appropriate course number. In addition to the maintenance of matriculation fee, students are charged a registration and services fee by the University. Student health insurance fees are charged for those who opt to enroll in one of the available plans.

*Special note on Graduate Film and Interactive Telecommunications:*

*Because students are eligible to use equipment while maintaining matriculation to complete the thesis, students are assessed mandatory lab and equipment insurance fees in addition to those listed above.*

#### Equivalency

Certification of full-time or half-time equivalency status can be important for one or more of the following reasons: a) eligibility for financial aid; b) renewal or fulfillment of the terms of a student visa; c) deferral of student loan repayments; d) eligibility for certain health insurance plans.

*Full-time equivalency:* a student may be judged by her or his department as full-time equivalent if s/he is engaged in at least forty hours of work on the thesis

project each week of the semester.

• *Half-time equivalency:* a student may be judged by her or his department as half-time equivalent if s/he is engaged in at least twenty hours of work on the thesis project each week of the semester.

• *Equivalency while registered for course work:* a student may be judged as full-time or half-time equivalent through a combination of registered course work (six credits being the equivalent of twenty hours per week) and work on the thesis project.

**Time limits on equivalency: a student maintaining matriculation may be certified as full-time equivalent for a maximum of two consecutive semesters. A student may be certified as half-time equivalent for a maximum of four consecutive semesters.**

#### Special note on Maintenance of Matriculation in General:

Maintenance of matriculation is mandatory for any graduate student still working toward his/her degree. Certification of equivalency, however, is not necessary, required, or even permitted in some cases where the student is maintaining matriculation. For example, a student maintains matriculation for two semesters and is certified full-time equivalent for both semesters. If the student does not graduate at the end of this period, then an extension must be applied for through the department, or s/he simply maintains matriculation without equivalency. Any student being certified full-time or half-time equivalent is either registered for course work or maintaining matriculation.

#### Procedure for Maintaining Matriculation and Establishing Equivalency:

To maintain matriculation, the student fills out a Program Change Form using the appropriate course number for Maintaining Matriculation, and submits the form to the department for approval. If the student is also being certified full-time or half-time equivalent, then s/he must also complete an equivalency form to be approved by the chair. The approved equivalency form is then submitted to the Director of Academic Services in Tisch Student Affairs. Registration for maintenance of matriculation and equivalency must be completed no later than the third week of the semester.

#### Important notes on equivalency:

- A student employed full-time MAY NOT request full-time equivalency.
- The department chair must authorize and sign equivalency certification.
- Extensions beyond the two-semester limit for full-time equivalency and four semesters for half-time equivalency are granted only under exceptional circumstances. They will be given only when a compelling case can be made to the Associate Dean that the student has been working steadily on the thesis and has a valid reason for the extension.

- Students taking leaves of absence or receiving waivers of matriculation fees are not eligible for either full-time or half-time equivalency.

### CHANGE OF PROGRAM (DROPPING/ADDING CLASSES)

*Note: The Program Change Form is commonly referred to as a Drop/Add Form.*

There may be a number of reasons why you would need to change your course of study before or during the semester. Be sure to read and follow these procedures carefully.

The following information applies only to the *fall* and *spring* semesters. Although the same procedure for withdrawing from summer classes is applicable, the refund schedule is accelerated. You should consult the All-University Summer Bulletin for detailed information, or contact the Office of Special Programs at (212) 998-1500. The summer withdrawal schedule can also be found on the Registrar's website [www.nyu.edu/registrar](http://www.nyu.edu/registrar) under "Registration."

There are a number of regulations and a strict calendar of deadlines governing changes in your program. Please consult the drop/add and refund schedule. You will see that your refund and the notation appearing on your transcript are affected. For a calendar of drop/add dates, visit the registrar's calendar webpage at [www.nyu.edu/registrar/calendars/academic-calendar.html](http://www.nyu.edu/registrar/calendars/academic-calendar.html). To view the refund calendar, visit [www.nyu.edu/bursar/refunds/schedule.html](http://www.nyu.edu/bursar/refunds/schedule.html).

The process of changing your program begins in your department. Although you can drop/add using Albert ([home.nyu.edu](http://home.nyu.edu)) during the first two weeks of classes, you are responsible for adhering to the academic program approved by your departmental advisor. *Please note: Rules for the school in which a student is registered apply when dropping or adding a class, not the school in which the course is offered. For example, TSOA drop/add policy applies to TSOA students who may be enrolled in CAS courses.*

Albert registration ends after the second week of the term. After this time, you must fill out a drop/add form and have it signed and stamped by your department approving your change of program. **After the third week of the semester, the drop/add period is considered over.** Any program change after the end of the third week requires three separate approvals: 1) written permission of the instructor (if you are adding a course); 2) departmental approval; 3) approval by the Associate Dean for Student Affairs.

**Courses cannot be dropped after the 9th week of the semester.** Remember that if you stop attending a class, it is not an official withdrawal; if you do not officially withdraw, you will be graded accordingly, and may be assigned a permanent failing grade.

Students who wish to drop all classes for a current semester should complete the online withdrawal form, available on the Registrar's website at [www.nyu.edu/registrar](http://www.nyu.edu/registrar) or through Albert. The online withdrawal form should be used for students who wish to take a leave of absence or withdraw from the University

completely. It should not be used by students who wish to drop or add individual classes but remain enrolled, have half-time or full-time equivalency for the semester, or maintain matriculation for the semester. Parts one and two of the online withdrawal form must be completed, and students should follow up with their departments and the Tisch Office of Student Affairs.

Restrictions and Notes on Registration:

- Late registration: If you register after the first week of classes, you are registering late. A late registration fee goes into effect one week after the start of classes. At that time, initial registration forms must be approved by your department and the Associate Dean for Student Affairs.
- If you drop a class during the first three weeks of a term, it will not appear on your record. After the 3rd week, the grade recorded will be a W. **There are no exceptions to this rule.**
- You may not drop a class after the 9th week of classes.
- TSOA undergraduates are expected to be full-time students. You are considered full-time if you are registered for 12 or more points in a semester. Most programs do not allow part-time students. You must have permission of your chair and the Associate Dean for Student Affairs to be part-time.
- Students may enroll for up to 18 points per term and may not take more than 18 points per term without permission of the department and approval of the Associate Dean for Student Affairs. There is an additional per-point fee above 18 points.

### REFUNDS AND WITHDRAWALS

Please remember that the refund schedule defined below applies only to fall and spring semesters. Summer information can be found at <http://www.nyu.edu/bursar/refunds/schedule.html>.

A refund of tuition will be made by the Bursar's Office after an Albert program change or presentation of a drop/add form accompanied by the appropriate approvals. The refund will be automatically calculated according to the schedule published below. **The date on which the Program Change Form is processed by the University Registrar's and Bursar's Offices, not the last date of attendance in class, is considered the official date of your withdrawal. It is this date that serves as the basis for computing any refund granted.**

The refund period is defined as the first four calendar weeks of the term for which application for withdrawal is filed. The processing of refunds takes approximately six weeks.

## REFUND PERIOD SCHEDULE (FALL AND SPRING TERMS ONLY)

This schedule is based on the total applicable charges for tuition *excluding non-refundable fees and deposits*.

<b>Bursar Refund Schedule</b>		<b>Fall 2009</b>	<b>Spring 2010</b>
First day of Classes		Sept. 8, 2009	Jan. 19, 2010
Withdrawal through the <b>Official First Day of the semester</b> = 100% of Tuition & Fees			
		Prior to 9/9/09	Prior to 1/20/10
<u>Withdrawal During:</u>	<u>Refund Amount</u>		
First calendar week of classes	100% of tuition*	9/9/09-9/14/09	1/20/10-1/25/10
Second calendar week of classes	70% of tuition*	9/15/09-9/21/09	1/26/10-2/01/10
Third calendar week of classes	55% of tuition*	9/22/09-9/28/09	2/02/10-2/8/10
Fourth calendar week of classes	25% of tuition*	9/29/09-10/05/09	2/09/10-2/15/10
After the fourth week of classes	NO REFUND	10/06/09 forward	2/16/10 forward

\*Note that ALL fees (REGISTRATION, SERVICE, LAB AND INSURANCE FEES) ARE NON-REFUNDABLE after the official first day of the semester.

It should be noted that the registration and services fee is in no case refundable after the first official day of the semester. Special fees (e.g., lab, ticket and projection fees) are also non-refundable in all cases.

Only under extraordinary circumstances are exceptions to the above schedule granted. Appeals should be made, in writing, to the Director of Student Affairs and should be supported by appropriate documentation regarding the circumstances that warrant consideration of an exception.

### **Important Notes on Withdrawals:**

- If you withdraw from a semester of course work and intend to return, you should follow the Leave of Absence procedure described below.
- If you are contemplating a withdrawal from the School, you should meet with both a departmental advisor and the Associate Dean for Student Affairs to discuss your situation and options. The academic and financial implications of a withdrawal should be fully examined.

## LEAVE OF ABSENCE

### Voluntary Leave of Absence

Students who wish to be out of attendance from the Tisch School of the Arts for one semester or one academic year may apply for an official leave of absence. Because a leave interrupts progress toward the degree and may interrupt professional training, it is granted only for a good cause. A leave of absence maintains a student's status as accepted and matriculated toward the degree. Being absent from school without an official leave, even for one semester, has

the effect of invalidating acceptance towards the degree, forcing the student to re-apply for admission.

### Applying for a Leave of Absence

A student contemplating a leave of absence should begin by discussing the matter with his/her department advisor. To officially request a leave, the student must submit a Leave of Absence Request Form to his/her department chair along with a written explanation of the reasons for the leave and its duration. The Leave of Absence Request Form may be obtained from Tisch departments, from the Student Affairs Office, or downloaded from the website at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms). If the department chair feels the leave is justified, s/he will forward the request to the Associate Dean of Student Affairs for approval. A request for a leave for medical reasons must be accompanied by a note from a health care provider and will require additional approval from Counseling and Behavioral Health Services and/or the Medical Services Division of the Student Health Center. A leave is official only after the student receives final written approval from the Associate Dean of Student Affairs.

The student should be aware that a leave of absence may affect financial aid, University housing, and future student status. Students should discuss these ramifications with the appropriate offices before applying for a leave. While on leave, students are responsible for meeting all financial aid and housing deadlines relevant to returning students. Students receiving federal loans (SSL, SLS, and Perkins) should note that a leave of absence does not certify one as an enrolled student for the purpose of loan deferral. There is a separate leave of absence procedure for those seeking to register off-campus during their leave (see page 32).

As a general rule, a leave of absence must be requested prior to the first day of classes of the semester. Requests for leaves after this date will be evaluated on a case-by-case basis. A leave will usually not be granted after the end of the third week of classes. This marks the conclusion of the drop/add period, after which a student withdrawing for the term receives grades of W in all courses. The grade of Incomplete is not possible for a student on leave, and the student is not permitted to make up work for courses after a W is assigned, as it is a terminal grade. If a student is granted a leave after the semester has begun, the same graduated refund schedule applying to withdrawal from classes is in effect. For the graduated refund schedule and policies, please refer to page 26. The refund schedule is strictly enforced.

### Extending a Leave

The normal time limit for a leave is one academic year (or two consecutive semesters) in total. To request an extension of a leave, the student must write to the Associate Dean for Student Affairs. Be sure to include the reasons for the extension and the time period involved. An extension of the leave may be

granted for good cause, but for no longer than an additional two consecutive semesters.

#### **Returning from a Personal or Financial Leave**

Students must notify the Office of Student Affairs of their intention to return from a leave of absence at least six weeks prior to the registration period for the semester of their intended return. In order to do this, the student must fill out a Return from Leave of Absence form, which may be obtained from the student's department, the Office of Student Affairs, or online at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms), and send it to the Office of Student Affairs. The student will then be reactivated in the Student Information System and permitted to register for courses.

#### **Returning from a Medical Leave of Absence**

If the reason for the leave was medical or psychological, the student must also provide a letter from his/her health care provider confirming that the student has been in treatment since leaving the University. Once these documents have been received, the student will be provisionally reactivated in the Student Information System and be permitted to register for courses.

No later than one month prior to the beginning of classes, the student must have his/her health care provider complete a "Certificate of Fitness to Return" and make an appointment to be assessed (at no charge to the student) by the Director of Counseling and Behavioral Health Services (or his/her designee) and/or the Medical Director of the Student Health Center (or his/her designee), who will provide a recommendation to the Associate Dean of Student Affairs regarding the student's fitness to return. If the student has not completed these steps by the first day of classes, his/her provisional reinstatement will be revoked and he/she will be de-enrolled from courses.

#### **Appeal of a Decision Denying Re-enrollment**

A student may appeal a decision denying re-enrollment to the Provost (or the Provost's designee) in writing within ten business days (excluding weekends and federal and state holidays) of receiving the decision. The Provost shall review the record and any additional information submitted by the student and render a decision within ten business days (excluding weekends and federal and state holidays) of receiving the appeal. The Provost's decision shall be final. The Provost may extend the time limits set forth above as necessary.

#### **Involuntary Leave of Absence**

The Tisch School of the Arts/ New York University may place a student on an involuntary leave of absence from that student's academic program when that student: 1) poses a direct threat to the health and safety of self or others; and 2) is not able or not willing to take a voluntary leave of absence.

#### **Process of Being Placed on an Involuntary Leave**

When an involuntary leave is under consideration, the Associate Dean of Student Affairs will consult with necessary University officials. A psychological and/or medical evaluation may be required and completed by Counseling and Behavioral Health Services and/or the Medical Services Division of the Student Health Center if the conduct giving rise to the involuntary leave was caused by a medical or psychological condition. The student will be asked to provide relevant medical and/or psychological information from his or her health care provider.

Following the review of a completed psychological and/or medical evaluation and upon consideration of the recommendations made by any of the above necessary University officials, the Associate Dean of Student Affairs will make a decision about the leave. The student will be informed in writing of the decision and, if a leave of absence is mandated, the terms and conditions of the leave and re-enrollment.

#### **Duration of Involuntary Leave**

A student placed on an involuntary leave must be on leave for no fewer than one full academic semester (excluding the semester in which the student is required to leave) and no longer than two full academic semesters. An extension of the leave period may be granted for a good cause.

#### **Appeal of an Involuntary Leave Decision**

A student who is placed on an involuntary leave may appeal the decision to the Provost (or the Provost's designee) within three business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The Provost has ten business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The Provost may extend the time limits set forth above as necessary.

#### **Returning from an Involuntary Leave**

Students wishing to return from an involuntary leave of absence should follow the procedures above for returning from a voluntary leave.

### **AUDITING**

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Auditing means registering, paying for (or having included in the flat fee), and completing the work specified by the instructor in classes for which you will not receive credit toward your degree. A grade of R is automatically given in audited courses. You are permitted to register as an auditor in TSOA courses provided that:

1. You have permission of the instructor;

2. You have permission of the department offering the course;
3. You have permission of your department.

Auditors register *after* students taking the course for credit have registered, provided that space and equipment are still available. Additionally, auditors must register in person by going to the Office of Student Services, 25 West 4th Street, 1st floor. Auditors cannot register using Albert.

Normally, you may not audit more than one course per semester, nor more than three courses during your undergraduate career, nor more than two courses during your graduate career. Credit is not granted for audited courses, and auditing does not count toward full-time status.

For information on auditing courses in other divisions of the University, you should consult the policies of that division, usually found in the appropriate bulletin.

### CHANGE OF MAJOR/INTERNAL TRANSFER (UNDERGRADUATES)

If you are interested in changing your major within Tisch, you must apply to the program by submitting an Internal Transfer application. The application is available online at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms). This process requires the approval of your current department. Once you have received approval, please submit the application to the Director of Recruitment in the Office of Student Affairs. The Director acts as a liaison between you and your intended program. Once your application and portfolio have been reviewed by the department to which you would like to transfer, you will be sent a letter indicating whether or not you have been accepted to that program.

The following points are important to keep in mind when considering a transfer:

- You must have completed one year of coursework before you can be eligible for a transfer.
- All departments require an audition, portfolio or other creative materials as part of the admission process.
- Acceptance into one TSOA department does not guarantee your acceptance into another TSOA department.
- Deadline for submission is March 1<sup>st</sup>. Departments do not allow mid-year transfers.
- If you are interested in a transfer to another NYU division, please contact the Office of Undergraduate Admissions, 665 Broadway, 11th floor, (212) 998-4500, <http://admissions.nyu.edu>

### DOUBLE MAJOR / MINOR (UNDERGRADUATES ONLY)

In all Tisch undergraduate departments students may choose to pursue a second major or a minor. The second major or minor may be in another division of NYU or within TSOA, assuming that the department allows such study. A second major outside of Tisch can only be pursued within the College of Arts and Science. If you choose to double major or minor in another division of NYU, your “primary” department is your TSOA department. If work for a second major or minor is done in TSOA, your “primary” department is the department into which you were first accepted. If minoring, your primary department is always the department of your major.

To declare the double major/minor outside the Tisch School of the Arts, please fill out the Declaration of a Second Major/Minor Form available in your department or online at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms). Then, meet with an advisor from the second department to review and complete the form with you. Submit the completed form to your primary department.

Students who wish to complete a double major in another department within the Tisch School of the Arts must complete the Tisch Double Major Application available in the Office of Student Affairs or online at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms). The number of double majors within the Tisch School of the Arts is limited.

Some course work done to satisfy requirements of the second major or minor may occasionally be used toward degree requirements of your primary department, e.g., psychology courses from a second major in psychology might be applicable toward the social science portion of your TSOA general education requirement.

Additionally, in planning a second major or minor, you should take into consideration the effect on your financial aid. If completing the second major or minor requires you to continue in school beyond eight semesters, you may not be eligible to receive aid beyond the eighth term. You should seek advisement from the TSOA financial aid advisors in the Student Affairs Office.

### STUDYING AWAY FROM THE NYU CAMPUS

#### Study Abroad Opportunities

The Tisch School of the Arts and New York University offer a wide range of study abroad options. The Tisch Office of Special Programs administers Tisch professional training and general education courses in many international locations over the course of the fall, spring and summer semesters, including Amsterdam, Dublin, Florence, Havana, Johannesburg, London, Nice, Paris, Prague, Shanghai, and Singapore. Individual Tisch departments may have their own specialized study abroad programs, such as the Drama Department’s

semesters in London and Amsterdam. Tisch students should contact the Office of Special Programs at (212) 998-1500 or visit <http://specialprograms.tisch.nyu.edu> for full information.

There are many additional international study and exchange programs sponsored by the NYU Study Abroad Office. Tisch students can take advantage of programs in Accra, Berlin, Buenos Aires, Florence, London, Madrid, Paris, Prague, Shanghai, and Tel Aviv. For additional information, call (212) 998-4433 or visit <http://www.nyu.edu/studyabroad>.

All of the above programs are offered as NYU credit and students register, after receiving advisor and program approval, in the normal manner for the designated NYU course numbers.

### Applying for Permission to Register Off-campus

Generally speaking, once you have chosen to obtain your degree at the Tisch School of the Arts, New York University, you are expected to complete all of your coursework at this institution. Classes in professional training, general education (liberal arts) and electives are seen as complementing each other and requisite courses in all areas are expected to be completed within the curriculum at New York University. Students interested in study abroad, for example, are encouraged to look at NYU-sponsored programs first before turning to any outside curriculum.

There are occasions when students will wish to seek permission to take non-NYU courses either abroad or off-campus at another university within the country. If a student feels s/he has a sound educational reason for doing so, s/he is encouraged to apply for permission to pursue the study and have credits apply to his/her degree here. There are two essential criteria governing this permission:

1. Permission to register at another university, whether during the summer or during the academic year, whether inside the U.S. or abroad, will be granted only for **compelling educational reasons**. An example of a compelling educational reason might be a film student interested in bringing knowledge of Native American studies to her work in documentary film. A semester-long specialized program in Native American studies at another university would complement the student's program here and would be a reason for granting a leave of absence with permission to register off-campus and have the credits applied to the Tisch degree.

2. In order to obtain permission, the course(s) should be in *subject areas* that are *not* taught at New York University. If the subject area of the course is available at New York University, students are expected to take courses in that subject at NYU. For example, a student seeking to take a psychology course at a local

university over the summer between his junior and senior year would generally not be allowed to have those credits transfer, since there are a full range of psychology classes offered here at NYU.

To obtain permission, you should begin by speaking with a departmental advisor. If you then wish to pursue permission, fill out the Application for Permission to Register Off-Campus with a Leave of Absence for off-campus study requests during the academic school year. If you would like to request permission to study off-campus during the summer, use the Application for Permission to Register Off-Campus for summer. Submit the appropriate form with the supporting documentation to your department chair for approval. The forms are available in your department, through the Office of Student Affairs, or online at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms). If the request is approved by your department, the form is then forwarded to the Office of Student Affairs for consideration. Final approval is granted by the Associate Dean of Student Affairs.

Please be aware that permission is granted only after a careful review of both your educational rationale and the details of your intended plan of study.

A number of additional conditions govern off-campus registration.

To be eligible for permission:

1. A student must have a minimum cumulative grade point average of 3.0 at the time of application
2. The proposed off-campus coursework must be at a properly accredited four-year institution. Community college and junior college coursework is not transferable.
3. Credit for off-campus study cannot comprise any of the last 32 credits to be earned for graduation from New York University.
4. The proposed off-campus credit cannot cause the student to exceed the maximum number of transfer credits allowed by the student's department.

For the coursework to be credited to the Tisch degree:

1. Credit will be given only for coursework that has been approved on the Permission to Register Off-Campus form. If you plan on registering for a different course, you must obtain approval before the off-campus class begins.
2. A grade of "C" or better must be obtained for credit to be granted. Credit will not be granted for courses taken on a Pass/Fail basis.
3. After completion of your study, you must, at the earliest date possible, have an official transcript of completed work sent to the Tisch Office

of Student Affairs. No credit can be granted without receipt of an official transcript. The transcript should be sent to:

Tisch School of the Arts, New York University  
Attn: Director of Academic Services  
Office of Student Affairs  
721 Broadway, Room 801  
New York, NY 10003

The normal conditions applying to a regular leave of absence (see p. 26) also apply to a leave with permission to register off-campus (during the academic school year).

Please note that NYU operates on a semester system. If permission is granted to attend a university on the quarter system, credit will be granted according to the following formula: each quarter hour is equivalent to two thirds of a semester hour. A four credit quarter-hour course, therefore, will usually translate to two semester credits at NYU. NYU does not grant fractions of credits.

## READMISSION

**Undergraduate:** Any student who has been out of school for one semester or more without an Official Leave of Absence must be readmitted.

There are two different procedures depending upon your particular status:

1. You must reapply through the Admissions Office if you enrolled at another school during your absence from Tisch or if you were out of attendance for *five or more years*, whether or not you enrolled in course work elsewhere.
2. You must reapply using the *Readmission Application Form* available in your department, in the TSOA Student Affairs Office, or online at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms) if you did not attend another school during your absence and you have been out of attendance less than five years.

In either case, your readmission is subject to the conditions mandated by your department. You might, for example, be required to re-audition or submit new creative materials.

If accepted, you are automatically readmitted to your original department, and you must abide by the degree requirements specified by your department at the time of your readmission, unless otherwise indicated by your chair.

If you wish to apply to transfer to another TSOA department, you must first be readmitted then submit an *Internal Transfer Application*. The application can be obtained in the Office of Student Affairs or downloaded through the Student Affairs website at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms).

**Graduate:** Students seeking readmission to a graduate department in TSOA should contact the Graduate Admissions Office, 721 Broadway, 8<sup>th</sup> floor, (212) 998-1918.

**Special Note:** *The only exception to readmission policy as stated above is as follows: if a Tisch undergraduate student has met graduation requirements and is placed on the graduation list within one calendar year of the end of the semester of his or her last registration, and has no need to register for additional NYU credits in order to graduate, the student may, upon being placed on the graduation list by his or her department, be automatically reactivated by the Registrar without the need to reapply for admission. A student who comes up for graduation beyond one calendar year past the end of the semester of his or her last registration must reapply in accordance with the normal policy.*

## EVALUATION OF CREDIT FOR TRANSFER STUDENTS

The following pertains to undergraduate students. (For graduate students, credit is evaluated by the department chair in consultation with the Director of Graduate Admissions.)

- Transfer credit is evaluated by the Office of Undergraduate Admissions for all external transfers and by the student's new department for all internal transfers. Credits are evaluated in both the major and non-major areas (except in the Dance Department and Photography Department where credit in the major or in a related area is granted at the discretion of the chair of the department). The admissions officer works closely with the department in evaluating credit in the major area of the other departments. Students should be aware that in all departments, there is a specific maximum number of transfer credits allowed, due to departmental residency requirements.
- In general, when granting advanced standing, the following are considered: the content, complexity, and grading standards of courses taken elsewhere; individual grades and grade point averages attained by the applicant; the suitability of courses taken elsewhere for the program of study chosen here; and the degree of preparation that completed courses provide for more advanced study here.
- NYU operates on a semester system. If you attend a school that is on a quarter system, you will receive credit according to the following formula: 2/3 semester hour = 1 quarter hour. Thus, if you successfully complete a 4-quarter-hour course, you will receive 2 semester credits here. NYU does not grant fractions of credits.

- As a transfer student, you are sent a tentative evaluation of credit with your acceptance letter; the final evaluation is completed upon receipt of your final transcript from all previous institutions. *Refer to your tentative evaluation for course selection during your first registration.*
- You must submit final official transcripts from all your former colleges to the Office of Undergraduate Admissions (665 Broadway, 11th floor, New York, N.Y. 10012) so that your transfer credits can be finalized by the end of your first semester. Until your transfer credit is finalized, you are not considered fully matriculated in TSOA. You should make this an important priority.
- If you think your transfer evaluation does not accurately reflect a proper distribution of your previous college work, you may appeal to your department. All adjustments to the transfer evaluation must be made within the first year at TSOA. After such time no amendments to the statement of transfer credit will be considered.
- Only courses in which you earned a grade of C or above are eligible for transfer credit. There are no exceptions. Courses taken on a pass/fail basis will not be accepted for credit.
- Credit is accepted only from colleges or universities that have been accredited by the regional Association of the American Association of Collegiate Registrars and Admissions Officers. An exception is made when a school is in the trial period of “Candidacy” for accreditation.
- For information on credit for standardized tests, please see the section entitled Credit for Standardized Testing, pages 50-51.
- If you have taken a course elsewhere or have presented Advanced Placement credit in a course area, do not retake the equivalent of the course at New York University. You cannot receive credit for taking the same course twice.
- For information on credit for courses taken while in high school, please see the section entitled Credit for College Courses Taken While In High School, pages 50-51.

## REQUESTING AN OFFICIAL COPY OF YOUR TRANSCRIPT

Transcript requests are handled by the NYU Registrar’s Student Services Office, located at 25 West 4th Street, 1st floor. Requests for official transcripts require the signature of the student requesting the transcript. Currently, the NYU Registrar does not accept transcript requests by e-mail. An official transcript may be requested in writing by one of the following methods: completing the online request form (<http://www.nyu.edu/registrar/transcripts-certification/>) and mailing/faxing the signature page (recommended); or, writing a request letter and mailing/faxing the completed and signed letter.

Fax: (212) 995-4154

Mail: Office of the University Registrar  
P.O. Box 910  
New York, NY 10276-0910

A request letter must include all of the following information:

1. University ID Number
2. Current Name and any name under which you attend(ed) NYU
3. Current Address
4. Date of Birth
5. School of the University attend(ed) and for which you are requesting the transcript
6. Dates of Attendance
7. Date of Graduation
8. Full Name & Address of the person or institution to which the transcript is to be sent

There is no limit for the number of official transcripts that can be issued to a student. You can indicate in your request if you would like the Registrar’s Office to forward the transcripts to your home address, but they still require the name and address of each institution. There is no charge for academic transcripts.

Plan ahead. Make your transcript requests early and be sure to follow the instructions above.

Unofficial transcripts and grades are available on the web via the ALBERT system: <https://home.nyu.edu/>. Grades are posted on ALBERT at the end of each term as they are received from the instructor of the course or the academic department offering the course.

The NYU Registrar can answer transcript questions at (212) 998-4280.

# ACADEMIC POLICIES & PROCEDURES

## DEPARTMENTAL ACADEMIC STANDARDS

Given the diversified curriculum offered at TSOA, each department has its own degree requirements and its own standards for evaluating student progress. You are responsible for knowing your department's regulations. But you should also know that there is a school-wide minimum grade requirement in TSOA. All undergraduate students are required to earn a grade of C or better in courses taken in their major. Students who fail to earn a C or better must repeat the course in order for the credit to count toward major requirements. Only the second grade will be computed in the grade point average, although both the first and second grade will continue to appear on the transcript. Please also see "Academic Probation" (page 42) for additional information on academic standards.

Please note that in order to be eligible to participate in any position of leadership in student government or student clubs, a TSOA student must be in good academic standing in accordance with both departmental and school standards.

## GRADES AND GRADING POLICIES

### Grades

The following are terminal grades, i.e. grades that may not be changed once they have been recorded: A, B, C, D, P, F, W. The following is a provisional grade and cannot remain on the transcript: *Incomplete* (I). An incomplete must be changed to a letter grade or will lapse to an F.

For undergraduates, A indicates excellent work; B indicates good work; C indicates satisfactory work; D indicates passable work and is the lowest passing grade; and F indicates failure. For graduate students A indicates excellent work; B indicates good work and C indicates passable work. Instructors may give grades of plus and minus and these will be recorded and computed in your average. *There are no grades of A plus or D minus.* The designation of R is used to indicate an officially registered audited course; no credit is granted for an audited class. (See section titled "Auditing" on page 29.)

The grade of P or Pass indicates that you completed the work satisfactorily. Only certain courses in TSOA are graded using pass/fail grading. (See section titled "Pass/Fail Option" on page 41.)

The grade of W indicates official withdrawal from a course. Please see the section "Change of Program" for more information (page 23). *Incomplete* (I) is a provisional or temporary grade indicating that you have, for a compelling reason, not completed all of the work for a course. An incomplete will lapse to the grade of F, a terminal grade, if outstanding work is not completed within the specified

time limit. The specified time limit is established by the course instructor, not to exceed the end of the second semester following the course. Please see the section "Incompletes and Extensions" (page 41) for further information.

### Calculating the Grade Point Average

The grade point average (GPA) is computed at the end of each semester by the Registrar's Office and appears on your transcript. The grade point average is calculated as follows:

Grades are assigned the following "weights":		
A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	F = 0
B = 3.0	C- = 1.7	

To calculate your GPA, multiply the "grade weight" listed above by the number of points the course was worth. thus, an A- in a 4 point course equals 14.8. Add together all the values thus calculated and divide by the number of points completed. The result is your grade point average. The following is an example:

Sample GPA Calculation, Fall Semester Grades:					
	Points	Grade	Grade weight	X pts	= value
Theatre History	2	B+	3.3	X 2	= 6.6
Intro to Philosophy	4	A-	3.7	X 4	= 14.8
Film Concepts	4	B+	3.3	X 4	= 13.2
Intro to Playwriting	2	W	W does not count in GPA		
English	2	F	0	X 2	= 0.0
Physics	4	A	4	X 4	= 16.0
<b>Total Points Completed= 16</b>					
<b>Total Grade Values = 50.6</b>					
<i>(W does not count in points completed; F does)</i>					

Total Grade Values= 50.6 divided by  
Total Points Completed (16) = 3.16\*

\*3.16 is student's grade point average for the work done in the fall semester.

Note that grades of I and W are not calculated in the GPA, although W is a terminal grade. The grade of F does figure in the GPA.

### Grading Policies

Except for *W* and *P*, all grades for courses taken for credit at any division of NYU are computed in your average, beginning with those earned during your first term of registration at New York University. Therefore, if you transferred from another division of NYU into TSOA, your grade point average will carry over to your record as a Tisch student. The only exception to this rule applies to courses in the School of Continuing and Professional Studies (SCPS). If, while registered in another division of NYU, you completed any “Y” or “Z” courses (School of Continuing and Professional Studies), those grades will not be computed in your TSOA grade point average and will appear on your transcript only as credits transferred.

Grades for courses taken at other colleges and universities are not computed in your average.

If you repeat a course in which you received a passing grade and it is a course that has not been designated as a course that can be repeated for credit, only the first grade will be computed in your grade point average. If you fail a course and wish to repeat it, only the second grade will be computed, although the first grade will continue to appear on your transcript. Notation will be made on your transcript indicating that the course was repeated and the new grade will also appear.

### Changing a Grade

Once the grades for a course have been reported to the Registrar’s Office, the only means by which a grade can be changed is through the use of a *Change of Grade Form*, and then only for the grade of I. The instructor must complete and sign the form, have the departmental chair sign it, and submit it to the Associate Dean for Student Affairs for approval. Approved changes of grade are sent to the University Registrar’s Office where the transcript is changed accordingly. Permanent grades may not be changed. In the case of error, and only in the case of error, a student may petition for a change of grade through his/her department chair, subject to the approval of the Associate Dean for Student Affairs. Additional work completed after a final grade has been entered does not constitute a valid reason for a grade change. Completion of work can result in a change of grade only when the grade initially given was “Incomplete.”

Change of Grade Forms for courses taken in other divisions of the University must be signed by the appropriate officers of the division involved. The policies and procedures of those divisions can be found in the appropriate bulletin or by contacting that division’s academic affairs office. *Transcripts are never changed for any reason after the student has graduated.*

### Incompletes and Extensions

If you are unable, for compelling reasons, to complete your course work

in the designated period, you must request from your instructor that you be given a grade of Incomplete. Assignment of the grade of Incomplete is at the discretion of the instructor. If you are given an Incomplete in a course, your instructor will give you a deadline by which outstanding work must be completed, not to exceed the end of the second semester following the course. At the time grades are reported for the course, the instructor will determine the deadline for completion of outstanding work. The incomplete grade and deadline will be registered with the department sponsoring the course. If you fail to complete the work in the designated period, your grade will lapse to an F. If you have good reason for not being able to complete the work in the specified period, you may be granted an extension by the instructor. In order to receive an extension, you must fill out an Extension on Completion of Work Outstanding form, available in your department, the Office of Student Affairs, or online at [www.nyu.edu/tisch/forms](http://www.nyu.edu/tisch/forms). All extensions are subject to approval of the Associate Dean for Student Affairs.

*Please remember that it is your responsibility to request the grade of Incomplete, and instructors are not obliged to grant an incomplete. Note that outstanding grades of Incomplete are not earned credit hours and therefore may affect registration time and/or financial aid.*

### Grading and Incomplete Policy in College of Arts and Science Courses

Policy concerning grades and incompletes is determined for a particular course by both the instructor and the policies of the school offering the class, which is not necessarily your school. Students enrolling in College of Arts and Science classes are cautioned that the grade of “I” is given only for very good and substantial reasons and is not to be considered an automatic student right. It is not used when there is no possibility that the student will eventually pass the course. If the course work is not completed after the statutory time (one semester after the semester in which the course was taken) for making up incompletes has elapsed, the temporary grade of ‘I’ shall become an “F” and will be computed in the student’s grade point average.

In keeping with this policy, a schedule of makeup exams is not posted. Any student who is issued an Incomplete must make arrangements directly with the instructor to complete outstanding work.

### Pass/Fail Option

Some courses in the following departments are graded on a pass/fail system: Graduate Acting, Dance, ITP, and Graduate Musical Theatre Writing. All other departments use the letter grade system. In addition to these courses, students may take a limited number of courses on a pass/fail basis, subject to the following conditions:

- A student may take no more than one course each semester on a pass/fail basis, including the summer sessions.
- No more than 32 credits of courses taken pass/fail can be counted toward the student's degree. Tisch courses specifically designed to be pass/fail are not included in the 32-credit maximum.
- The choice to take a course pass/fail must be made by the end of the fifth week of the semester (second week of the six-week summer session).
- The grade of P includes the grades of A, B, C, and D, and is not counted in the student's GPA. A grade of F is counted in the GPA.
- A student may only receive elective credit for courses taken pass/fail. Courses taken pass/fail may not fulfill the major, minor, or general education requirement.
- Once a course has been registered as pass/fail, the registration cannot be changed to letter-grade status.

### Appeal of Unfair Grades

Permanent grades may be changed *only* under the following circumstances: a) *if there has been an error on the instructor's part in calculating your grade*, or b) *you have evidence that the instructor graded unfairly due to personal prejudice*. If you feel you have received a grade that you did not earn, you may appeal to the instructor for a change. If the instructor agrees, s/he must submit a *Change of Grade Form* with an explanation of why the change is being made. Such a change would need both the Chair's approval and the approval of the Associate Dean for Student Affairs. If, after consulting with the instructor, you continue to feel that your grade is unfair, you may appeal your case to your Chair who will make the final determination.

### Dean's List

The Dean's List is published after each semester, summer session excluded. The list comprises the top five percent term grade point averages from each TSOA undergraduate department. Students receive a letter from the Dean and a Certificate of Award. A notation is made on the student's transcript for each semester s/he is placed on the TSOA Dean's List. Students with incompletes on their record and students completing fewer than 12 credits for the semester are eliminated from consideration for the Dean's List.

### Academic Probation

**Graduate** students are required to maintain a grade point average of 3.0 to remain in good standing. Graduate students admitted on a probationary basis are expected to maintain the additional academic standards established by their departments.

**Undergraduate** students are required to maintain a GPA of 2.0 to remain

in good standing. Undergraduate students are reminded that they must earn a grade of C or better in classes taken towards the major. Please refer to "Departmental Academic Standards." Undergraduate students who have been admitted on a probationary basis are expected to maintain a 2.5 or better grade point average during the first two semesters of registration.

Any student whose GPA falls below that required may be placed on *Academic Probation*. Furthermore, students whose records indicate that they are not making normal progress toward their degrees (i.e., are completing less than 32 points during the academic year) may be placed on probation.

Student records are reviewed following the fall and spring semesters. Students placed on probation will be informed of their probationary status by letter. Students placed on probation will have their records reviewed the following semester. Students whose records fail to meet the school minimum standards or departmental requirements for good standing are subject to dismissal.

A cumulative GPA of 2.0 is required for graduation with a bachelor's degree. No undergraduate student will graduate with a grade point average below 2.0. A cumulative GPA of 3.0 is required for graduation with a master's degree. No graduate student will graduate with a grade point average below 3.0. For information on calculating the grade point average, see page 39.

### Plagiarism

Plagiarism is presenting someone else's work as though it were your own. More specifically, plagiarism is to present as your own:

- A sequence of words quoted without quotation marks from another writer
- A paraphrased passage from another writer's work
- Facts, ideas or images composed by someone else

Students are expected, often required, to build their own work on that of other people, just as professional researchers and writers do. Giving credit to someone whose work has helped one is courteous and honest. Plagiarism, on the other hand, is a form of fraud. Proper acknowledgment and correct citation constitute the difference.

To publish plagiarized work is against the law. People in the professions and in business who pass off other people's work as their own are liable to be discredited and ostracized. University students guilty of plagiarism are subject to disciplinary action ranging from failure in the course for which plagiarized work was submitted to expulsion from the University. It is crucial that acknowledgment of sources be accurate and complete. To avoid unintentional

plagiarism:

- See a writing handbook or other standard guide for accepted forms of documentation.
- When you take notes, summarize, rather than paraphrase. If you quote anything, use quotation marks in your notes and take down the page number of the quotation to use in your footnote.
- All electronic sources of information must be properly cited.
- Use more than one source for information, if at all possible. Point out agreements and disagreements between sources on important points.
- Work out your own organization of material gleaned from research.
- When in doubt whether your acknowledgment is proper and adequate, consult your instructor. If possible, show the instructor both the sources and a draft of the paper in which you are using them.

Plagiarism is a breach of academic honesty and integrity; it is considered among the most serious of offenses. When an instructor suspects plagiarism, s/he has several options. In most cases, the instructor will require the student to totally redo the assignment. The instructor may also consult the chair of the department regarding disciplinary action and assign a grade of F for the work or, if the work is the main basis of the grade for the course, a grade of F for the course. All cases of plagiarism will be reported to the Associate Dean for Student Affairs. Repeat cases of plagiarism may result in dismissal from school.

## GRADUATION

### Expected Date of Graduation

The term in which you expect to graduate is a very important part of your student record. This is particularly true if you have financial aid of any form, including loans.

### Applying for Graduation

Students may officially graduate in September, January or May. The

Commencement ceremony for all schools is held in May. Students must apply for graduation using the “Graduation Application” link in Albert, located in the “Academic Records” section.

In order to graduate in a specific semester, you must apply for graduation within the application deadline period indicated on the following page. It is recommended that you apply for graduation no later than the beginning of the semester in which you plan to complete all program requirements. Waiting to receive end of term comprehensive exams, thesis or final project results before you apply for graduation will result in a delay of your graduation date.

If you do not successfully complete all academic requirements by the end of the semester, you must reapply for graduation for the following cycle. Please refer to the specific deadlines for the completion of requirements for each graduation available in the Graduation Deadlines Calendar link. This information, as well as updated deadlines for application for graduation can be found on the Registrar’s website at [www.nyu.edu/registrar/graduation](http://www.nyu.edu/registrar/graduation).

**IMPORTANT:** It is the student’s responsibility to apply for graduation within the specified graduation application period as indicated below:

FALL 2009	GRADUATION 1/25/2010	APPLY BETWEEN 6/08/2009 & 10/02/2009
SPRING 2010	GRADUATION 5/13/2010	APPLY BETWEEN 10/05/2009 & 1/29/2010
SUMMER 2010	GRADUATION 9/27/2010	APPLY BETWEEN: 2/1/2010 & 6/11/2010

### Diplomas

Diplomas are mailed to the permanent address on file approximately eight weeks after the degrees have been awarded. Please be sure to verify and update your address in the system, since diplomas are held only one year from the date of conferment. You may update your address on the ALBERT website <https://home.nyu.edu>, in person at the Student Services Center, or by mailing or faxing a signed notice to the Office of the University Registrar at P.O. Box 910, New York, NY 10276-0910; fax (212) 995-4587.

Diplomas of students in arrears will be held until their financial obligations to the University are fulfilled and they have been cleared by the Bursar. You may contact the Bursar’s Office at (212) 998-2806 to clear arrears or to discuss your financial status at the University.

Diplomas are issued only once. In order to ensure the absolute integrity of the document, the University will under no circumstance issue a duplicate of an outstanding original. In the event of loss or damage, however, the Univer-

sity will supply, upon proper deposition and the payment of a fee to cover the cost, a Certificate of Graduation to serve as a legal substitute for the original document.

### **Diploma Name**

Diplomas are issued in the name on record in Albert. If you wish to process a change of name you must submit a notarized affidavit to the Office of the University Registrar prior to graduation. No name changes are processed after the degree has been awarded. You may obtain the affidavit form at the Student Services Center at 25 West 4th Street or you may call (212) 998-4260 to have one mailed to you. Submit the completed and notarized affidavit to the Office of the University Registrar at the Student Services Center at 25 West 4th Street, or mail it to P.O. Box 910, New York, NY 10276-0910.

If you only wish to add an accent or special marking to your diploma name and you are not processing a name change, you may fill out a diploma card at the Student Services Center indicating your full name with the appropriate accents or markings. You may also mail or fax a signed statement including clear and full spelling of your diploma name with the appropriate accents or markings to the Office of the University Registrar at P.O. Box 910, New York, NY 10276-0910; fax (212) 995-4587.

### **Graduation: Tisch Salute and Commencement**

The Tisch School of the Arts Salute to the Graduating Class and the New York University Commencement ceremony are held at the conclusion of the spring semester. Students on the official graduation list are mailed formal invitations for both events. Academic attire is required. Questions relating to Salute and/or Commencement should be directed to the Tisch Office of Student Affairs or visit [www.students.tisch.nyu.edu/page/graduation.html](http://www.students.tisch.nyu.edu/page/graduation.html).

### **Deletion from Graduation**

If the Registrar finds that you have not met all criteria for graduation, you will be sent a letter stating that you have been deleted from the graduation list and the reason for your deletion. The letter is sent after the actual day of commencement due to the strict schedule to which the Registrar must adhere; grades are submitted only days before graduation and final evaluation of student records and degree requirements occurs as commencement occurs. All correspondence regarding the degree is sent to the student's permanent address. If you are deleted, you should resolve your problem as quickly as possible. You will need to reapply for graduation.

### **Founders Day Award**

Each year, the University honors its founders by saluting its top-ranking

baccalaureate candidates and outstanding members of the faculty.

Eligibility for the Founders Day Award is determined by the Office of the University Registrar and awarded to September and January baccalaureate recipients and May degree candidates who have maintained a grade point average of 3.5 or higher based on a minimum of 30 credits in courses taken at NYU. For May degree candidates eligibility is based on the cumulative GPA through the fall semester "at the time of review." The Founders Day Award and graduating with honors are separate and distinct honors with different criteria. Eligibility for one does not necessarily constitute eligibility for the other.

## **DEGREE REQUIREMENTS**

### **Expository Writing and Core Curriculum Requirements and Policies**

Expository Writing is required of all undergraduate students. The courses that fulfill this requirement are part of a Core Curriculum sequence at the Tisch School of the Arts required of all freshmen. The expository writing and core curriculum requirement cannot be waived, although transfer students may be able to substitute equivalent course work taken elsewhere, and students for whom English is a second language may be required to take a separate sequence of writing courses. The TSOA policies in regard to Expository Writing and the Core Curriculum are set forth below.

### **The Core Curriculum - Description**

This Core Curriculum is required of all freshmen and fulfills the Expository Writing requirement. Transfer students are evaluated as to whether or not they have previously fulfilled their writing requirement upon receipt by the admissions office of the final transcript. The Core Curriculum consists of two courses; *Art in the World*, offered in the fall semester and *The World Through Art*, offered in the spring semester. All incoming freshmen must take both semesters. Students who enter Tisch as freshmen and transfer to another department within Tisch fall under the purview of expository writing requirements for freshmen, and must complete both semesters of the expository writing curriculum. Each course consists of a plenary lecture that meets four times throughout the fall semester and weekly during the spring semester, as well as a workshop that meets twice a week for both the fall and spring semesters. These courses mix different artistic media so as to integrate students' various professional interests. They seek to combine practical and theoretical approaches in order to achieve a comprehensive grasp of the function of art in the world. These writing courses are intensive, interdisciplinary and collaborative. Lectures and workshops focus on how to read complex texts for an understanding of their arguments and how to write well-reasoned essays supported by evidence. These courses are designed

to foster an appreciation of how the arts relate to each other and to society in a changing world. They allow students to reflect on a range of social and ethical issues as they pertain to their own creativity.

#### **Requirement for Students Admitted as Freshmen**

Completion of both semesters of the core curriculum sequence (8.0 credits) is required of all students admitted as freshmen, regardless of whether or not the student has taken a college writing course in high school. College-level expository writing courses taken while in high school are not transferable for credit towards the Tisch BFA or BA degree. Advanced Placement credits in English Composition are not accepted and a student admitted as a freshman cannot place out of the requirement. In addition to fulfilling the Core Curriculum requirement, registering for the two-course sequence and linked sections fulfills the two-semester Expository Writing requirement. The requirement is for a total of eight credits (four credits per semester). Students must earn a passing grade in the fall course, *Art in the World*, as a precondition for enrollment in the spring semester course, *The World Through Art*.

#### **Transfer Requirements**

To fulfill the expository writing requirement, transfer students must have completed a minimum of one semester of the equivalent of *Art in the World/Writing the Essay* (minimum of 3 credits) before entering the Tisch School of the Arts. Transfer students who do not have transferable credits will be required to take the first term of the Core Curriculum sequence, *Art in the World/Writing the Essay* (V40.0105; 4.0 credits). The course is only offered in the fall term.

Transfer students will be evaluated as to whether or not they have previously fulfilled their writing requirement upon receipt of their final transcript.

#### **International Students and Students for whom English is a Second Language (ESL)**

International students who are native speakers of English have the same Core Curriculum and Expository Writing requirements as domestic native speakers of English. English as a Second Language (ESL) students at Tisch, however, have requirements differing from those listed above. English as a Second Language (ESL) students must satisfy standards set by NYU's American Language Institute (ALI) and Expository Writing Program (EWP) for university-level English proficiency. Based upon the department's recommendation, students may be required to be tested at ALI upon arrival to determine proficiency, which will in turn determine placement by EWP in either the two-course International Writing sequence or the two-course Tisch Core Curriculum sequence (described above), or a combination of the two sequences.

#### **The requirement for all ESL students, both freshmen and transfers, is 8.0 credits or the equivalent in writing courses.**

The International Writing sequence is a two-course sequence (V40.0004 and V40.0009). Successful completion of both courses is the equivalent of completing *Art in the World/Writing the Essay* (V40.0105) and *The World Through Art/Writing the World* (H48.0002). Prerequisite work may be required prior to enrollment in the two-course sequence. An ESL student required by placement test results to complete a prerequisite course must do so prior to enrollment in the two-course International Writing sequence.

Transfer ESL students may have up to 4.0 credits of the 8.0 credit requirement waived by the NYU Expository Writing Program, based on a determination of the writing proficiency of the student. ESL transfer students who have successfully completed an English composition course at a U.S. college or university will be evaluated as to whether or not they have previously fulfilled the expository writing requirement upon receipt of their final transcript. English composition courses taken at foreign universities do not transfer to NYU for credit.

International or ESL students with questions concerning the expository writing and core curriculum requirement should contact the Expository Writing Program at (212) 998-8860, [ewp@nyu.edu](mailto:ewp@nyu.edu), or visit at 411 Lafayette, 3rd floor.

#### **Additional Notes**

For students admitted as freshmen, the Expository Writing requirement and the Core Curriculum requirement are only satisfied by successful completion of the two-semester core curriculum sequence as outlined above. There are no exemptions based on advanced standing or level of writing skill.

Tisch students enrolled in the HEOP program will register for their writing workshop courses through HEOP and attend plenary lecture sessions of *Art in the World* (fall) and *The World Through Art* (spring).

Students admitted as transfers may satisfy the requirement either by transfer credit or by completing the first semester of the core curriculum sequence. Transfers who do not receive transfer credit in expository writing may petition for a waiver of the requirement based on the quality of written work and research accomplished in prior coursework. For details on the petition procedure and for the application form transfers should contact the Expository Writing Program, located at (212) 998-8860 or via email at [ewp@nyu.edu](mailto:ewp@nyu.edu). The office is located at 411 Lafayette, 3rd floor. Transfers should be aware that waivers are granted rarely and only after a rigorous review by the NYU Expository Writing Program. Request forms for exemption from the expository writing requirement can be downloaded from the EWP website: [www.nyu.edu/cas/ewp/html/transfer.html](http://www.nyu.edu/cas/ewp/html/transfer.html).

NYU's Writing Center offers assistance to writers of every level. Students can expect help with a wide range of writing needs from planning and revis-

ing essays for courses to writing a résumé. The Center conducts tutorials in private study areas; the service is available, free of charge, to all members of the University community. The tutorials generally last about half an hour. The Center is located at 411 Lafayette, 3rd floor. For further information or to make an appointment, call the Center at (212) 998-8866, email [writingcenter@nyu.edu](mailto:writingcenter@nyu.edu), or visit the website at [www.nyu.edu/cas/ewp/html/writing\\_center.html](http://www.nyu.edu/cas/ewp/html/writing_center.html), or [www.rich15.com/nyu](http://www.rich15.com/nyu) to make an appointment.

### Residency

Degree candidates must be in attendance at the school while completing the last 32 points for the degree. All students should consult their departments regarding department-specific requirements.

### Time Limit for Completion of Degree Requirements

The time limit for completing all requirements for the BA, BFA, MFA, MPS, and MA (Moving Image Archiving and Preservation) is 5 years from the date of matriculation. For students granted official leaves of absence the length of time will be extended by the length of the leave granted. No undergraduate student will be continued beyond 8 years from the initial date of matriculation.

## ADVANCED STANDING CREDIT

**General Policy:** *For all undergraduate departments with the exception of Dance, the maximum number of advanced standing credits that will be counted toward the degree from standardized tests (Advanced Placement and International Baccalaureate) and college credit taken in high school is 32. Up to 8 credits from standardized tests may be applied toward the general education requirement, the remainder will be applied only to the elective requirement. For entering freshmen, the total number of AP/IB credits and transfer credits from college courses taken while in high school cannot exceed 32. Credit will only be granted if the tests have been taken prior to enrollment at NYU. Once a student has enrolled, all credits toward the degree must be taken as course work. Freshmen will receive notice of their AP/IB credit during their first semester of enrollment, and have until the end of their first academic year to request that the credits be adjusted. The Department of Dance does not grant any advanced standing credit based on examination results (AP, IB, CLEP), and limits the number of advanced standing credits for college courses taken while in high school to a maximum of 8.*

### Credit for Standardized Testing: Advanced Placement (AP)

The Advanced Placement Examination (AP) is administered by the

Educational Testing Service. In most subjects, if the score received is 4 or 5, credit will be granted. No credit is granted for the English Language, Human Geography, Studio Art, or Music Theory exams. The standards for specific tests are published in the Admissions section of the Tisch Bulletin. Students receiving credit toward the degree may not take the corresponding college-level course for credit. If they do, they will lose the Advanced Placement credit. Under no circumstances may the Advanced Placement English exam be used to exempt a student from the Expository Writing requirement. A maximum of 8 credits may be applied to General Education requirements. Remaining credit will be applied to elective credit only.

### Credit for Standardized Testing: International Baccalaureate (IB)

The school recognizes for advanced standing credit higher level examinations passed with grades of 6 or 7. No credit is granted for standard level examinations. Official reports must be submitted to the Office of Undergraduate Admissions for review, and the same credit limit and distribution policies applying to the AP apply to the IB.

### Credit for College Courses Taken While in High School

Credit for college courses taken while in high school is granted using a different set of criteria than that used for the evaluation of credit for students transferring from a two-year or four-year college.

Credit for college courses taken while in high school is granted for courses in subject areas taught in the College of Arts and Science at NYU, providing the grade received is “B” or better. Credit will not be granted for courses taken on a pass/fail basis. **For students admitted to the Tisch School of the Arts as freshmen, no credit is given for courses in expository writing or college composition.** The two-course Tisch core curriculum sequence is required of all entering freshmen, regardless of previous coursework in expository writing. Credit will also not be granted for college courses that satisfied high school graduation requirements.

## FOREIGN LANGUAGE

Graduate Students should consult the TSOA Bulletin for specific information on foreign language requirements for their department.

### Use of Foreign Language Course Work to fulfill the General Education Requirement

A transfer student who has taken only one semester of a beginning-level foreign language must take the second semester of the same language while enrolled at Tisch in order for the credit to be applied to the Language/Literature or Humanities area in General Education. Such a student receives only elective credit for the one semester of prior course work until a second semester

is completed.

A continuing Tisch student who completes a single semester of a beginning-level foreign language receives credit in the Electives category only. The student must successfully complete two semesters of the same foreign language in order for it to count in a specific general education area (e.g., Language/Literature or Humanities) of the degree requirement.

## PLACEMENT EXAMINATIONS FOR COURSES IN THE COLLEGE OF ARTS AND SCIENCE

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### Testing and Placement in Foreign Languages

A student may register for an introductory level course in any language that he or she has not studied previously in high school or college without taking a placement test. All other students must take a placement test. Many entering students take a proficiency/placement test prior to their first registration at NYU. SAT II-type reading tests are used as placement instruments

in classical Greek, French, Italian, and Spanish. Students who took a foreign language SAT II test while in high school are encouraged to present the score instead of or in addition to taking the College's test. Written examinations are also given in Japanese, Mandarin Chinese, Korean, modern Greek, modern Hebrew, Latin, Portuguese, Russian, and Tagalog. Reading examinations in Arabic, Turkish, and Hindi/Urdu can be arranged through the Department of Middle Eastern Studies. Reading examinations in Cantonese can be arranged through the Department of Asian and Pacific Studies.

Test results determine placement into the appropriate-level course. In some cases, adjustments in placement may be made during the first weeks of class. Transfer students who have completed a fourth-semester college language course and who wish to enroll for a literature course taught in that language must consult with the appropriate department. Information on placement testing, including testing schedules, can be obtained from the CAS Office of Academic Affairs, Silver Center, room 908 or [www.nyu.edu/cas/placementexams](http://www.nyu.edu/cas/placementexams).

### Testing and Placement in Other Subjects

Students who plan to enroll in Biology, Chemistry, Computer Science or Mathematics courses should consult with the respective department for placement examination policies.

## POLICY ON GENERAL EDUCATION AND ELECTIVE COURSES REQUIRED FOR THE B.A. AND B.F.A. DEGREES

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Students should consult with the head of advisement in their individual departments for information on courses that may be taken to fulfill the general education requirements for the degree. As a matter of policy, only academic

courses offered in the College of Arts and Science and approved academic courses offered at the Tisch School of the Arts (including the Tisch Core Curriculum and most courses offered by the Department of Art and Public Policy) may be used to fulfill the general education requirement. Courses offered in other schools and colleges of the University, with the exception of the School of Continuing and Professional Studies, may be taken to fulfill the elective requirements of the degree. **Courses in the School of Continuing and Professional Studies (SCPS) may not be taken for credit toward the B.A. or B.F.A. degree.** Any grade received for an SCPS course will not be included in the student GPA. Approved general education courses are listed on the student Degree Progress Report, under the Academic Records Menu of ALBERT, <https://home.nyu.edu>. Questions on the classification of general education courses as humanities, social science, or natural science should be referred to the Director of Academic Services.

## S STUDENT SERVICES

### FINANCIAL AID

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In the Tisch School of the Arts, financial aid is awarded on the basis of need and merit. In order to be considered for financial aid, you must file a Free Application for Federal Student Aid. This form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For priority consideration, returning students must file by March 1 of the academic year preceding the academic year for which they are applying. For example, if you wish to apply for financial aid for the 2010-2011 academic year, you must file by March 1, 2010.

For entering students, the Financial Aid Office of the University posts a yearly deadline; it is a crucial one. Information through this office can be accessed online at [www.nyu.edu/financial.aid](http://www.nyu.edu/financial.aid).

The Tisch School of the Arts offers several kinds of aid: federal funds (including grants, loans, and work-study), TSOA scholarship awards, and awards from private donors. Once you file the FAFSA, you are considered for all awards.

In general, international students are not eligible for financial aid from the school or the university on an undergraduate level.

If you have questions or problems about financial aid, you should call the Office of Student Affairs of Tisch School of the Arts (212) 998-1900 to schedule an appointment with the appropriate staff member.

*Note: There are a limited number of production grants available to students in*

Graduate and Undergraduate Film and Television. TSOA students should consult directly with their departments about these - some involve a separate application and submission of materials.

## STUDENT EMPLOYMENT

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TSOA Human Resources coordinates hiring and payroll for all employees of the Tisch School of the Arts. The office is located at 665 Broadway, 6th floor, (212) 998-1905. If you are employed by another school at NYU, you will be under the supervision of that school's Office of Personnel Services.

If your financial aid package suggests "academic year earnings," then you are eligible for College Work-Study. At Tisch School of the Arts, our departments try to hire those students with Work-Study grants. Work-Study positions in TSOA typically pay between \$7.50 and \$9.50 an hour. College Work-Study students are required to monitor their earnings in order to anticipate when they will reach their Work-Study maximum. Be sure to consult with your supervisor as you reach the limit of your award.

If you wish to be employed by NYU you must be registered with the NYU Wasserman Center for Career Development, located at 133 E. 13th Street, 2nd floor (212-998-4730), or online at [www.nyu.edu/careerdevelopment/students/oncampus.php](http://www.nyu.edu/careerdevelopment/students/oncampus.php). You must provide proof of employment eligibility. If you are not a U.S. citizen or permanent resident, you should contact the Office for International Students and Scholars (OISS) for the proper forms and for a letter confirming your eligibility to work on campus. Please note that this letter can take up to ten days to prepare. OISS is located at 561 LaGuardia Place, 1st floor.

The NYU Wasserman Center for Career Development has listings of all jobs available in the University (and some off-campus), which you may peruse once you have registered. Students with College Work-Study grants are urged to find their jobs as quickly as possible in order to get their grants activated. Additional information about work-study jobs in TSOA may be obtained from the Office of Human Resources at 665 Broadway, 6<sup>th</sup> floor.

## ACADEMIC COMPUTING FACILITIES AND SUPPORT

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A complete range of services supporting the computing needs of NYU students is provided by the Academic Computing Services division of Information Technology Services (ITS) at NYU. Services include e-mail accounts, internet connections at the dorms, an array of computer labs across campus, and the latest in digital technology at the ITS Innovation Center.

For complete information, call the ITS helpline at (212) 998-3333, or visit them on the web at [www.nyu.edu/its](http://www.nyu.edu/its).

## COLLEGE LEARNING CENTER

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The College Learning Center (CLC) offers peer tutoring, group study sessions and academic skills workshops for all University students. Student come to the CLC for help with classes, exam reviews, paper writing, study skills tips, and much more. All sessions are offered on a walk-in basis, and feature tutoring by experienced upper-level students. The CLC has three locations: the 1<sup>st</sup> floor in Weinstein Hall, 3rd Avenue North Residence Hall, 1st floor, and University Hall, 110 E. 14th street, 1st floor. More information on CLC services and hours can be found at [www.nyu.edu/cas/clc](http://www.nyu.edu/cas/clc).

## INTERNATIONAL STUDENTS

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The Tisch School of the Arts Office of Student Affairs helps international students at TSOA with special problems or questions concerning their status as international students at the School.

One special program sponsored by the Office of Student Affairs is an orientation seminar in September for international students. It provides a comprehensive introduction to the School and to the city for international students in New York for the first time. It includes testing of non-native speakers of English and placement in intensive courses offered by the American Language Institute at New York University. There are also informal gatherings during the academic year, which make it easy for international students in TSOA to meet and share ideas in a friendly atmosphere.

The TSOA advisors work closely with the NYU Office for International Students and Scholars, located at 561 LaGuardia Place, 1st floor, to assist students with problems they may have with their visas or I-20 forms. Both offices help international students to take full advantage of social and cultural resources of the University, the School, and the city.

## TSOA CAREER SERVICES

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The Office of Career Development maintains a careers-in-the-arts office for matriculating TSOA students and Tisch alumni. Students and graduates may schedule appointments for career counseling, interviewing discussions, and resumé consultations. The office runs a range of professional workshops, lectures, and panel discussions geared toward artistic career-related issues. It also manages a monthly career bulletin and the Tisch Office of Career Development Alumni Listserv posting full-time, part-time, free-lance, and temporary arts-related positions. The careers-in-the-arts library includes relevant books, directories, subscriptions to the various trade and academic publications and guides. For more information, contact Melissa Brodsky, Director of Career

Development, or Natasha Logan, Assistant Director of Career Development at (212) 998-1916, or visit the Career Development website at <http://students.tisch.nyu.edu>, Career Development Link. The office is located at 721 Broadway, 8th floor. Students must be matriculating Tisch students or Tisch alumni to utilize these services.

## **TSOA COUNSELING SERVICE**

### **Tisch Counseling Services**

The Office of Counseling Services at Tisch is affiliated with both the Tisch Office of Student Affairs and the Counseling and Behavioral Health Services at the NYU Student Health Center. The Office of Counseling Services, located on the 12<sup>th</sup> floor of 721 Broadway, is staffed by three senior social workers—Rachel Terte, C.S.W., Melissa Wacks, C.S.W., and Glen Barnard, L.M.S.W. To schedule an appointment, call Rachel Terte at (212) 998-1954, Melissa Wacks at (212) 998-1825, or Glen Barnard at (212) 992-7529. All appointments are free and confidential.

## **TISCH UNDERGRADUATE STUDENT COUNCIL (TUSC)**

The Tisch Undergraduate Student Council (TUSC) is the undergraduate governing body of the school. An important part of our community, its purpose is to represent the undergraduate student body at Tisch, both within the school and at the University level. It also plays a crucial role in promoting and funding all Tisch clubs and organizations.

TUSC is composed of two groups. The first is the Executive Board, which consists of the President, Vice President, Secretary, Treasurer, Senator, Alternate Senator, Club Liaison, Publicity Director, and Freshman Class Representative. The second is our General Council, the larger governing body, which consists of representatives from each student club and organization, as well as representatives from each of the individual departments at Tisch.

In addition to sponsoring student activities, TUSC acts as a voice for Tisch students to the administration when issues or needs of the undergraduate student body arise. Meetings and membership are open to all students currently enrolled as undergraduates at Tisch.

## **GRADUATE STUDENT ORGANIZATION (GSO)**

GSO is comprised of an executive board of elected officers, as well as representatives from every graduate department at Tisch. Their primary focus is on supporting interdisciplinary efforts at the school. To contact the GSO, drop a note in their mailbox located in the Office of Student Affairs, 721 Broadway, 8th Floor. They may also be reached at (212) 998-1592.

## **STUDENT ORGANIZATIONS**

The Tisch Undergraduate Student Council (TUSC) recognizes more than a dozen student clubs and organizations. Students interested in starting a new club are encouraged to contact Tisch Student Affairs for guidelines and procedures to follow. Below is a list of current student organizations:

- 194 Recordings
- Actores Unidos
- The Collective
- Fusion Film Festival
- Graduate Student Organization (GSO)
- Hammerkatz NYU
- ISO Magazine
- N'Harmonics
- Pulse Dance Project
- The Spork in the Road
- Stern-Tisch Entertainment Business Association (STEBA)
- Student Animation League (SAL)
- Students for the Collaborative Arts at NYU (SCAN)
- Students of Ailing Mothers and Fathers at NYU
- Student Producers Association
- Tisch Arts Reps
- Tisch New Theatre
- Tisch Talent Guild (TTG)
- Tisch Undergraduate Student Council (TUSC)
- The WOMB

For more information on the above organizations or to start your own, contact the Tisch Events Coordinator in the Office of Student Affairs at (212) 998-1900. TUSC website: [www.nyu.edu/clubs/tusc](http://www.nyu.edu/clubs/tusc); Clubs website: [www.tisch.nyu.edu/object/cclubs.html](http://www.tisch.nyu.edu/object/cclubs.html).

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## TISCH ARTS REPS

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Tisch Arts Reps is a group of student volunteers who assist the Office of Student Affairs with a number of recruitment events and student activities. Among these are Parents Weekend, Transfer Day, and Open Houses. Students interested in volunteering should contact Patricia Decker, Director of Recruitment in the Office of Student Affairs, 721 Broadway, 8<sup>th</sup> floor, (212) 998-1900.

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## ALUMNI SERVICES

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The Tisch Alumni Relations Office offers a range of services, and functions as an important resource of both graduates and current students. Activities include seminars and workshops focusing on professional development and issues in the arts; social events; and, publication of the alumni newsletter. For further information, please contact the Tisch Development Office, 721 Broadway, 12th floor; (212) 998-6986, or [tisch.alumni@nyu.edu](mailto:tisch.alumni@nyu.edu).

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# CALENDARS

ACADEMIC YEAR 2009-2010

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## FALL 2009

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Labor Day ( <i>holiday, no classes</i> )	September 7
Classes Begin, Fall Term	September 8
Thanksgiving Recess	November 26 - 28
Last day of classes	December 15
Legislative Day ( <i>classes meet on Thursday schedule</i> )	December 15
Reading Day	December 16
Fall Term Examinations	December 17 - 23
Winter Recess	December 24 - January 16, 2010

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## WINTER 2009-2010

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Winter Session classes	January 4-16
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## SPRING 2010

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Martin Luther King Day ( <i>holiday, no classes</i> )	January 18
Classes Begin, Spring Term	January 19
Presidents' Day ( <i>holiday, no classes</i> )	February 15
Financial Aid Forms Due for Returning Students	March 1
Spring Recess	March 15 - 20
Last day of classes	May 4
Legislative Day ( <i>classes meet on Monday schedule</i> )	May 4
Reading Day	May 5
Spring Term Examinations	May 6 - 12
TSOA Salute to the Graduating Class	May 11
Commencement	May 13

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## SUMMER 2010

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First Session	May 17 - June 25
Memorial Day ( <i>Holiday, no classes</i> )	May 31
Second Session	June 28 - August 6
Independence Day ( <i>Holiday, no classes</i> )	July 5

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ACADEMIC YEAR 2010-2011

**FALL 2010**

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Labor Day ( <i>holiday, no classes</i> )	September 6
Classes Begin, Fall Term	September 7
No classes scheduled	October 11
Thanksgiving Recess	November 25 - 27
Legislative Day ( <i>classes meet on Thursday schedule</i> )	December 14
Legislative Day ( <i>classes meet on Monday schedule</i> )	December 15
Last day of classes	December 15
Reading Day	December 16
Fall Term Examinations	December 17 - 23
Winter Recess	December 24 - January 22, 2011

**WINTER 2010-2011**

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Winter Session classes	January 3-22
Martin Luther King Day ( <i>holiday, no classes</i> )	January 17

**SPRING 2011**

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Classes Begin, Spring Term	January 24
Presidents' Day ( <i>holiday, no classes</i> )	February 21
Financial Aid Forms Due for Returning Students	March 1
Spring Recess	March 14 - 19
Last day of classes	May 9
Reading Day	May 10
Spring Term Examinations	May 11 - 17
Commencement	May 19
TSOA Salute to the Graduating Class	TBA

**SUMMER 2011**

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First Session	May 23 - July 1
Memorial Day ( <i>Holiday, no classes</i> )	May 30
Independence Day ( <i>Holiday, no classes</i> )	July 4
Second Session	July 5 - August 12

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Notes:

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