STUDENT CODE OF CONDUCT

The Leonard N. Stern School of Business Undergraduate College expects all of its students to adhere to the highest standards of academic excellence, integrity, and to the norms of a serious intellectual community.

A student’s responsibilities include, but are not limited to, the following:

1. A duty to respect every member of the NYU community including refraining from all forms of intimidation, harassment, and prejudice.
2. A duty to acknowledge the work and efforts of others when submitting work as one’s own. Ideas, data, direct quotations, paraphrasing, creative expression, or any other incorporation of the work of others must be clearly referenced.
3. A duty to exercise the utmost integrity when preparing for and completing examinations, including an obligation to report any observed violations.
4. A duty to respect and preserve university facilities as well as the personal property of others.

In addition, students are expected to be familiar with and abide by the “Statement of Policy on Student Conduct at New York University,” which sets the basic rules and covers issues of academic freedom, speaker invitations and demonstrations, and use of University facilities. “University Rules and Regulations” covers the policy on affirmative action, equal opportunity, use of alcohol, substance abuse, sexual harassment and compliance with the Family Educational Rights and Privacy Act (PL 93-380).

A copy of “Rules and Regulations” is in the University’s handbook, the NYU Student’s Guide, which can be found on NYU’s Student Resource Center home page at www.nyu.edu/soc.

A violation of the code may result in a hearing and sanctioning by the Stern Undergraduate Honor Council. The Student Code of Conduct was amended and approved by the Stern faculty on May 5, 2005.

Plagiarism

Students are required to submit their own work. Ideas, data, direct quotations, paraphrasing, or any other incorporation of the work of others must be clearly referenced. To do otherwise constitutes plagiarism.

Examples of plagiarism include the following:

1. The use of other persons or services to prepare written work that is submitted as a student’s own.
2. The use of previously or concurrently submitted papers or segments thereof written by other students or by the student himself or herself.
3. Submission of the same or very similar papers in different sections of multiple-section courses by collaborating students.

Students suspected of any form of plagiarism will be subject to disciplinary action.

Honor Council

The Stern Honor Council is made up of four students of senior standing and three of junior standing. Honor Council members are appointed by the associate dean after an application and interview process. In addition, honor advisers and a select group of faculty members are part of the Honor Council.

Any member of the Stern community may report an alleged academic or behavioral code of conduct violation against a Stern undergraduate student. Academic violations include, but are not limited to, cheating and plagiarism; behavioral violations include, but are not limited to, physical assault, sexual harassment, and property damage.

A complainant must submit an honor complaint through the Incident Referral Form, available from the Office of the Dean (Suite 600, Tisch Hall) and on the Stern Undergraduate Web site (http://u4.stern.nyu.edu/Ug). All complaints should be directed to the associate dean.

Disciplinary Sanctions

Students are expected to familiarize themselves and to comply with the rules of conduct, academic regulations, and established practices of New York University and the Stern Undergraduate College. Failure to abide by these codes may result in referral to the Honor Council and/or appropriate legal action by the University. The Council may levy a range of penalties, including expulsion from the University. If, pursuant to such rules, regulations, or practices, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.

Examinations

All communication—written, oral, or otherwise—among students during examinations is forbidden except where approved by the instructor. The use of notes, books, other written materials, calculators, or other aids is forbidden except when approved by the instructor. Providing or receiving information about the content of an examination is forbidden except when approved by the instructor. The use of anyone else to take an examination for a student is forbidden.

The above-mentioned items are intended to be illustrative of plagiarism and other forms of cheating. They are not all-inclusive.

Calculators, Personal Digital Assistants, and Other Forms of Artificial Intelligence

The use of Personal Digital Assistants (PDAs) in the classroom, including for taking examinations will be at the discretion of the instructor (and may be communicated verbally or in writing). Instructors may limit the use of technology to a scientific or business calculator and specify, for example, a TI-83 or equivalent. Students who use unapproved devices may be liable to be charged with academic misconduct.

Resource Facilities

Library. Circulating library material may be borrowed only upon presentation of the student’s own valid NYU photo ID. Noncirculating material (e.g., magazines, journals, and reference items) may not leave the library under any circumstances. Stealing or vandalizing library materials is forbidden.
Computer Center. Students are expected to treat the school's computing resources in the same fashion as library materials. Illegal, improper, or inappropriate use of any of the center's hardware or software constitutes grounds for academic disciplinary measures and/or legal action. Specifically, the copying of proprietary personal computer or mainframe software and unauthorized access to the center's computer networks, mainframes, and PCs are forbidden.

In addition to the above, students are expected to be familiar with and abide by the University Policy on Student Conduct, which sets basic rules and covers issues of academic freedom, speaker invitations, and demonstrations, and use of University facilities. "University Policies and Procedures" covers the policy on affirmative action/equal opportunity and compliance with the Family Educational Rights and Privacy Act (P.L. 93-380).

A copy of "University Policies and Procedures" is in the University’s handbook, the NYU Student's Guide.

UNIVERSITY POLICY ON PATENTS

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

SEMESTER COURSE LOADS

Permission from the Office of Academic Advising is required if a student wishes to take more than 18 credits in a given semester. Students should contact their adviser during the registration period for approval.

Permission to take more than 18 credits per term is limited to students who have completed at least 32 credits of work while matriculated at Stern and who have maintained a cumulative grade point average of 3.0 or better. Freshmen may be given permission to take more than 18 credits in a semester only after completing one full semester of coursework and only if the student has a GPA of 3.5 or better. All students taking over 18 credits in a given semester are subject to extra tuition and fees.

Matriculated full-time students are expected to complete 32 credits per academic year. For students receiving financial aid, completing fewer than 32 credits in an academic year may jeopardize that aid unless they are accelerated. To be in good academic standing, students must complete a minimum of 24 credits per academic year. Failure to maintain full-time standing prior to the final degree semester results in academic probation, which is recorded on the transcript. Students are permitted to register on a part-time basis (e.g., fewer than 12 credits) during a summer session and/or the final semester of their degree program only.

While the Stern curriculum only requires that students earn a minimum of 128 credits to meet most major and graduation requirements, students can take up to and count toward their GPA 144 credits while at Stern. However, students on financial aid might have to pay out of pocket for any credits taken over 128 credits that do not count toward any major or graduation requirements.

SELECTION OF MAJOR OR DOUBLE MAJOR

Students are encouraged to declare a major by the end of their sophomore year. When considering a double major, students should be aware that the degree requirements may exceed 128 credits, possibly affecting financial aid. Those who have questions about specific majors or double major possibilities or who require help in making this decision should see their adviser at the Office of Academic Advising or the respective undergraduate faculty adviser.

Students make a formal declaration of a major by completing a Selection of Major form. The form is available at the Office of Academic Advising. (See also page 14.)

Business Proficiency Examinations

All transfer credits received in each of the following subjects are designated as elective only, pending completion of a multiple-choice proficiency examination in the subject: marketing, finance, and statistics. If the student obtains a passing score, the credit is redistributed to fulfill the appropriate requirement in the degree program (C55.0001, Introduction to Marketing; C15.0002, Foundations of Financial Markets; or C22.0001, Statistics for Business Control). Students may take these examinations only once. If the student fails the proficiency examination, the transfer course remains as elective credit, and the student must satisfy the introductory requirement at Stern. Only students with introductory courses in these subjects from a previous institution are eligible for proficiency examinations (except for students with scores of 4 or 5 on the AP examination in statistics). All proficiency examinations are administered by the Office of Academic Advising. Students wishing to take any of these examinations must do so no later than by the end of the first six weeks of the fall semester.

Writing Proficiency Examination

Students must receive credit for V40.0100, Writing the Essay, and V40.0115, Advanced College Essay: Business and Its Publics (or for qualified international students, V40.0003, International Writing Workshop: Introduction; V40.0004, International Writing Workshop I; and V40.0009, International Writing Workshop II). In addition, all students must demonstrate proficiency in expository writing, which is satisfied through achieving a minimum grade of C in V40.0100, Writing the Essay or V40.0003 International Writing Workshop: Introduction.

Internal transfer students from other NYU divisions should have satisfied the proficiency requirement through achieving a minimum grade of C in a corresponding writing course completed through their previous division.

External transfer students who receive credit toward both semesters of expository writing must complete a proficiency examination, administered by the Expository Writing Center in the months of May, August, and December.

In order to graduate, all students must receive a passing score on the writing proficiency examination. Any student who fails the test must instead register for V40.0013, Writing Tutorial (+ credits), for graduation, which is offered on a pass/fail basis only. Any student who fails this course must repeat it until a passing grade is earned. The course is also available for other students as space permits. In particular, the tutorial course provides intensive individual lessons in the practice of writing. For more information, contact the Expository Writing Center, 411 Lafayette Street, 3rd Floor, 212-998-8860. (See chart on page 82.)
GRADABLES AND GRADE POINT AVERAGES

Grades

Listed below are the full range of letter grades and the numerical values that are used in the computation of the grade point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Descriptive Value</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Excellent</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Satisfactory</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Passing</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

*No grade above A or value above 4.0 may be used.*

*For example, an A in a 4-credit course earns the student 16 grade points (4 x 4.0); a B in a 4-credit course earns 12 grade points (4 x 3.0), and so on.*

Grades of Incomplete

The following grades are without numerical value and are not included in the grade point average.

I—A notation of I (incomplete) is granted for a single semester. If the student does not complete the course material in the appointed time arranged by the instructor, the I will become an F.

I(P)—Indicates that the student was passing at the time of submission. This grade will lapse to an “N” (no grade/no credit) if not resolved by the next semester.

I(F)—Indicates that the student was failing at the time of submission. This grade will lapse to an F if not resolved by the next semester and will be counted in the overall average.

Incompletes may be earned when unavoidable circumstances keep a student from finishing a course that term and the nature of the course permits the faculty member to allow late completion. Incompletes are given at the discretion of the instructor. These grades are never automatic.

The following rules apply to all grades of incomplete:

1. Students may not sit in on the same course in a subsequent term for which they have received an incomplete. Students found doing so will have the incomplete notation lapse immediately to a grade of F.

2. Makeup work must be completed with the same instructor.

3. All work to complete an I(P) or I(F) must be made up by the following deadlines:

   **Fall Term:** Last day of the following spring term.

   **Spring Term or Summer Session:** Last day of the following fall term.

The following grades are registrar’s grades and cannot be recorded by an instructor. They are without numerical value and are ones for which credit is not granted except as noted.

W—This is a registrar’s grade assigned when a student officially withdraws from a course.

P—This is a registrar’s grade assigned when the student has registered for a course under the pass/fail option when credit is granted or for noncredit courses.

Grade Point Average

The grade point average is determined by dividing grade points by the credits (with 0 grade points and 4 credits for a grade of F; 0 grade points and 0 credits for a P). No courses in which a passing grade has been received (D or better) may be retaken. Retaking a course that has been passed in previous semesters is a violation of Stern’s policy. A student may only repeat a course in which a failing grade was received. However, both the failing grade and the passing grade will remain on the transcript, and both will be calculated into the grade point average.

The courses accepted toward the degree must first meet program requirements. Credit will be applied in strict chronological order.

An average grade point average of C (2.0) is required for graduation (128-144 credits and 256-288 grade points) except that the number of credits in pass/fail option Ps shall be deducted from the total credits in calculating the grade point average (grade points divided by credits). Students who complete the required number of credits but who lack grade points may be permitted to take additional courses to gain grade points. They may not secure grade points by repeating courses they have already passed.

Not included in the grade point average are grades earned in pass/fail option Ps granted by departments in noncredit courses.

**Grade Changes**

To appeal an assigned grade, the student should first consult with the instructor who assigned the grade to discuss the grading requirements for the course and how the grade was determined. If the student is not satisfied with the outcome of the discussion and wishes to appeal the grade further, a formal written appeal should be submitted to the chair and/or faculty course coordinator in the particular department. An independent review of the grade will be undertaken by the department. The student’s work will be reviewed to clarify how the grade was determined and to ensure the grade is consistent with the academic guidelines and policies of the department and course. The decision of the department in matters related to a course grade is final.

**Grade Changes After Graduation**

After the awarding of the degree, no grade changes of any kind are permitted unless due to a departmental clerical error in recording.
ACADEMIC STANDARDS
The associate dean and the Office of Academic Advising review student records throughout the academic year. Academic standards actions are based on the grades to date at the end of each term. The Undergraduate College requires that all students make steady and substantial progress toward the Bachelor of Science degree. This entails the completion, with a minimum of a 2.0 grade point average, a minimum of 12 credits during each academic semester. A minimum 2.0 grade point average is required to graduate.

Academic Warning. Students with cumulative grade point averages of 2.0 to 2.25 will receive an academic warning that advises them to seek counseling from an academic adviser to discuss recommendations for achieving an appropriate standard for academic performance.

Academic Probation. Any student whose record is deemed unsatisfactory will be placed on academic probation and will be so informed by letter. A record will be deemed unsatisfactory if, in any semester, the cumulative or semester grade point average falls below 2.0 or if it fails to show steady and substantial progress toward the degree. Steady and substantial progress toward the degree entails the completion, with satisfactory grades, of 12 credits for which a student registers in any semester. In addition, it entails satisfactory progress in the student’s major.

Failure to satisfy the conditions of probation will result in further academic sanctions and possible dismissal from the University. The conditions usually require that the student (a) achieve a grade point average of at least 2.0 during the term he or she is on probation in a minimum of 12 credits, (b) not receive any grade below a C or any grade of Incomplete, and (c) not withdraw from any course without securing the permission of the associate director of advising prior to the withdrawal. Students on academic probation are also required to have a special probation interview with the associate director of advising in order to receive registration clearance for the next semester. More specific requirements may be imposed.

New and continuing students on probation will not be eligible for financial aid.

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

PASS/FAIL OPTION
Students of the Stern School of Business are permitted to declare one elective pass/fail per semester outside of their major(s) and minor. A maximum of four courses may be taken for a pass/fail grade. A pass/fail grade cannot be taken in any required course, or courses used to satisfy general education or business studies requirements. Credits earned for these courses are eliminated for consideration for the Dean’s List, graduation with honors, and Beta Gamma Sigma (e.g., a full-time student must take a minimum of 12 credits of credit in order to be eligible for the Dean’s List; a pass/fail course does not qualify as part of these credits). Pass/fail grades are factored into the grade point average as follows: 0 grade points and 4 credits for a grade of F; 0 grade points and 0 credits for a P.

Students must designate the specific course for a pass/fail grade at the time of registration or within five weeks of the beginning of the term. During the summer sessions the course must be designated within two weeks of the beginning of the session. For courses that end mid-semester or start mid-semester during the fall or spring term, a pass/fail designation can be filed no later than three weeks after the beginning of the course. Once executed, the pass/fail designation is irrevocable.

Students wishing to declare a course pass/fail or with questions about the pass/fail option should see their adviser in the Office of Academic Advising.

INDEPENDENT STUDY
Students registering for Independent Study for the fall semester or summer sessions must meet the April 10 deadline of the preceding semester for departmental approval. To register for Independent Study for the spring semester, students must receive departmental approval by October 30 of the preceding semester. To be eligible for Independent Study, students must be Bachelor of Science candidates at the Stern School of Business and have an overall grade point average of at least 3.3 and senior standing. Well in advance of the deadline, qualified students should contact a faculty adviser of the department.

After obtaining permission from the faculty adviser of the department, students must secure a faculty adviser and topic. Students who are approved will be registered by their adviser for the Independent Study. Independent Study course guidelines can be obtained in the Office of Academic Advising.

TRANSCRIPTS OF RECORD
Requests for official transcripts require the signature of the student requesting the transcript. Currently, the Office of the University Registrar is not accepting requests for a transcript by e-mail. A transcript may be requested in writing by faxing (212-995-4154); sending a signed letter to the Office of the University Registrar, Transcript and Certification Department, New York University, P.O. Box 910, New York, NY 10276-0910; or by requesting one in person at the Office of the University Registrar at 25 West Fourth Street.

A request for a transcript must include all of the following information: University ID number; current name and any name under which you attended NYU; current address; date of birth; school of the University attended and for which you are requesting the transcript; dates of attendance; date of graduation; and full name and address of the person or institution to which the transcript is to be sent. Please allow seven business days from the time the Office of the University Registrar is in receipt of your request.

Please note the following: there is no charge for academic transcripts; the limit for official transcripts issued to a student is three. A request for more than three transcripts requires the full name and address of the college, university, prospective employer, or scholarship agency to which the transcript will be sent. You can indicate in your request if you would like the transcripts forwarded to your home address, but the Office of the University Registrar requires the name and address of each institution.

Once the final examination period has begun, no transcript will be forwarded for any student who is currently enrolled in courses until all the student’s final grades have been received and recorded. Please correct any change of address online via Albert.

Students are able to access their grades at the end of each semester via Albert, NYU's Web-based registration and information system. Albert can be accessed via NYUHome at http://home.nyu.edu.
requests for verification of enrollment or graduation may be requested by submitting a signed letter with the following information: University ID number, current name and any name under which you attended NYU, current address, date of birth, school of the University attended, dates attended, date of graduation, and the full name and address of the person or institution to which the verification is to be sent. Please address your request to Office of the University Registrar, Transcript and Certification Department, New York University, P.O. Box 910, New York, NY 10276-0910. Or you can fax your request to 212-995-4154.

ARREARS POLICY
The University reserves the right to deny registration and withhold all information regarding the record of any student who is in arrears in the payment of tuition, fees, loans, or other charges (including charges for housing, dining, or other activities or services) for as long as any arrears remain.

DIPLOMA APPLICATION
Students may officially graduate in September, January, or May. The Commencement ceremony for all schools is held in May. In order to graduate in a specific semester, you must apply for graduation within the application deadline period indicated on the calendar. (Students may view the graduation deadlines calendar and general information about graduation in the Office of University Registrar’s Web page at www.nyu.edu/registrar.) 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. If you do not successfully complete all academic requirements by the end of the semester, you must reapply for graduation for the following cycle.

FINAL EXAMINATIONS
Regular final examinations are given at the end of each semester. Examination dates are provided in the course directory book used for registration and on the Office of the University Registrar’s Web site (www.nyu.edu/registrar/12exams.shtml). Please take into account when finals are scheduled to avoid multiple finals on the same day. A student may take a final examination for a given course only once. No credit is given for any course until a student successfully passes the final examination or the equivalent.

MAKEUP EXAMINATIONS
Students who do not take the final examination at the regularly scheduled time due to compelling circumstances may, after applying to the instructor and at his or her discretion, be given the grade of I(P) or I(F), either of which indicates that the student is eligible to take a makeup examination.

Grades of I(P) and I(F) assigned due to absence at the final examination must be cleared within one semester; if not, the I(F) grade lapses to an N and the I(P) automatically lapses into a N (no grade/no credit).

RESIDENCY REQUIREMENT
All degree candidates are subject to the following residency requirement: students, excluding those authorized to participate in an approved study abroad program, must complete at least 64 consecutive credits of course work in residence at the Undergraduate College of the Stern School of Business immediately preceding the date of graduation. Forty-eight of these credits must be in Stern (“C”) courses.

The full-time program should be completed in four years and must be completed within five consecutive calendar years (ten academic semesters). Failure to do so may result in academic dismissal.

Note: Nontransfer students are allowed to transfer in a maximum of 32 credits from the following: Advanced Placement Examinations, the International Baccalaureate Program, the results of certain foreign certificate examinations, and college credit earned prior to matriculation at NYU. These credits can be applied to the degree requirements at any time during a student’s undergraduate career. Transfer students can transfer in a maximum of 64 credits from their prior institution.

EARLY GRADUATION
All students accepted to the Stern School of Business at New York University are admitted to a four-year (or eight-academic semester) program. While it is possible for students to complete course work in a less time, it is not recommended. Students are encouraged to participate in the wide range of opportunities found at NYU, including clubs, sports, community service, and internships over the four-year period.

The possibility of early graduation is contingent upon the completion of all required course work. Completion of course work is subject to course availability and successful completion of all degree requirements. Students interested in early graduation are encouraged to discuss it with their adviser.

ATTENDANCE AND RELIGIOUS HOLIDAYS
Attendance is expected at all classroom sessions. The taking of attendance and attendance requirements are at the discretion of the individual instructor. In determining the student’s official grade, the instructor may consider excessive absences.

New York University and the Stern School of Business, a nonsectarian institution, adhere to the general policy of including in its official calendar only certain legal holidays. However, it has also long been University pol-
icies that members of any religious group may, without penalty, absent themselves from classes when compliance with their religious obligations requires it. In 1988, the University Senate affirmed this policy and passed a resolution that elaborated on it as follows:

1. Students who anticipate being absent because of any religious observance should, whenever possible, notify faculty in advance of such anticipated absence.
2. Whenever feasible, examinations and assignment deadlines should not be scheduled on religious holidays. Any student absent from class because of such beliefs shall not be penalized for any class, examination, or assignment deadline missed on that day or days.
3. If examinations or assignment deadlines are scheduled, any student who is unable to attend class because of religious beliefs shall be given the opportunity to make up that day or days.
4. No adverse or prejudicial effects shall result to any student who avails himself/herself of the above provisions.

INTERNSHIPS

It is the policy of the Undergraduate College of the Stern School of Business not to grant academic credit for internships. Furthermore, the Stern School does not authorize the signing of release of liability waivers pertaining to internships undertaken by Stern undergraduates.

Stern undergraduates may accept paid and/or unpaid internships; however, it is preferable that Stern students request to be paid. Scheduling conflicts with such internships are not an acceptable excuse for failing to meet one's academic obligations at the Undergraduate College, including, but not limited to, attending class, arriving to class on time, taking scheduled examinations, completing homework assignments, fulfilling group work obligations, and addressing registration issues.

At Stern, we firmly believe that internships are a wonderful complement to classroom learning, but not a replacement. Additionally, it is our strong belief that the skills and talents that Stern students bring to their internships are certainly worth compensation.

LEAVE OF ABSENCE

Leaves of absence are approved for medical, financial, or personal reasons. Students may, in advance, request a leave of absence from the Undergraduate College for a period of up to two semesters in their career. The typical period for a leave is one semester, but students may request a second semester as well. To request a leave of absence, students must meet with their academic adviser. This meeting is necessary to discuss not only the reason for the leave but also the ensuing ramifications and possible alternatives to taking a leave. Once approved, a Leave of Absence form must be filed.

Students should be aware of the following:
- Students may request a leave of absence from the Undergraduate College for a maximum period of up to two semesters in their career.
- Students absent for more than two consecutive semesters, including those in military service, must apply for readmission to the Undergraduate College with no guarantees of acceptance.
- Leaves are not granted after the third week of the term except for compelling personal or medical reasons.
- Refund percentages are based on the University Bursar’s schedule of refunds and are not granted after the third week of the term.
- Students who request a leave of absence for two consecutive semesters are required to meet with their adviser upon their return to Stern.
- Medical leaves requested after the deadline require supporting documentation from the Student Health Center or University Counseling Service.
- Students returning from medical leave may require clearance from the Student Health Center or University Counseling Service prior to enrolling for classes.
- Students are responsible for financial aid renewal applications and deadlines while on leave.
- No credit will be awarded for domestic or international classes taken while on a leave of absence.
- Any student on an unofficial or unauthorized leave is required to apply for readmission.
- International students are instructed to meet with a counselor in the Office for International Students and Scholars (OISS) prior to taking a leave of absence to ensure that their visa status allows for a leave and to discuss visa and other immigration implications that might arise from a medical, personal, or financial leave of absence.

VETERANS BENEFITS

Various Department of Veterans Affairs programs provide educational benefits for spouses, sons, and daughters of deceased or permanently disabled veterans as well as for veterans and in-service personnel, subject to certain restrictions. Under most programs the student pays tuition and fees at the time of registration but will receive a monthly allowance from Veterans Affairs.

Veterans with service-connected disabilities may be qualified for educational benefits under Chapter 31. An applicant for this program is required to submit to the Department of Veterans Affairs a letter of acceptance from the college he or she wishes to attend. Upon meeting the requirements for the Department of Veterans Affairs, the applicant will be given an Authorization for Education (VA Form 22-1905), which must be presented to the Office of the University Registrar, 25 West Fourth Street, 1st Floor, before registering for course work.

All Veterans. Allowance checks are usually sent directly to veterans by the Department of Veterans Affairs. Veterans and eligible dependents should contact the Office of the University Registrar each term for which they desire Veterans Affairs certification of enrollment.

All veterans are expected to reach the objective (bachelor’s or master’s degree, doctorate, or certificate) authorized by Veterans Affairs with the minimum number of credits required. The Department of Veterans Affairs may not authorize allowance payments for credits that are in excess of scholastic requirements, that are taken for audit purposes only, or for which nonpunitive grades are received.

Veterans may obtain applications or assistance in filing for educational benefits in the Office of the University Registrar, 25 West Fourth Street, 1st Floor.

Since interpretation of regulations governing veterans’ benefits is subject to change, veterans should keep in touch with the Department of Veterans Affairs or with NYU’s Office of the University Registrar.