STUDENT CODE OF CONDUCT

The faculty of the Leonard N. Stern School of Business approved the following Student Code of Conduct on October 6, 1988.

All students are expected to pursue the highest standards of academic excellence and integrity. Students must adhere to the norms of a serious intellectual community. A student’s responsibilities include the following:
1. A duty to respect the efforts of others by submitting his or her own work.
2. A duty to properly acknowledge the efforts of others.
3. A duty to respect the privacy of members of the community by avoiding all forms of intimidation, including sexual harassment.
4. A duty to safeguard and respect the property and rights of others.
5. A duty to preserve the quality of academic facilities.

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.

Honor Council

The Stern Honor Council hears cases involving alleged violations of the code of conduct by Stern students. Hearing panels consist of faculty and student volunteers trained to hear such cases. Students found responsible for violating the code of conduct have the right to appeal the decision of the hearing panel. Appeals are forwarded to the dean of the Stern Undergraduate College. The decision of the dean is final.

Disciplinary Sanctions

Students are expected to familiarize themselves and to comply with the rules of conduct, academic regulations, and established practices of the University and the 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 Casio-FX 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. Non-circulating 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.

Travel Code of Conduct

All students who travel with the Undergraduate College of the Stern School of Business are expected to maintain the highest standards of conduct and integrity. In addition to complying with all College and University policies and procedures governing student conduct, a student’s travel responsibilities include the following:
1. A duty to respect the privacy rights of members of the community by avoiding all forms of intimidation, including sexual and physical harassment.
2. A duty to refrain from causing physical injury to others.
3. A duty to refrain from causing damage to the personal property of others.
4. A duty to preserve the quality of facilities that they may visit or reside at during their travels.
5. A duty to respect the cultural differences that may exist in the course of foreign travel, including observing the proper etiquette in business/social settings.
6. A duty to abide by procedures as set forth in relevant travel publications.
7. A duty to report to representatives of the school any person known by the student to have violated the Travel Code of Conduct.

Failure to abide by the Travel Code of Conduct may result in loss of academic privileges and/or disciplinary action.

UNIVERSITY POLICY ON PATENTS

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

SEMESTER COURSE LOADS

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

Permission to take more than 18 points per term is limited to students who have completed at least 32 points 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 points in a semester only after completing one full semester of course work and only if the student has a GPA of 3.5 or better.

Matriculated full-time students are expected to complete 32 points per academic year. For students receiving financial aid, completing fewer than 32 points 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 points per academic year. Students are permitted to register on a part-time basis (e.g., fewer than 12 points) during a summer session and/or the terminal semester of their degree program only. Failure to maintain full-time standing prior to the terminal semester results in academic probation, which is recorded on the transcript.

Grades of Incomplete

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

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

I(P)—Indicates that the student was passing at the time of submission. 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.

Incomplete 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. The student, however, is responsible for requesting approval and submitting the Request for Incomplete Grade Form for a grade of I(P) or I(F). 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; they are without numerical value and are ones for which credit is not granted except as noted.

W—Official withdrawal.
P—Not to be recorded by an instructor. This is a registrar’s grade assigned when the student has registered under the pass/fail option 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 P; 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.

All other credits accepted for transfer will be shown as advanced standing. The grades received from these transfer courses will not be included on the Stern School of Business transcript.

An average grade of C (2.0) is required for graduation (128 credits and 256 grade points) except that the number of credits in pass/fail option Ps shall be deducted from the 128 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. However, the Office of the University Registrar excludes excess credits not applicable toward a degree from a student’s GPA.
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 PROBATION

Students who do not meet the academic standards of the Undergraduate College will be placed on academic probation. The academic standards are based on maintaining both a minimum cumulative grade point average (2.0) and a minimum of credit hours toward completion of the degree. Placement on academic probation is a serious matter, which may ultimately result in dismissal from the Undergraduate College. Students who are placed on academic probation are advised to seek counseling from an academic adviser in the undergraduate dean’s office in Tisch Hall, Suite 800.

Students will be placed on academic probation under the following circumstances:

1. failure to maintain a cumulative GPA of C (2.0) and/or
2. failure to maintain satisfactory progress toward completion of the degree.

Minimum satisfactory progress is defined as the completion of 24 points per academic year.

A student placed on academic probation for failure to maintain a C average will be informed that he or she must obtain a cumulative grade point average of 2.0 (C) within the next two semesters in which he or she is in attendance, or he or she will be subject to academic dismissal from Stern.

New and continuing students on probation will not be eligible for financial aid. A student on academic probation is disqualified from representing his or her class or any other department of the University in any athletic, musical, and student government, or dramatic organization as officer, member, or substitute and from engaging in any leadership positions in other organized extracurricular activities.

PROFICIENCY EXAMINATIONS

Transfer students who have taken introductory course work in finance, marketing, or statistics at other institutions must take and pass proficiency examinations in these areas if they wish to use their courses in place of the Stern requirements C15.0002, Foundations of Financial Markets; C55.0001, Introduction to Marketing; and C22.0001, Statistics for Business Control.

The proficiency examinations in these areas are administered by the Office of Academic Advising and Student Services, Tisch Hall, Suite 800. 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. Students may take these exams only once.

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 pass/fail grade cannot be taken in any required course, or courses used to satisfy general education or business studies requirements. A maximum of four courses may be taken for a pass/fail grade. 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 points of credit in order to be eligible for the Dean’s List; a pass/fail course does not qualify as part of these credits).

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 midsemester 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 enrolled in courses that begin in the second half of a semester should consult with their adviser about the pass/fail option.

When a transfer student has been granted advanced standing credit for courses without grade values, the number of credits that may be taken under the pass/fail option will be reduced accordingly. Students with questions about the pass/fail option should see their adviser in the Office of Academic Advising and Student Services.

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 the undergraduate program coordinator of the department.

Upon securing a faculty adviser and agreeing on a topic, a student must also obtain permission from the undergraduate program coordinator of the department. Students who are approved for independent study will be registered by their adviser for the independent study. Independent study course guidelines can be obtained in the Office of Academic Advising and Student Services.

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 either faxing (212-995-4154) or sending a signed letter to the Office of the University Registrar, P.O. Box 910, New York, NY 10276-0910.

A request for a transcript must include all of the following information: student 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.
ENROLLMENT VERIFICATION

Requests for verification of enrollment or graduation may be requested by submitting a signed letter with the following information: student 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 signed request to 212-995-4154. Currently, the Office of the University Registrar is not accepting requests for certification by e-mail. Please allow seven business days from the time the Office of the University Registrar is in receipt of your request.

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.

FINAL EXAMINATIONS

Regular final examinations are given at the end of each semester. Examination dates are provided in the course schedule book used for registration. 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 grade automatically becomes an F.

PROFICIENCY EXAMINATIONS

<table>
<thead>
<tr>
<th>Subject/Course</th>
<th>Those who should take the exam</th>
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</thead>
<tbody>
<tr>
<td>Writing Proficiency</td>
<td>All students (For details about the writing proficiency requirements, see page 21.)</td>
</tr>
<tr>
<td>C15.0002, Foundation of Financial Markets</td>
<td>All transfer students*</td>
</tr>
<tr>
<td>C55.0001, Introduction of Marketing</td>
<td>All transfer students*</td>
</tr>
<tr>
<td>C22.0001, Statistics for Business Control</td>
<td>All transfer students* and freshmen with AP Statistics†</td>
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* Students may only take these examinations if they have completed introductory course work in the subject for which they wish to take the examination. They must also have received a grade of C or better for the course work.

† Must have received a 4 or 5 on the AP Statistics exam.

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 points 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 points must be in “C” (Stern) 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: 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.

ATTENDANCE

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.

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 exams, completing homework assignments, fulfilling group work obligations, and addressing registration issues.

The possibility of early graduation is contingent upon the completion of all required course work. Completion of course work is subject to course availability, successful course enrollment, and successful completion of all degree requirements.

College of the Stern School of Business 2015-2016
LEAVE OF ABSENCE

Leaves of absence are approved for medical, financial, or personal reasons. Students may 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. Students who request a leave of absence for two consecutive semesters are required to meet with their adviser upon their return to Stern. Additionally, any student on an unofficial or unauthorized leave is required to apply for readmission. 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 University Health Center or University Counseling Service.
- Students returning from medical leave may require clearance from the University 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.

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