University Policies and Procedures
GUIDELINES PERTAINING TO ACADEMIC PERFORMANCE

1. Promotion
Students must complete all requirements of an academic year before being promoted to the next academic year. Remediation or completion of a third year core clerkship requirement may occur in the fourth year of training.

2. Grading System
The grading system for the first two years and for third and fourth year electives is Pass/Fail. The grading system for the required third and fourth year clerkships was changed from letter grades to Honors, High Pass, Pass, and Fail. An Incomplete (I) is a temporary grade assigned by a Module/Unit or Clerkship Director after approval by the Associate Dean for Student Affairs only for students unable to complete the academic requirements within the allotted time because of unexpected events. This grade cannot be assigned to a student whose performance on completed work is failing. A failing grade is recorded as “No Credit.”

3. Unexcused Absence
An unexcused absence from an examination or major graded exercise will be considered a failure. Except for emergencies, students must submit a written request to be excused to, and receive written approval from, the Associate Dean for Student Affairs before the examination or major graded exercise.

4. Statement on Exam Conduct
Trustworthiness is a critical professional attribute for all physicians. New York University School of Medicine strives to foster this trustworthiness, both in the behavior of individuals and in the interactions among members of the community as a whole. NYU School of Medicine expects students’ academic behavior to reflect the highest level of personal responsibility, integrity and honesty at all times. This is especially important during examinations or other required activities. Any form of cheating or dishonesty in these situations is unacceptable. The NYU School of Medicine defines cheating as any effort on the part of a student (or students) to willfully misrepresent her/himself
(themselves) in an exam or other required activities. This includes, but is not limited to:

i. copying or discussing answers during examinations, including take-home exercises;

ii. using non-permitted materials, such as notes, books, or electronic devices, during an exam or other graded exercise;

iii. copying another person’s written work and representing it as one’s own.

During exams or other required activities students are expected to refrain from behavior that could be interpreted as cheating. Such behavior negatively impacts both that student’s trustworthiness as well as the community’s trust. Examples of such behavior include but are not limited to: looking at another student’s answer sheet, communicating with another student, or using non-permitted materials. Proctors who observe such behavior may ask a student to move to another area of the room or take other appropriate action.

Students found violating the “Statement on Exam Conduct” will be subject to the School of Medicine’s “Code on Student Discipline” as described in this Handbook.

5. Advisement and Tutoring

To facilitate advisement and remediation, the Associate Dean for Student Affairs receives information on students in possible academic difficulty as grades become available during the progress of each module or clerkship. After each examination or major exercise for which a grade or comment is generated, the Module or Clerkship Director or administrator provides the Associate Dean with: (1) a list of students who received either a failing grade or an “Incomplete”; (2) their scores or reasons for the failure or incomplete grade; and (3) a statistical description of the performance of the entire class so that the grade can be placed in context.

Module or Clerkship Directors meet with students while their modules or clerkships are in progress. The Associate Dean for Student Affairs meets with students who experience academic difficulty to determine the source of the difficulty, advise, recommend various resources (such as a tutor or learning skills specialist), and make other referrals as appropriate in an effort to ensure academic success. Students judged by the faculty to be in academic difficulty or at risk are eligible for tutoring. Students are also encouraged to take the initiative in discussing their academic progress or in asking for assistance from Module Directors, Unit Directors, Clerkship Directors, and the Associate Dean for Student Affairs.
6. Pre-Clinical and Clinical Boards on Academic Standing

The Pre-Clinical and Clinical Boards on Academic Standing are composed of Module Directors, Clerkship Directors, and the Associate Dean for Student Affairs. Each Board on Academic Standing (referred to hereafter as “the Board”) meets several times a year to review the performance of students in academic difficulty and make recommendations to the Dean.

Guidelines Pertaining to an Original Academic Year

1. Procedures During an Original Academic Year

A. Make-up exercises: To prevent decisions from being made out of the context of the student’s overall performance and individual needs, no make-up examination or exercise will be allowed before a meeting of the Board.

   Given the volume of material to master and the speed of its presentation, the Faculty believes that preparing for makeup examinations on old material while new modules are in progress could place the student at risk for accumulating additional failures. Therefore, only one examination or required exercise may be made up during the academic year, and that remediation will generally be allowed only during or immediately after a holiday break.

   The only exception would be a compelling circumstance that would lead a student to request that the makeup examination be offered while other classes are in progress. In this case, the Board will not have to meet and the examination will be scheduled after consultation between the Module or Clerkship Director and approval by the Associate Dean for Student Affairs.

   Decisions regarding all other make-up work will be made by each Board at its end-of-year meeting.

   In all cases, make-up examinations and other make-up work will be equivalent in level of difficulty to the original requirement(s). The academic standards of the School of Medicine will not be compromised by the remediation process. All remedial work should be completed before a student is allowed to pursue a summer academic activity.

B. Leave of absence: A Leave may be granted by the Associate Dean for Student Affairs upon written request by the student. Leaves are granted for reasons of academic difficulty, personal/health problems, or for an educational purpose. When a Leave is granted while academic work is in progress, the permanent
record will show the grades at the time of the Leave. The Dean’s letter should explain the circumstances, if the Senior Associate Dean for Education and Student Affairs thinks that it is in the best interests of the student to do so. The student’s educational program will be determined (either before the Leave or upon the student’s return) by the Board on Academic Standing in consultation with the Associate Dean for Student Affairs.

A first Leave of Absence may be granted for up to one year. A request for an additional one year extension of the Leave received by the May 15 deadline will be considered. An extension will be granted only upon written application, and generally after a personal meeting with the Associate Dean for Student Affairs. If a student fails to request an extension by the deadline, the school may cancel the student’s registration. Leaves of Absence for more than two years are generally not granted, nor are a second Leave of Absence for the same set of reasons normally granted. A rare exception to this could be made by the Associate Dean for Student Affairs for reasons of disability, serious illness, or other personal hardship, with prior approval of the Dean.

When a student does not wish to request a Leave of Absence, but when the Board believes this is the most appropriate course of action, a Leave may be imposed after recommendation by the Board and approval by the Dean. In such instances appropriate medical, educational or other documentation will be obtained by the Associate Dean for Student Affairs.

The terms of the Leave will be explained to the student both in person and in writing by the Associate Dean for Student Affairs. The letter will include any conditions, such as appropriate medical clearance, that must be met before the student can return, and a deadline (usually May 15) by which the student must request termination of the Leave for a place to be held in the appropriate class. Termination of the Leave of Absence is not automatic and must be requested by the student, in writing, by the deadline.

C. Withdrawal: A student may withdraw from the School of Medicine upon written request by the student to the Associate Dean for Student Affairs.

2. Procedures at the End of an Original Academic Year

A. Possible outcomes: Three outcomes are possible after completing a module or clerkship: (1) A passing grade recorded as “P” in pre-clinical modules and third and fourth year electives;
and recorded as Honors, High Pass, or Pass in Clinical Clerkships; (2) An incomplete (I). The Incomplete is a temporary grade assigned by the Module or Clerkship Director after approval by the Associate Dean for Student Affairs only for students unable to complete the requirements of the module within the allotted time because of unexpected events. This grade cannot be assigned to a student whose performance on completed work is failing; (3) A failure which will be recorded as No Credit (NC) on the transcript.

B. Remediation: General considerations: Eligibility: Whether remediation is appropriate and what method will be followed for remediation will be determined by the Board. The Board will make a recommendation through the Associate Dean for Student Affairs to the Dean as to whether a student qualifies for remediation. The Board may request that the Associate Dean obtain health or educational evaluations or other pertinent information for their deliberations. In order for a pedagogically sound remedial program to be developed, the student’s entire performance to date will be considered.

Content and Schedule: If remediation is recommended by the Board, the appropriate Module/Unit Director(s) or Clerkship Director(s), in consultation with the Associate Dean for Student Affairs, will determine the work necessary to fulfill the requirements of the module and the timetable for remediation. All summer make-up examinations and other remedial work must be completed by August 15.

Notification: The student and Module Director(s) Clerkship Director(s) will be notified in writing by the Associate Dean for Student Affairs of all specific work required and the schedule for the work.

Limitations: A student is usually allowed an opportunity to repeat a pre-clinical module once, but in no case may a student repeat the same module twice. Likewise, a student is usually allowed an opportunity to repeat one year, but in no case may a student repeat the same year twice.

After successful completion of a repeated year, repetition of a different failed academic year will be allowed only upon a $\frac{3}{4}$ majority recommendation of the Board in a recorded vote and with the approval of the Dean. A student may take no more than six academic years following the course of study to complete the four-year curriculum.
C. Remediation: Students with one or two failures or incompletes: Make-up work: A student who has received a grade of “I” or “NC” in one or two modules or clerkships will usually be offered an opportunity to achieve a passing status by taking a make-up examination, doing additional clinical work, or submitting other work needed to meet the curricular or module requirements. In some cases, a student may be able to repeat a full pre-clinical module before the next academic year. If a student passes the make-up opportunity, the permanent record will reflect the passing grade only (i.e., an “I” or “NC” will be converted to a “P” or Honors, High Honors, or Pass).

Leave of Absence: See Section 1.B above, under the general heading of Procedures During an Original Academic Year.

D. Remediation: Students with three or more failures or incompletes: There are five possible recommendations that the Board on Academic Standing may make to the Dean for a student who has received an “NC” or “I” grade for three or more modules or clerkships. Which outcome is appropriate and what method will be followed will be determined by the Board at the end-of-year meetings. The five possible recommendations and guidelines for their selection are given below.

1. Make-up work within the same academic year: After consideration of all relevant factors, the Board may decide that the student is able to successfully complete make-up work before the beginning of the next academic year. In special cases, a student may be able to repeat all the required work before the next academic year. This option will not be considered for students with “NC” or “I” in more than three pre-clinical modules (not including an initially failed and successfully made-up examination).

2. Make-up work during another academic year: In contrast to the situation described in “1.” above, the Board may conclude that three, and certainly more than three, failures represent not a marginal, but a seriously inadequate performance. If the Board also concludes that a student may be capable of succeeding in the School of Medicine, the Board may recommend that the student repeat these failed or incomplete modules in the next academic year. In addition, the student may be required to participate in enrichment activities in modules in which the student has already received a passing grade.
It should be recognized that this repeat year is a form of academic probation. In this case, grades of “NC” and “I” obtained in the first unsuccessful year remain permanently on the student record.

In the case of students who have already repeated a year, the repetition of a different failed academic year will be allowed only upon a \( \frac{3}{4} \) majority recommendation of the Board in a recorded vote and with the approval of the Dean.

3. **Modified or split-year schedule:** The Board may decide that simply repeating failed or incomplete modules in the next academic year is not appropriate for the student, but that the student would benefit from a special schedule. In this event, the Board may recommend that a special schedule be developed for the student.

   The Associate Dean for Student Affairs will form a subcommittee of the Board on Academic Standing to develop the special schedule.

4. **Leave of Absence:** See Section 1.B above under the general heading of “Procedures During an Original Academic Year.”

5. **Dismissal:** If none of the above options are considered to be appropriate by the Board on Academic Standing, dismissal will be considered. A recommendation for dismissal requires a \( \frac{3}{4} \) majority of the Board in a recorded vote. A recommendation of the Board to dismiss is conveyed in writing to the Dean together with a complete written record of the student’s performance prepared by Associate Dean for Student Affairs. A student may appeal this decision to the Dean (see section on Academic Appeals below).

### 3. Procedures at the End of the First Remedial Experience

**Students making up work within the same academic year**

**Passing:** The permanent record of a student who has successfully fulfilled all make-up work within the same academic year will show the passing grades only: “P” in the pre-clinical years and electives; Honors, High Honors, or Pass, in the Clinical Clerkships.

**Not Passing:** The Board, depending on the number of grades of “NC” or “I”, will consider whether to recommend that the student be allowed further remediation, take a Leave of Absence, or be dismissed.

If, in the rare instance in which a second make-up opportunity is granted by the Board, the permanent record will show the original module or clerkship grade and a second listing of that
module or clerkship with a passing grade when the module or clerkship is passed. A student must pass all modules before being promoted to the next academic year.

**Students making up work within the same academic year**

See “Procedures at the End of a Repeat Academic Year” below.

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### Guidelines Pertaining To a Repeat Academic Year

#### 1. Procedures During the Repeat Academic Year

Throughout the repeat year, the Board will receive progress reports from Module and Clerkship Directors to determine if repeating students have met the academic requirements. At these times, the Board will make a recommendation to the Dean indicating whether the student should be allowed to continue, placed on a leave of absence, or dismissed from the School. Whether a repeating student qualifies for make-up examinations will be determined only at the year-end meeting of the Board.

#### 2. Procedures at the End of the Repeat Academic Year

The permanent record of a student repeating a year, or taking a year with a modified schedule, will show the grade obtained in the original attempt and the passing grade in the semester in which it is achieved.

**A. Possible outcomes:** Three outcomes are possible after repeating a module: (1) A passing grade recorded as “P” in Pre-clinical Modules and third and fourth year Electives; and recorded as Honors, High Honors, or Pass in the Clinical years. (2) An incomplete “I.” This is a temporary grade assigned by the Module or Clerkship Director after approval by the Associate Dean for Student Affairs only for students unable to complete requirements for the module within the allotted time because of unexpected events. This grade cannot be assigned to a student whose performance on completed work is failing. (3) A failure will be recorded as No Credit “NC.”

**B. Eligibility for further remediation:** The Board, depending on the number of grades of “NC” or “I”, will consider whether to recommend that the student undertake further remediation, take a Leave of Absence, or be dismissed.

Should the Board recommend that a repeating student be dismissed a complete written record of the student’s performance will be prepared by the Associate Dean for Student Affairs.
Affairs. This record, together with the Board’s recommendation, will be forwarded to the Dean of the School of Medicine. A student may appeal this decision to the Dean (see section on Academic Appeals below).

**C. Content and schedule of further remediation:** In the rare instance in which a second round of remediation is recommended by the Board, the appropriate Module Director(s) or Clerkship Director(s) in consultation with the Associate Dean for Student Affairs, will determine the work necessary to fulfill the academic requirements and the timetable for remediation.

**3. Procedures Regarding a Second Remedial Experience**
Throughout the second remediation, the Associate Dean for Student Affairs will receive progress reports from Module or Clerkship Directors to determine if repeating students have met the academic requirements. If the student fails an examination or graded exercise, the Associate Dean for Student Affairs will call a special meeting of the Board to consider dismissal.

**Appeals of Academic Recommendation**
A student who objects to a recommendation of the Board may petition the Dean for a review of its action. This appeal must be in writing, state the basis for the student’s objection, and be received by the Dean within two weeks of the date the Board notified the student of its recommendation. The basis for an appeal would be discovery of new information that was not available to the Board or evidence that the School of Medicine Academic Guidelines were applied unfairly.

The appeal will be heard by an Appeals Committee consisting of three senior faculty appointed by the Dean. The Appeals Committee shall act upon the appeal as soon as is practical after appointment by the Dean. The Appeals Committee shall review the Board’s recommendations and, in so doing, it shall hear the student in person if the student wishes to make a personal appearance before it; shall review such records as it deems pertinent, including a personal written statement submitted by the student; and shall, if it deems necessary, review any report by, or consult with representatives of the Board. The Appeals Committee shall submit a written report of its review, including a recommendation to the Dean. The Dean shall convey a written decision on the appeal to the student. The Dean’s decision will be final and binding.
Medical students are physicians-in-training from the start of medical school. As such, they are expected to uphold and manifest the highest standards of integrity and professionalism. New York University’s “Rules for the Maintenance of Public Order” and “Statement of Policy on Student Conduct” apply to students of the School of Medicine as they do to students of other schools of the University. However, given the unique role of physicians-in-training, the potential impact to a student’s future career as a physician, and various state guidelines regarding licensure, the School of Medicine augments the University’s “Student Disciplinary Procedures” with its own disciplinary guidelines. Please see the NYU Student’s Guide for the University’s Policies and Procedures. Also in the NYU Student Guide, the following guidelines have been established for the University: “Guidelines for the Use of University Facilities,” “University Policy on Photocopying Copyrighted Materials,” “Family Educational Rights and Privacy Act,” and “University Policies on Substance Abuse and Alcoholic Beverages.” In accordance with these policies, the following student disciplinary procedures are established specifically for the School of Medicine.

1. **Filing and Notice of Complaint**

Any member of the University’s faculty, administration, staff, or student body may file a complaint with the Associate Dean for Student Affairs against any student of the School of Medicine for an alleged student offense. All such complaints must be in writing and must be signed by the complainant. Complaints should be submitted as soon as possible after the alleged event takes place. Notice of the filing of the complaint shall be mailed to the student promptly after the Associate Dean for Student Affairs receives the complaint. While offenses which may be subject to disciplinary proceedings are listed in the Student Disciplinary Procedures (Sections IA and IB of the NYU Student Guide), this list is intended to be representative, and not exclusive, in nature.

2. **Informal Resolution of Complaints**

Upon the filing of a complaint, the Associate Dean for Student Affairs or his or her designee(s) shall meet with the student complained against (the respondent) and attempt to resolve
the complaint informally, with the consent of the respondent, by such means as the Associate Dean for Student Affairs deems appropriate. If informal resolution by consent fails, or if the complainant requests formal resolution, the matter shall be referred to the School of Medicine Discipline Committee, which shall conduct a hearing on the complaint.

The term “respondent” shall be read as “respondents” in cases where more than one student is accused in a complaint. Similarly, “complainant” shall be read as “complainants” in cases where more than one person joins the complaint.

3. Interim Suspension

The Dean may suspend a student (1) pending consideration of the complaint against him or her by the Discipline Committee, or (2) Upon recommendation by the Associate Dean for Student Affairs. Such summary suspension may be made for reasons relating to the student’s physical or emotional well-being, the safety and well-being of University students, faculty, or staff, or of University property, the maintenance of public order, or the effective continuation of the education process. When such a suspension occurs, the student shall be afforded the opportunity to request expedited disciplinary proceedings, which shall occur as soon as is reasonably possible (preferably within 48 hours) after the student’s request for expedition.

4. Discipline Committee

The Discipline Committee of the School of Medicine shall consist of six persons: four faculty chosen annually by the Dean and two students chosen annually by the Student Council. The Dean shall name the chair of the Discipline Committee. Each complaint that is not resolved informally shall be heard by a three member Hearing Panel, composed of two faculty and one student, chosen by the chair of the Committee.

5. Proceedings of the Discipline Committee

A. Pre-Hearing: If a complaint cannot be resolved informally, or if requested, the Associate Dean for Student Affairs shall refer the complaint to the Discipline Committee for a hearing. Promptly thereafter, the Committee Chair shall send the respondent a written notice of the date and time of the hearing, which shall take place not less than seven days after the sending of such notice except upon the consent of the respondent. If a complaint involves more than one respondent, the Chair of the
Hearing Panel may, at his or her discretion, permit a separate hearing to be conducted for any respondent. The Discipline Committee may dismiss the complaint without a hearing if it determines that there would be no violation of University policy even if the events alleged by the complainant were true.

**B. Investigation:** The Hearing Panel shall conduct interviews and review documents, including medical and academic records, as the Panel deems necessary or helpful in its conduct of the investigation. The Panel may also require a physical and/or mental evaluation of the respondent(s) in any case where the Panel has reason to consider the physical or mental competency of the respondent(s). Appropriate consultants shall carry out such evaluation, and a report of the evaluation shall be forwarded to the respondent being evaluated and the Hearing Panel. The chair of the hearing panel may designate any employee of the University to undertake any such investigatory actions on its behalf.

All documents that will be used as official evidence by the hearing panel shall be accessible to the respondent(s) upon request. The hearing panel will determine the scope of access (i.e. whether an individual will be provided photocopies of documents) depending on the nature of the documentation.

**C. Quorum requirement:** All three members of the panel shall be present at the hearing. All actions shall be by majority vote. When the Committee’s Chair is not a panel member, the participating members shall designate the Chair of the hearing panel.

**D. Assistance:** The respondent has the right to be accompanied at the hearing by counsel or an advisor. If the respondent wishes, the advisor may be a medical school student, staff member, or faculty member. The role of the advisor/counselor shall be limited to: (1) Providing advice or counsel to the respondent(s); and (2) addressing the members of the Hearing Panel. The role of the advisor or counsel shall not include the questioning of witnesses. The Hearing Panel may, in its discretion, further define, expand, or limit the role of any such advisor or counsel.

**E. Closed hearing:** Hearings normally shall be conducted in private. Interviews by the hearing panel of the respondent(s), any witnesses, or the complainant(s) shall be conducted separately. Admission of any person to the hearing or combined interviews of respondents, witnesses, and/or complainants shall be at the sole discretion of the Hearing Panel.
F. Failure to appear: If the respondent(s) should fail to appear or refuse to testify, the hearing(s) may nonetheless proceed.

G. Evidence and testimony: The rules of evidence are not binding on the hearing panel. Written and oral evidence may be presented. The Hearing Panel will determine who may testify, the order of testimony, what documents and written statements to accept in evidence, and all other matters pertaining to the conduct of the hearing. Each member of the Hearing Panel may examine any witness.

H. Standard of proof: The standard of proof is a preponderance of the evidence. In other words, the Hearing Panel’s determination shall be made on the basis of whether it is more likely than not that the respondent(s) committed the offense.

I. Record of proceedings: The hearing(s) shall be recorded on audio tape or by such other method (including videotape or stenographic record) as the Hearing Panel may direct. After the report of the hearing has been prepared, the recording shall be forwarded to the Office of the Dean where it will be preserved until all appellate proceedings have been completed. The recording is the property of the University.

J. Report of the hearing panel: The Hearing Panel shall prepare a written final report as soon as is reasonably possible, after the completion of the hearing(s). Copies of the report shall be submitted to the Dean, and the Associate Dean for Student Affairs for inclusion into the official student’s disciplinary file. The Dean, or his/her designee, shall forward a copy of the Final Report to the respondent(s).

The final report shall include the following: findings of fact; a statement regarding any policy or ethical code alleged to have been violated; the hearing panel’s conclusions and the reasons therefore; any sanctions, if any are imposed; and a statement advising the respondent(s) of the right to appeal as provided in the section, “Appeals of the Disciplinary Action” below.

K. Sanctions: If the charge(s) are sustained in any respect, the Hearing Panel’s report shall state what sanction, if any, shall be imposed on the respondent(s). Available sanctions include, but are not limited to, those described in Section IIIA of the University’s Student Disciplinary Procedures, which are:

1. Warning
2. Censure
3. Educational or Performance sanctions
4. Suspension of Privileges
5. Disciplinary Probation
6. Restitution
7. Monetary fine
8. Suspension
9. Dismissal

More than one sanction may be imposed for a single offense. If a student is suspended, conditions for readmission may be specified. If the Hearing Panel imposes a sanction, its report shall also state what entry, if any, of that sanction shall be made in the respondent’s official Academic File.

6. Appeals of Disciplinary Action

All appeals from the Hearing Panel’s action after a hearing shall be to the Dean. The Dean may appoint an appellate officer or board to consider the appeal on his or her behalf. The respondent may appeal from any adverse determination, but only on the grounds that (1) the proceedings at the hearing were flawed in a way that creates a significant risk that the outcome was erroneous, or (2) the evidence in the record taken as a whole does not substantially support the Hearing Panel’s action. The appeal must be in writing, must state the basis for the appeal, and must be filed with the Dean within seven days of the date on which the final report of the Hearing Panel was submitted to the respondent. The appeal shall be limited to a review of the record of the hearing and of any materials accepted into evidence at the hearing. The Dean shall have the power to stay the sanction imposed by the Hearing Panel pending the appeal. The Dean (or appellate officer or board, if appointed by the Dean), may affirm the Hearing Panel’s action, modify it in any respect (including by imposing a more severe sanction), or reverse it, or may remand the case for further proceedings by the Discipline Committee. Any decision by the Dean (or appellate officer or board, if appointed by the Dean), other than a remand, shall be final and binding.

7. Medical or Psychiatric Emergencies

If a medical or psychiatric condition is thought to be contributing to a student’s problematic or disruptive behavior, the Associate Dean for Student Affairs has the authority to compel the student to obtain appropriate medical or psychiatric evaluation as a condition of continued enrollment. Refusal to comply with the Senior Associate Dean’s request for a medical or psychiatric evaluation would be considered grounds for disciplinary action.
In cases where a student’s conduct appears to present an immediate serious threat to the student’s physical or emotional well-being, the safety and well-being of University students, faculty, or staff, or of University property, the maintenance of public order, or the effective continuation of the education process, the Associate Dean for Student Affairs may mandate an immediate medical or psychiatric evaluation or take other appropriate action.

8. Record-keeping

The NYU School of Medicine shall permanently retain a copy of the complaint, any amended complaint, any decision of the hearing panel, any documentation admitted as evidence by the Hearing Panel, and any decision of the Dean in an official Disciplinary File. Additionally, any documentation placed into a student’s official academic record with the Office of Registration and Student Records cannot be removed.

POLICY ON AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

New York University is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, students, and staff members, without regard to age, citizenship status, color, disability, marital or parental status, national origin, race, religion, sex, or sexual orientation. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, granting of tenure, rates of pay and other forms of compensation and participation in University-sponsored educational, social, and recreational programs.

It is the policy of NYU School of Medicine, in accordance with Title VI of the U.S. Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, not to discriminate on the basis of race, color, national origin, or handicap in any educational program or activity. Furthermore, it is the policy of NYU School of Medicine, in accordance with Title IX of the Education Amendments of 1972, not to discriminate on the basis of sex in any educational program or activity.
Policy on Mistreatment of Students

After extensive and inclusive deliberations, a policy for dealing with the problem of student mistreatment was developed and was implemented in 1992. While at NYU, the problem is not a major one, education about its breadth and scope is the best policy for its avoidance. Printed below are the definitions of mistreatment as described by the Association of American Medical Colleges (AAMC) and is followed by the policy of the School of Medicine for dealing with allegations of student mistreatment.

AAMC Statement of Student Mistreatment

The social and behavioral diversity of students, faculty, residents, and staff, combined with the intensity of the interactions between them, will from time to time, lead to alleged, perceived, or real incidents of mistreatment of students. Examples of mistreatment include discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical handicap or age; humiliation; psychological or physical punishment, and the use of grading and other forms of assessment in a punitive manner.

Policy on Allegations of Student Abuse at NYU School of Medicine

The School of Medicine recognizes the need to provide students with a means to deal with the encounters between themselves and faculty that they consider abusive. In order to deal with such complaints in a manner that is both responsive and protective of the freedoms and rights of both complainant and respondent, and on recognition of the fact that such episodes of abuse may occur on affiliated campuses in institutions which may have separate policies for dealing with such allegations, the following policy is offered:

The Standing Committee on Student Abuse shall be appointed annually by the Dean to receive and evaluate complaints of student abuse. The Committee shall be comprised of three members and three alternates to serve in their absence: a fourth-year student recommended by Student Council, a tenured member of the Faculty recommended by the Faculty Council, and a senior member of the administration recommended by the Dean. The committee will take such actions necessary to determine the facts and, when appropriate,
attempt to resolve the matter informally between complainant and respondent. If these measures are not satisfactory to the complainant, a verbal report, describing the particulars, the attempt at resolution if any, and a recommendation for further action, shall be forwarded to the Dean. The Dean shall then recommend appropriate procedures to be followed for a timely resolution of the complaint or for other steps as required by the institution where the alleged abuse occurred. As protection for the complainant and the respondent, all Committee actions will be absolutely confidential, and no written records will be maintained. The fact, nature, or resolution of a student’s complaint will not be recorded in the student’s record, will not serve as a basis for grades or recommendations, and will not be transmitted in the Dean’s letter or any other form of student evaluation. If the student is not satisfied with the resolution of the complaint, a formal grievance may be filed according to the procedures of the University.

The School acknowledges that the most important component of this policy is education of the Medical Center community. Therefore, the formation of the Committee and the policy and procedures for dealing with student abuse shall be appropriately publicized to all sections of the Medical Center community, including affiliated institutions to which students may be assigned. Such notification shall be made annually and shall emphasize the obligation to treat medical students with respect and dignity. Further, information on student abuse will be made an important component of annual house staff orientation.

NEW YORK UNIVERSITY
POLICY ON SEXUAL HARASSMENT

Definition
Sexual harassment is in no way limited to demands for sexual favors in return for rewards. It includes unwelcome sexual advances, verbal or physical conduct of a sexual nature, and inappropriate sexualization of the working environment with words, materials, or behavior. It may involve women being harassed by men, men being harassed by women, or harassment between persons of the same sex.
Title VII of the Civil Rights Act of 1964, as amended, as well as state and local law, prohibits unlawful discriminatory treatment of any employee on the basis of sex. At New York University, we expect ALL members of our community to act in accordance with this law. The University will not tolerate discriminatory conduct and will take prompt and remedial action upon receipt of knowledge that such behavior has occurred.

Based upon guidelines issued by the Federal Equal Employment Opportunity Commission, three basic criteria determine whether an action constitutes unlawful sexual harassment:

1. Submission to the conduct is either an explicit or implicit term or condition of employment or a basis for participation or advancement in an academic program or University activity or benefit.

2. Submission to or rejection of the conduct is used as a basis for a decision affecting an individual’s employment status or academic standing.

3. The conduct has the purpose or effect of interfering with an individual’s performance on the job or in the classroom by creating an intimidating, hostile, or offensive work or educational environment. Sexual harassment is subject to disciplinary action within the NYU community.

The following are examples of conduct considered to be sexual harassment:

- Unnecessary physical contact
- Sexually degrading words to describe a person
- Unwelcome propositions or explicit demands for sexual activity
- Excessive sexualization of the University environment either through words or pictures or other materials
- Taking official action or evaluating a person by sexual attractiveness instead of merit

**Responsibilities**

It is everyone’s responsibility to combat sexual harassment, but it is specifically the duty of officers, deans, department heads, faculty, directors, and supervisors to:

- Foster an atmosphere in which it is clear that such conduct is not tolerated and that, when proved, such conduct will be dealt with firmly under the policies and procedures established by the University.
• Develop a greater awareness of the problem so that sexual harassment may be prevented.
• Eliminate any and all forms of sexual harassment and intimidation of which they are aware.

Informal Resolution of Complaints
Many instances of sexual harassment can be resolved through informal measures on campus. Resolution of a suspected case can often be achieved through discussion with the persons directly involved. If this does not remedy the situation, (or if there is a reluctance to deal directly with those involved), there are other informal means available at the University. If informal resolution by consent fails, a Discipline Committee shall conduct a hearing on the complaint.

In addition, to find out about the special committees established within some schools, consult the Office of the Dean of the relevant school for specific information.

Formal Complaint Procedures
Should informal measures seem inappropriate or fail to resolve the situation, charges of sexual harassment can be filed by following the University’s established grievance procedures for students, faculty, and staff as indicated under the section “Policy on Allegations of Student Abuse at the NYU School of Medicine.”

NYU POLICY ON HIV/AIDS

New York University recognizes the need to respond to the current epidemic of infection with the human immunodeficiency virus (HIV) that causes the acquired immunodeficiency syndrome (AIDS).

In March 1989, the University’s HIV/AIDS Advisory Committee endorsed the recommendations and guidelines set forth in the General Statement on Institutional Response to AIDS, published by the American College Health Association’s Task Force on Acquired Immunodeficiency Syndrome (AIDS). The University’s Committee revised and updated the statement in March 1994.

In adopting the American College Health Association statement as a guide for all of its students and employees, the University affirms its commitment to addressing HIV/AIDS
related issues and circumstances in a spirit of cooperation, compassion, flexibility, and sensitivity to individual needs, as well as the community welfare. The American College Health Association statement stresses education as the best currently available means of controlling the spread of this serious disease, and contains recommended practices with regard to general policy, as well as specific issues including admissions, attendance, access to facilities, student housing, disability considerations, medical care, HIV antibody testing, confidentiality of information, safety precautions, support services, and protection against discrimination and harassment. Individuals with HIV/AIDS are protected against illegal discrimination by city, state, and federal laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Copies of the full updated American College Health Association policy can be found by visiting http://www.nyu.edu/dental/studenthandbook/nonacademicpolicies.pdf. The policy, along with educational brochures and related information, are also available at the following University locations: NYU Health Center, Office of Student Life, Moses Center for Students with Disabilities, and NYU Information Center. For individuals with personal questions, the University operates a confidential HIV/AIDS Hotline at (212) 443-1100. A listing of HIV/AIDS related organizations and support groups can be obtained at the Center for Health Promotion and the HIV Testing and Counseling Services; both located at the NYU Health Center at Washington Square, (212) 443-1000.

UNIVERSITY POLICY ON SUBSTANCE ABUSE

New York University is committed to the education of its students, faculty, administrators, and staff about the dangers of drug abuse. We believe that the best way to achieve and maintain this objective is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with 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.
For any members of the University community who may have developed a drug-related problem, suspect they are at risk, or seek 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 School of Medicine: School of Medicine Health Services, (212) 263-5489.

* Programs Available at NYU: Office of Drug and Alcohol Education, 443-1220; University Health Center, (212) 443-1000.

** New York City Programs: National Drug and Alcohol Treatment Referral Routing Service, (800) 662-4357; Cocaine Anonymous, (212) 262-2463; Alcohol Council of Greater New York, (212) 252-7022; Alcoholics Anonymous, (212) 647-1680; Al-Anon, (212) 941-0094; Narcotics Anonymous, (212) 929-6262; Marijuana Anonymous, (212) 459-4423; and Children of Alcoholics Foundation, (646) 505-2060.

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:

1. The unlawful possession, use, or distribution of drugs will not be tolerated on University premises.

2. 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.

3. Using regularly established procedures, the University will take disciplinary action, up to and including discharge, against any member of the faculty or staff found unlawfully using, possessing, or distributing drugs. Faculty, staff, and students should also be aware that, in addition to University sanctions, they might be subject to criminal prosecution under federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies.
New York University’s policies on substance abuse apply to students of the School of Medicine as they do to students of other schools of the University. Please see the NYU Student Guide for the University’s Policies and Procedures.

As part of one’s association with the NYU School of Medicine, students have access to the NYU computer network and also to the Internet. Student access to these resources is provided to further the educational mission of the School of Medicine. The use of these facilities is a privilege, not a right. Appropriate use is a condition for access. Misuse may result in discontinuation of this access and may also result in informal or formal disciplinary action. Some examples of unacceptable network behavior and/or use include:

A. Sending chain letters.

B. Engaging in any illegal activity such as participating in get-rich-quick, pyramid, or multi-level marketing schemes. Violations of federal or state laws may result in action taken by law enforcement officials outside of the Medical Center.

C. Forging e-mail.

D. Participating in any type of behavior in electronic form that is against general Medical School and/or NYU policies, including distribution of offensive and/or harassing material, abusive or threatening e-mail, or inappropriate postings/cross-postings on news groups.

E. Sending of large volumes of unsolicited e-mail (i.e. spam).

F. Using NYU facilities for personal profit.

Note: These are examples of activities forbidden by the Information Security Acknowledgement form that all students sign. Note also that all references to e-mail include such other electronic media such as Usenet postings, web pages, etc. If you have any questions, please consult with any of the Educational Computing or Network Services Staff.