
NYU and College of Nursing Policies and Additional Information

OFFICE OF ACADEMIC ADVISING & LEARNING DEVELOPMENT

All College of Nursing degree students are assigned to an advisor who will review the program of study, help select the courses required for progression, clarify curriculum and academic policies, and provide approval for registration. Academic advisors also assist students when academic problems arise and provide referrals to University services when needed. Academic advisors are experts at explaining how things work at the university, policies and procedures related to registration, and how to be academically successful.

Advisors will ensure that they are providing accurate information in confidence according to the Federal Educational Rights Privacy Act (FERPA), and in a timely manner.

All enrolled students can schedule an appointment with their advisor throughout the academic semester to discuss issues pertaining to their program of study, semester course load, or any other academic concerns through the electronic advising program, Advisor Trac.

In addition to providing assistance with course progression, the Office of Academic Advising and Learning Development offers academic support workshops to improve academic success such as study skills, time management, and effective group management skills. Career assistance is also available through reviewing resumes, cover letters, and interviewing strategies.

By getting to know the student as an individual, the academic advisor is able to take into account the student's skills, abilities, and interests. In this important role, the advisor encourages students to assume responsibility for their own education by helping

them develop their educational, career, and personal goals.

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.

ATTENDANCE

Regulations governing required or voluntary class attendance in the College are determined by individual departments and instructors.

CAMPUS VISITS

All prospective students are invited to visit the New York University campus. The College of Nursing hosts Open Houses throughout the academic year. Please call the College of Nursing Office of Student Affairs and Admissions or visit the Web site for information at www.nyu.edu/nursing.

NYU Guest Accommodations. Prospective students and their families visiting New York are invited to stay in Club Quarters, a private hotel convenient to the University. Located in a newly renovated turn-of-the-19th-century building in New York's historic Financial District, the hotel offers concierge services, a health club, and room service, among other amenities. If space is available, weekend University guests may also stay at the midtown Club Quarters, located in a landmark building that is close to shopping, Broadway theatres, and Rockefeller Center. For information and reservations, call 212-575-0006.

CHANGE OF PROGRAM AND/OR DEGREE OBJECTIVE

Students who are changing their program and/or degree objective must complete an official Change of Program Form in the Office of Student Affairs and Admissions. This form is to be completed by students who are changing from one program to another within the College of Nursing.

CRIMINAL BACKGROUND CHECK POLICY

Baccalaureate Nursing Program: All candidates for the baccalaureate nursing program will be required to complete clinical learning experiences toward fulfilling the requirements of the baccalaureate degree in nursing. Please be advised that prior to or during your clinical learning experiences at an acute or community and/or school-based health care facility, that facility may require a criminal background check in order to meet the facility's clinical placement policy or requirements. Such checks may be conducted by the facility, or the student may have to independently obtain a criminal background check that meets the facility's requirements. The NYU College of Nursing is not responsible for conducting such checks.

Master's Nursing Programs: All candidates for the master's nursing or advanced certificate programs (clinical or functional) will be required to complete practicum learning experiences toward fulfilling the requirements of the master's of science degree in nursing or advanced certificate. Please be advised that prior to or during your practicum learning experiences at a health care acute, community, or private practice facility,

that facility may require a criminal background check in order to meet the facility's clinical placement policy or requirements. Such checks may be conducted by the facility, or the student may have to independently obtain a criminal background check that meets the facility's requirements. The NYU College of Nursing is not responsible for conducting such checks.

Ph.D. and D.N.P. Nursing Programs: All candidates for the Ph.D. and D.N.P. in nursing degree may be required to complete a criminal background check. Such checks may be conducted by the facility requesting the background check, or the student may have to independently obtain a criminal background check that meets the facility's requirements. The NYU College of Nursing is not responsible for conducting such checks.

INFORMATION ON HOW TO REQUEST ENROLLMENT VERIFICATION

You can view/print your own enrollment certification directly from Albert using integrated National Student Clearinghouse student portal. This feature can be accessed from the "Enrollment Certification" link on the Albert homepage. Eligible students are also able to view/print a Good Student Discount Certificate, which can be mailed to an auto insurer or any other company that requests proof of your status as a good student (based on your cumulative GPA). This feature is available for students in all schools except the School of Law.

Verification of enrollment or graduation may also 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

signed request to 212-995-4154. Please allow seven (7) business days from the time the Office of the University Registrar is in receipt of your request. If you wish to confirm receipt of your request, please contact our office at 212-998-4280, and a representative will assist you. Currently, we are not accepting requests for certification by e-mail. Further information regarding enrollment verification can be viewed at <http://www.nyu.edu/registrar/transcripts-certification/enrollment-verification.html>.

GRADUATION APPLICATION

Students may officially graduate in September, January, or May. The Commencement ceremony for all schools is held in May. Students must apply for graduation via Albert, NYU's Web-based registration and information system. Albert can be accessed via NYUHome at <http://home.nyu.edu>. To graduate in a specific semester, students must apply for graduation within the application deadline period indicated on the Office of the University Registrar's graduation deadlines calendar. Students may view the graduation deadlines calendar and other information about graduation on the Office of the University Registrar's Web page at <http://www.nyu.edu/registrar/graduation/>. It is recommended that students apply for graduation no later than the beginning of the semester in which they plan to complete all program requirements. If students do not successfully complete all academic requirements by the end of the semester, they must reapply for graduation for the following cycle.

Graduation

No candidate may be recommended for a degree until all required fees have been paid. The University cannot be responsible for the inclusion in the current official graduation list of any candidate who makes payment after the first day of May, September, or January, for degrees in May, September, or January, respectively. Following the payment of all required fees, and on approval of the faculty, the candidate will be recommended for the degree as

of the date of the next regular meeting of the University Board of Trustees at which the awarding of degrees is a part of the order of business.

Diploma Arrears Policy

Diplomas of students in arrears will be held until their financial obligations to the University are fulfilled and their arrears have been cleared by the Bursar. Graduates with a diploma hold may contact the Office of the Bursar at 212-998-2806 to clear arrears or to discuss their financial status at the University.

PASS/FAIL OPTION

Matriculated students have the option to take selected courses on a pass/fail basis based on the policies of the school or college in which the course is being offered as well as on approval of their adviser. Once this option is utilized, such decision cannot be changed nor will the letter grade be recorded. Pass/fail grades are not considered "weighted grades."* Pass/fail option forms may be obtained from the respective program administrators prior to the end of the fifth (5th) week of the term for fall and spring term courses. The fifth (5th) meeting of the class is the final date for filing pass/fail option forms for courses taken during the summer sessions.

OFFICIAL TRANSCRIPTS

Official copies of your University transcript can be requested when a stamped and sealed copy of your University records is required. Requests for official transcripts require the signature of the student/alumnus requesting the transcript, unless the student/alumnus has a valid NetId. There is no charge for academic transcripts. Transcripts cannot be produced for anyone whose record has been put on hold for an outstanding University obligation. Currently, we are not accepting requests for a transcript by e-mail. Further information regarding transcript requests can be viewed at <http://www.nyu.edu/registrar/transcripts-certification/>.

*For undergraduate students to qualify for honors, a student must have completed at least 64 credits toward the degree in weighted grades/letter grades that carry points toward the grade point average (GPA) in residence.

Current and recently graduated students with a valid NetId:
If you have a valid NetId, go to the **Secure Online Transcript Request Form**. Once you login to the request form with your NetId and password, it will authenticate you as a student. A signed consent form is not required. *Before you complete your request, please check to ensure that all your grades have been posted. If you are a recent graduate, also check to ensure that your degree has been recorded.*

Former students without a valid NetId:
If you no longer have a valid NetId or attended New York University prior to 1989, please complete the Online Transcript Request Form and mail/fax the signature page to our office. You may also write a letter to request transcripts. A signed consent form is required.

A transcript may be requested by either (1) completing the online request form at www.nyu.edu/registrar/transcript-form.html and mailing/faxing the signature page (recommended method) or (2) writing a request letter (see below) and mailing/faxing the completed and signed letter. Our fax number is 212-995-4154; our mailing address is New York University, Office of the University Registrar, Transcripts Department, P.O. Box 910, New York, NY 10276-0910.

Writing a Request Letter: A request letter must include all of the following information:

- University ID number
- Current name and any other name under which you attend/attended NYU
- Current address
- Date of birth
- School of the University you attend/attended and for which you are requesting the transcript
- Dates of attendance
- Date of graduation
- Full name and address of the person or institution to which the transcript is to be sent

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

Unofficial transcripts are available on Albert, NYU's Web-based registration and information system. Albert can be accessed via NYUHome at <http://home.nyu.edu>.

If you initiate your transcript request through the online request form, you will receive e-mail confirmation when the Office of the University Registrar has received your signed request form. If you have any questions or concerns, please contact the office at 212-998-4280, and a representative will assist you.

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>.

POLICY ON PATENTS: NEW YORK UNIVERSITY

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 dean's office.

WEAPONS POLICY: NEW YORK UNIVERSITY

New York University strictly prohibits the possession of all weapons, as described in local, state, and federal statutes, that includes, but is not limited to, firearms, knives, explosives, etc., in and/or around any and all University facilities—academic, residential, or other. This prohibition extends to all buildings—whether owned, leased, or controlled by the University, regardless of whether the bearer or possessor is licensed to carry that weapon. The possession of any

weapon has the potential of creating a dangerous situation for the bearer and others.

The only exceptions to this policy are duly authorized law enforcement personnel who are performing official federal, state, or local business and instances in which the bearer of the weapon is licensed by an appropriate licensing authority and has received written permission from the executive vice president of the University.

Simulated Firearm Policy: New York University

New York University strictly prohibits simulated firearms in and/or around any and all University facilities—academic, residential, or other. This prohibition extends to all buildings—whether owned, leased, or controlled by the University. The possession of a simulated firearm has the potential of creating a dangerous situation for the bearer and others.

The only exceptions to this policy are instances in which (1) the bearer is in possession of written permission from a dean, associate dean, assistant dean, or department head and (2) such possession or use of simulated firearms is directly connected to a University- or school-related event (e.g., play, film production). Whenever an approved simulated firearm is transported from one location to another, it must be placed in a secure container in such a manner that it cannot be observed. Storage of approved simulated firearms shall be the responsibility of the Department of Public Safety in a location designated by the vice president for public safety. Under no circumstances, other than at a public safety storage area, may approved simulated firearms be stored in any University owned, leased, or controlled facilities.