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Contributors
Gwendolyn Alker
Kitty Krupat
Patrick McCreery
David Moore
Stacy Pies
Terri Senft
Vasu Varadhan
Mary Witty

Production & Cover Design
Josh Korwin
Nick Likos

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USING THIS BOOK

This handbook is intended to be a quick and easy reference guide to a variety of Gallatin academic and administrative procedures. By clarifying the adviser’s role and responsibilities, as well as the student’s, we hope to make the task of advising easier. In addition, we are including several other helpful features to assist you in this process:

• **General Advice/Tips**: These sections offer some guidance regarding a particular requirement, policy, or timing question;

• **Q & A**: Frequently asked questions and answers appear in the margins of relevant sections;

• **Contact Information**: Names, telephone numbers, and e-mail addresses of Gallatin departments involved in a particular process are also provided;

• **Other Sources of Information**: For policies and procedures that are described more thoroughly in other publications (e.g. colloquium and thesis procedures), we include a reference to this source;

• **Reminders**: When a particular policy or degree requirement should be taken into consideration, we are adding a reminder in the margin;

• **Index**: Last but not least, we include a full and descriptive index that should make finding information easy.

Since this book was in large part prompted by questions most frequently asked by advisers, we welcome your comments and suggestions on what we might add or amend to improve the next publication of the Adviser Handbook. Please feel free to call Gallatin’s Office of Advisement Services (998-7320) with your suggestions.
The fundamental fact about Gallatin is that students have to work with their advisers to construct their own programs. This presents some wonderful opportunities and some daunting challenges. It demands an unusual degree of independence, self-direction, flexibility, creativity, and responsibility. A large part of your function is to nurture those traits and to help students make sense of that exciting and terrifying array of possibilities. Another part is to help them find and use the resources they need to build a solid education for themselves.
The heart of the Gallatin program lies at the intersection of several unusual features of the academic experience. These are what make the school different from other colleges, even within NYU. Each component can be found in other programs and departments—but the combination of opportunities is unique to Gallatin. The adviser should help the student recognize this uniqueness and take advantage of it.

**INDIVIDUALIZED STUDY**

Individualized study means that each student constructs a course of study essentially from scratch, without having major structural decisions imposed by the faculty. We are committed to the proposition that, with the help of a good adviser, the student can explore his or her own interests and talents in a coherent and educationally responsible way. Drawing on the components described later in “Elements of the Program,” the student can pursue themes and problems across disciplines and professions, schools and departments. Some of the studies are literally individual: independent studies, internships, private lessons, and M.A. theses all require the student to work one-on-one with the adviser or another faculty member.

**INTERDISCIPLINARY STUDY**

Interdisciplinary means that virtually all students and faculty address questions and use methods of inquiry that transcend the traditional boundaries of the disciplines. They pull together a variety of ideas and strategies from appropriate sources, and create a synthesis that focuses on themes and problems rather than on disciplines. The adviser should help the student master these different approaches, so that the student learns to resist falling into one mode of inquiry and begins to think of the disciplines as tools rather than domains.

**ANCIENT AND CLASSIC TEXTS**

Especially at the undergraduate level, the Gallatin faculty believes in the educational importance of studying the great works and ideas of the past. We do not subscribe to a unitary Western canon, but look for significant texts and theories from all the world’s cultures. The texts are not objects of study in themselves but serve as vehicles for the student’s exploration of crucial issues and phenomena.
THE CONCENTRATION

Gallatin undergraduates do not declare a major—a required set of specialized courses in a particular academic department. (In fact, we discourage the use of the word “major” because of its connotations.) And our graduate students do not enroll in a single department or school. Instead, undergraduate and graduate students develop unique concentrations reflecting their own interests and goals. The student and the adviser decide together which educational opportunities will best advance the student’s learning and prepare him or her for graduate study or a career.

Creating a concentration means thinking about education in ways different from selecting a traditional major. Your advisee’s concentration may be organized around any of several kinds of concepts: ideas, problems and themes (e.g. order and change; fantasy, magic and spirit; race and ethnicity); time periods (the Renaissance, the post-modern era); areas of the world (South Asia, West Africa); and, of course, disciplines and professions (history and business, psychology and music). Your main role is to assist students in articulating their concentration and in choosing courses, designing independent studies, and finding internships that enable them to explore their field(s) of study.

Undergraduate students will be required to write a lucid description of their concentration by the end of the sophomore year or early in the junior year. (Transfers, therefore, have to develop a focus fairly quickly.) As the core theme(s) of the concentration evolve, you should help the students choose courses that build a coherent and academically sound foundation that familiarize them with the appropriate questions, texts and modes of inquiry that they will need to understand. Your advisee may need to take basic courses—for example, pre-med biology or chemistry—that are prerequisites for more advanced work. You can help the student build verticality into the concentration, to progress toward a deeper and richer exploration of the theme.

Graduate students should enter the program with a reasonably clear conception of the concentration. Although they may have to decide upon specific courses in their field, the core theme should remain fairly stable throughout the program.
THE ADVISER’S ROLE

DESIGNING AN INDIVIDUALIZED PROGRAM

Perhaps the most important adviser function is helping the student develop a coherent, directed and meaningful academic program. This means going beyond giving advice on single courses or even single semesters, and challenging the student to articulate the large questions or problems she or he wants to pursue, to think about long-term intellectual interests and professional goals, to build a framework within which each course choice makes sense. It means encouraging the student to strike an effective balance between breadth and depth, between a solid general education and a narrower specialization. While the student may simply be eager to get registered for the semester, your job is to remind him or her of the larger picture.

DISCUSSING AND APPROVING COURSE SELECTIONS

Before each term, the adviser helps the student choose courses (including independent studies, internships and private lessons) from an array of options. Students cannot be cleared to register without the adviser’s signature on the Plan of Study, Gallatin’s version of the registration form. You should instruct your advisee to come to the preregistration meeting having filled out the Plan of Study—especially the answers to the questions about goals, concentrations and so on—and with a list of tentative choices for courses. When the student comes to your office, you can then go through several steps before signing off on the form:

• discuss the larger framework within which the choices are being made (the concentration, goals for graduate school and career, ancillary interests);
• listen carefully to the student’s suggestions for courses, and give feedback, guidance and alternative proposals;
• provide information as needed about programs and courses the student may not know about;
• work out details of non-classroom courses, such as independent studies or internships: find appropriate instructors, settle reading lists and assignments, devise a meeting schedule;
• make sure that the course choices meet requirements for the degree, and that they are at a level appropriate to the student’s status (first-year and sophomore students often take introductory and exploratory courses, while more advanced students often get more specialized as their concentrations evolve; moreover, they often take courses that expose them to theories and methods in several disciplines relevant to their areas of interest).

When you are satisfied that the student’s program is solid, you sign the Plan of Study, and keep a copy. (For details about the registration process, please see the chapter on “Registration and Enrollment Policies.”)

MONITORING THE STUDENT’S DEGREE PROGRESS

Helping advisees keep track of their academic progress—satisfying requirements, maintaining an adequate GPA, accumulating sufficient credits—is a basic part of the adviser’s job. Discussing your student’s progress avoids major problems later in the program, and shows them that you care.

You should instruct students to check the statement of their academic progress through Albert—NYU’s student information system on the web (http://www.albert.nyu.edu/)—before coming to see you, or while they are in your office. When approving and amending students’ schedules, you should remind students to keep track of their Gallatin requirements, and, if they receive financial aid, to monitor their credit requirements as well.

For a complete list and description of undergraduate and graduate degree requirements, please refer to the separate sections in this book. In particular, students and advisers should regularly assess the student’s progress on the following requirements:

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SUPERVISING INDIVIDUALIZED PROJECTS

Another, more occasional, function of the adviser is to supervise the student in one of the non-classroom forms of learning: the independent study, the internship, or the private lesson. Each of these formats is described in greater detail later in this handbook. At a more general level, it is important for you to go through several steps in approving and supervising these experiences:

• discuss the relevance of the independent work in the context of the student’s overall program: Is it connected in some useful way to the concentration or another area of interest? Is the student prepared to do this work? (It may be wise to take a survey course in nineteenth-century French literature before doing an independent study on Hugo; it may make sense to take a course in constitutional law before doing an internship in the Legal Aid Society.) What are the student’s goals for this experience, and are they realistic?

• for an independent study, determine who the instructor or supervisor ought to be; in many cases, the adviser is also the instructor—but you should not take on a study for which you feel unprepared or do not have time, and you may know someone else on the faculty who would be more appropriate;

• work out the details of the assignments: the reading lists and written work; the due dates for submitting assignments. For some courses, the assignments are already structured (e.g. a journal and final paper are required for the internship);

• work with the student on filling out the appropriate registration form, and sign it when you are satisfied with it;

• arrange the meeting schedule for the semester, keeping in mind that courses such as the independent study may require more frequent meetings than others;

• evaluate the final work and submit the grade report to Gallatin.
SUPERVISING THE FINAL PROJECT

The Undergraduate Colloquium
For more details about the colloquium, please see the chapter on “Final Projects.” Briefly, the adviser’s role includes:

• ensuring that the student is preparing for the exam by taking the appropriate courses;
• offering assistance in designing the student’s book list and rationale;
• approving these before they are submitted to Gallatin;
• serving on the examining committee.

The rationale and book list also require the approval of the Gallatin faculty, and students must prepare and submit the documents well in advance of their exam date.

The Master’s Thesis
The adviser plays an essential role in helping the student to:

• select the appropriate courses to prepare for the thesis;
• formulate a proposal;
• write the thesis;
• defend the thesis before a faculty committee.

In most cases, the adviser also supervises the student’s required independent study called Review of the Literature. Both the thesis proposal and the thesis itself must be approved by the Gallatin faculty, and students should consult with a Gallatin thesis reviewer about the timetable for submitting and defending the thesis. For more information, please see the chapter on “Final Projects.”
We like to think that all Gallatin students are incredibly independent, responsible and creative—and many of them are, but all of them still need individualized advisement. They face the challenge of constructing a unique program of study, despite having come out of high schools or colleges that largely structured their choices around devices like the department and the major. The way a given student approaches that challenge will depend on several factors, each of which you as the adviser should address:

- **learning styles**: preferences, strengths and weaknesses in various ways of acquiring and making sense of new knowledge. Some people learn better verbally, others visually, others kinesthetically; some like working in groups, some prefer going solo. You should elicit your advisee's preferences, and then help the student exploit strengths and work on weaknesses.

- **interests**: part of the issue is what these are, and part is how clear they are. You need to work with the student on both.

- **post-graduation plans**: the student’s program will depend partly on where he or she wants to end up—in graduate school, in a career, etc.

### UNDERGRADUATE STUDENTS

As well as facing all the standard demands of undergraduate life—separating from home and family, achieving identity and independence, making (and losing) friends, becoming an adult—Gallatin students have to take charge of their educations in ways many others do not. That sometimes leaves them bewildered and desperate for order; sometimes they want you, as the adviser, to give it to them. So your challenge is to help your students make sensible choices without imposing that order. They need support and guidance in building a concentration, but you cannot do it for them.

Undergraduates have to go through several major processes, all explained in more detail later in this book:

- they are expected to satisfy the **liberal arts core** requirement early in the program, gaining exposure to a wide variety of disciplines;

- starting in the sophomore year, they need to construct a more coherent conception of the **concentration** (see previous section); they need to explore a variety of disciplines and modes of inquiry, and build necessary skills in thinking, writing and research;

- during the junior year, they need to start thinking seriously about the
colloquium: considering themes, choosing books, etc.

Transfer students may face some unique problems. Depending on how many credits they enter with, they may have more or less trouble satisfying the Gallatin liberal arts core and K-credit requirements (32 credits for most transfers). Transfers from the School of Continuing and Professional Studies (SCPS) must take 24 K-credits, of which 16 must be in interdisciplinary seminars. All internal transfers must complete 16 K-credits in interdisciplinary seminars, of which at least 12 must be completed while in residence at Gallatin. They need to formulate the concentration and start preparing for the colloquium more quickly than 0-credit freshmen. They also have to unlearn the collegiate mentality they acquired in their previous schools; to stop thinking about “majors,” and to start taking control of their educations.

GRADUATE STUDENTS

Because of the streamlined structure of the M.A. program, graduate students have to hit the ground running. Only 26 of the 40 credits for the degree are available in “electives,” courses the student can take beyond the required core. Students should therefore enter with a reasonably clear, though not necessarily exhaustive and certainly not rigid, conception of their plans for the program: what kinds of courses they want to take, in which schools, and in what order. You should discuss these plans with your advisee, helping the student to articulate the underlying rationale, the goals and the career plans driving his or her strategy. Make sure the plan is clear, coherent, appropriate and manageable—or at least moving in that direction.

The student may enter the program without a clear notion of the thesis—and that’s okay—but it is never too soon to start asking questions: What kind of thesis do you think you might want to do? What would you need to know and be able to do in order to pull that off? These questions should provoke clearer and clearer answers as the student moves through the program. Certainly by the time your advisee has accumulated 26-30 credits, he or she ought to satisfy your curiosity. Moreover, the student ought to be working on academic and professional skills: writing, research, etc. The key point for the graduate student is that there is not a lot of time to experiment, to drift, to change directions. Forging a coherent and directed interdisciplinary program in only 26 credits is a big enough challenge when you do know what you want to do.
Advisers are matched with advisees in different ways at different stages. We match students with advisers according to common interests and less tangible concerns, such as temperament and teaching and learning styles. While we try for a “good fit” between adviser and advisees, even we may not read the stars correctly, and we hope you will inform us if an advisee’s interests would be better served by another adviser.

Incoming freshmen are assigned freshman advisers who attend orientation and supervise a group of students throughout the year. At the end of their freshman year, students fill out a “Sophomore Adviser Reassignment” request. Those who have a sense of their developing concentration are reassigned to an adviser in their field. Some students remain with their freshman adviser, either because their interests are well-matched or because the student is still seeking to define his or her areas of study.

Advisers for incoming graduate students are selected by a faculty committee. The assignment is based on the student’s area of academic interest as described in the application for admission.

CHANGING ADVISERS

Students may seek to change advisers if their areas of concentration change. You may see a shift occurring and may suggest that your advisee request an adviser closer to his or her field. Changing advisers is a straightforward process which requires only that the student fill out a form, the Change of Adviser Request, available at the Gallatin Office. Students do not need to have an adviser in mind, but if they do they may request a specific faculty member. These requests may not determine the final assignment, but Gallatin will attempt to honor the spirit, if not the letter, of the request. Once the change has been made, a letter will be sent to the student, the new adviser, and the former adviser. Changing advisers takes anywhere from one day to three weeks, depending on the time in the semester.

ADVISER LEAVES AND SABBATICALS

If you go on leave, you may need to have some or all of your advisees reassigned. Please contact the Director of Advisement to discuss these arrangements.
You may find it useful to conceive of your advisee’s individualized program as being made up of several general elements. All students have to formulate a concentration, meet program requirements, take some electives and complete the final project. This chapter identifies the various ways the student can accumulate credits toward the degree. How each student puts these elements together, of course, is unique. Part of your role as an adviser is to help them make the most of these opportunities.
Probably the most common vehicle for earning credits toward the degree is the classroom course. Some portion of your advisee’s courses will be in Gallatin, and some will be in other NYU schools. The following sections describe some of the main features of each type.

**GALLATIN SCHOOL**

Gallatin’s curriculum is comprised of both undergraduate and graduate course offerings, falling into several categories:

**Undergraduate Program**
- the First-Year Seminar, an introduction to college studies, interdisciplinarity, inquiry skills, etc., is required for all incoming freshmen and first-year transfers (students who enter Gallatin with fewer than 32 credits);
- Writing Seminar I and Writing Seminar II, a two-course sequence in expository writing, rhetoric, the research paper, etc., are required for all incoming freshmen and for those transfer students who did not complete the equivalent in prior schooling;
- Interdisciplinary Seminars are small thematic courses in which students are required to take a certain number of credits, but they may choose from a variety of themes offered each term;
- Writing Courses are more advanced courses in nonfiction writing, as well as creative nonfiction and fiction writing;
- the Colloquium Workshop is a noncredit preparation for seniors.

**Graduate Program**
- the Proseminar, an introduction to interdisciplinary study at the graduate level, is required for all graduate students;
- the Thesis Seminar is a required course in research methods and writing.

**Undergraduate and Graduate Courses**
- Arts Workshops are small elective seminars and studio courses in the performing and visual arts;
- Community Learning Courses are seminars in which students develop theory and practice by working on community-based projects.
OTHER NYU SCHOOLS
Gallatin students, both undergraduate and graduate, actually take most of their courses in the other schools in NYU:

Undergraduate Schools
- College of Arts and Science
- Tisch School of the Arts
- Stern School of Business
- Steinhardt School of Education
- School of Continuing and Professional Studies
- Ehrenkranz School of Social Work

Graduate Schools
- Graduate School of Arts and Science
- Tisch School of the Arts
- Stern School of Business
- Steinhardt School of Education
- School of Continuing and Professional Studies
- Wagner Graduate School of Public Service
- Ehrenkranz School of Social Work

Gallatin undergraduate students generally cannot take courses in the NYU Medical, Dental, or Law Schools; graduate students, however, may be given permission to take certain courses in the Law School.

Gallatin students must abide by any restrictions or requirements established by other NYU schools and colleges (e.g. prerequisites and class standing). In addition, courses in some schools are open to majors only; Gallatin students generally cannot take these courses. For more information about taking courses in other NYU schools, including registration procedures, please see the section on “Cross-School Registration.”

Q&A

CAN MY ADVISEE FOLLOW A PRELAW OR PREMED PROGRAM THROUGH GALLATIN?

Yes. Gallatin undergraduates may complete the requirements specified by the College of Arts and Sciences and may also avail themselves of the College’s advising center. The student should call the Preprofessional Advising Office for an appointment (998-8160), or may stop by their office in the Silver building, Room 901.
INDEPENDENT STUDY

These tutorials provide students with the opportunity to work one-on-one with a professor on a particular topic or creative project. Independent studies are graded courses, the details of which are formulated by the student and the instructor. Full instructions appear in the Independent Study Proposal form.

ADVISER’S ROLE

Students may work independently with their advisers, other NYU faculty members, or, with special approval, professors or professionals outside of the University. In any case, the adviser needs to approve the student’s proposal. In some cases, however, students may need more than a signature. You may need to help students shape their projects and find a scope and format that is both sufficiently challenging and precise. You may have to act as a brake on your advisees when they have an idea for an independent study that is grandiose or too narrow. Encourage students to develop independent studies that truly cannot be done just as well if not better in an existing course.

If the adviser is the instructor for the student’s independent study, then the adviser should also follow the steps listed under the “Instructor’s Role.”

INSTRUCTOR’S ROLE

1. Design and approve the study: With the instructor’s assistance, the student prepares a proposal for the study, specifying its title, scope, reading list, and the written or creative work to be evaluated by the instructor. Generally, the student’s work load for an independent study should be comparable to that of a regular class, but it is up to the instructor and the student to determine the specific format of the work. The proposal form must be signed by the adviser and the instructor (if other than the adviser) before being submitted to the Gallatin Office for final approval.

2. Meet regularly with the student: While the days and times of the instructor’s meetings with the student are “to be arranged,” it is expected that they will meet regularly throughout the semester to discuss the student’s work. Students should not view the independent study as a project in which they work entirely on their own.

Arranging an Independent Study

In general, independent studies grow out of work the student has already done with a professor. Ideally, when the student begins to arrange the study, he or she should have in mind a clearly defined topic, as well as a professor who can supervise it. If that professor is unable to do an independent study, the student may call the Director of Advisement at 998-7320 for a possible referral. Instructors, however, are not required to supervise independent studies, and it is up to the student to find an instructor qualified and willing to supervise the project.
3 **Submit mid-semester grade report:** In order to assess the progress of students taking independent studies, instructors will receive a mid-semester evaluation form for each student she or he is supervising. The instructor must complete the form and submit it to the Director of Advisement.

4 **Grade the independent study:** Near the end of the semester, the Gallatin School will mail the instructor a grade sheet called an Anecdotal Report. The instructor evaluates the independent study by writing a brief commentary on the student’s work and assigning a letter grade.

**STUDENT’S ROLE**

1 **Obtain Gallatin School approval:** The student should take the proposal form, signed by the adviser and the instructor, to the Gallatin Office for review. The student may be required to talk briefly with the associate dean to discuss the study or clarify the proposal. Upon approval, the student will be given the 4-digit access code required for registration.

2 **Register:** The student may then register for the independent study on Albert, TorchTone, or in person. Please note: the student is responsible for the registration process.

3 **Submit course work to the instructor:** As in any other course, you should expect the student to come prepared for the independent study meetings by completing readings and assignments on time. The written work for the study should be submitted according to the schedule of due dates agreed upon at the outset, and as with a classroom course, late work may be penalized.

**Reminder...**

Graduate students are limited to a maximum of 12 credits total in nonclassroom courses (e.g. internship, independent study, and private lessons.)
In an internship, the student is given the opportunity to learn experientially at one of New York City’s major social institutions, cultural organizations or corporations. Students gain firsthand work experience, learn about the activities of particular kinds of businesses and organizations, and develop the skills and knowledge that will help them in pursuing employment after graduation; they also explore the relationship between practical experience and academic theory. Internships are available in a variety of areas such as business, education, legal services, social services, journalism, film, and theatre. Internships are typically unpaid positions.

**ADVISER’S ROLE**

1. **Approve the internship:** Before you approve an internship, you should discuss it with your advisee to determine how it makes sense in the context of the student’s program. Also, try to make sure the student can handle the number of work hours; while internships are rewarding experiences, they can also be very demanding, and interns need to manage their time in order to juggle their studies with their work responsibilities. You indicate your approval of the student’s internship by signing the proposal form.

2. **Meet regularly with the student:** Students get the most out of internships when they meet with you to discuss what’s going on at the workplace and what they are learning. They also benefit from discussing their internship papers. While the days and times of your meetings with the student are “to be arranged,” it is expected that you will meet regularly throughout the semester to discuss your advisee’s work experience and the required assignments.

3. **Grade the internship:** Near the end of the semester, the Gallatin School will mail you a grade sheet called an Anecdotal Report. On this report, you write a brief commentary on the student’s work and assign a letter grade. Your evaluation is based on the following:

   - the student’s journal and analytical paper (see “Student’s Role” for details);
   - the on-site supervisor’s evaluation (sent to you at the end of the semester).

**Arranging an Internship**

The process of finding an internship begins with the student, who may:

- look at the internship listings available at the Gallatin office
- ask you or the Internship Director to recommend an internship in the student’s field of interest
- pursue an internship independently

Once your advisee has found an internship that seems appropriate to his or her goals, the student should meet with the Internship Director, who will help secure the internship (usually this entails arranging an interview with the on-site supervisor).

Credits are determined by the number of weekly internship hours: for each credit, students are expected to devote four hours per week for the entire term. For example, a 4-credit internship would require at least 16 hours per week for 15 weeks.
**STUDENT’S ROLE**

1. **Obtain Gallatin School approval**: The student should bring the proposal form, signed by you, to the Gallatin School for final approval. The student may be required to talk briefly with the Director of External Programs to discuss the internship or clarify the proposal. Upon approval, the student will be given the 4-digit access code required for registration.

2. **Register**: The student may then register for the internship on Albert, TorchTone, or in person. Please note: the student is responsible for the registration process.

3. **Attend the internship workshops**: Students are required to attend two workshops during the semester of their internship: the first workshop will cover the nature of experiential learning, hints for collecting information and thinking about the work in relation to classroom studies, and troubleshooting; the second workshop will cover the process of writing a final paper for the internship.

4. **Submit a progress report to Gallatin**: In midsemester, the student submits a report to the Internship Director, assessing his or her progress toward meeting internship goals.

5. **Submit required assignments to the adviser**: The student should plan the required assignments—journal and analytic paper—in consultation with you, and should submit these to you by the end of the semester. During the internship, the student maintains a daily or weekly journal, describing the mission and daily workings of the agency or institution, the student’s activities, and reflections about the work as a learning experience. The analytic paper, usually about 5 pages per credit (i.e., 20 pages for a 4-credit internship), may do a number of things, depending on your expectations and interests: review the types of learning the student did in the workplace; analyze a particular problem or issue in the field; investigate the larger environment; describe the workplace culture, etc. You may choose to require some academic research as a supplement—some connection to theory—but the paper should also address the student’s actual experience.

**Reminder...**

Graduate students are limited to a maximum of 12 credits total in nonclassroom courses (e.g. internship, independent study, and private lessons.)

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**INTERNSHIP**

Office of External Programs

998-7376
Through private lessons, students may earn academic credit for their studies at performing or visual arts studios in the metropolitan area. By studying with professional, New York City-based artists/teachers, students are offered the opportunity to learn and perfect their craft. Private lessons are available in a variety of areas such as voice, music, dance, acting, and the visual arts.

Students may choose from two basic types of private lessons: ones that they organize through Gallatin and ones that they take through the School of Education. The former carry K-credit; the latter do not. Both require approval by the student’s adviser. Unlike private lessons taken through the School of Education, Gallatin private lessons are arranged by the student. Students who organize private lessons through Gallatin therefore have a wider choice of instructors with whom they can study, but they also usually must pay the instructor’s hourly fee. The following guidelines apply to private lessons organized through Gallatin.

**ADVISER’S ROLE**

1. **Approve the private lesson:** After your advisee has filled out the private lesson proposal form, and it has been signed by the private lesson instructor, the student should submit the form to you for your approval. You indicate your approval by signing the form.

2. **Meet with the student:** While the days and times of your meetings with the student are “to be arranged,” it is expected that you will meet periodically during the semester to discuss the student’s lessons and required assignments.

3. **Grade the private lesson:** Near the end of the semester, the Gallatin School will mail the adviser a grade sheet called an Anecdotal Report. On this report, you write a brief commentary on the student’s work and assign a grade of pass or fail. The adviser evaluates the private lessons based on the following:

   - the student’s **journal** and **assessment paper** (see “Student’s Role” for details)
   - the **private lesson instructor’s evaluation** (sent to the adviser at the end of the semester)

**Arranging Private Lessons**

The process of finding a private lesson instructor begins with the student, who may:

- look through Gallatin’s listing of studios and private lesson instructors
- talk to the private lesson coordinator about particular studios in the student’s field of interest
- ask you to recommend a studio or instructor
- pursue a studio independently

After finding the studio or instructor, the student should make arrangements for the lessons, as well as for payment to the studio or instructor.

Credits are determined by the number of weekly lesson hours. Students may consult with the Advisement Team to find out how many credits they are eligible to receive.
STUDENT’S ROLE

1 Obtain the private lesson instructor’s signature: After filling out the proposal form, the student must have the private lesson instructor sign it; by signing, the private lesson instructor confirms the schedule of lessons and agrees to submit a written evaluation of the student’s performance at the end of the term.

2 Obtain Gallatin School approval: After receiving both the adviser’s and private lesson instructor’s approval signatures, the student should bring the form to the Gallatin School for final approval. Upon approval, the student will be given the 4-digit access code required for registration.

3 Register: The student may then register for the internship on Albert, TorchTone, or in person. Please note: the student is responsible for the registration process.

4 Submit required assignments to the adviser: The student should plan the required assignments in consultation with you, and submit these to you by the end of the semester.

   • Journal: During the semester, the student must keep a daily or weekly journal which describes the studio work and artistic progress in the lessons.

   • Assessment paper: At the end of the semester, the student must submit a two to three-page evaluative paper, developed from the journal. The paper is an artistic self-assessment documenting the student’s path of development over the course of the semester and should: 1) describe and summarize the nature of the work undertaken and the overall experience; 2) analyze how the private lesson training contributed to the student’s overall educational goals for the semester; and 3) discuss how it has prepared the student for the next level of artistic work.

Reminder...

Undergraduate students may take a maximum of 24 credits in Private Lessons; graduate students may take a maximum of 6 credits. In addition, graduate students are limited to a maximum of 12 credits total in nonclassroom courses (e.g. internship, independent study, and private lessons).
Gallatin students in good academic standing are encouraged to study abroad for a semester, year, or summer. There are basically three kinds of study abroad experiences for students—NYU programs (including Gallatin), exchange agreements, and non-NYU programs. For each of these options, the student must receive approval from you and the Gallatin School’s Director of Advisement.

**ELIGIBILITY**
The student’s record should be reviewed to determine eligibility for all study abroad options. Considerations include:

- whether the program is appropriate for the student’s **area of concentration**;
- the student’s **academic and disciplinary standing** (students must have a 3.0 GPA and should have no outstanding Incomplete grades);
- **degree progress** (students should be able to complete any outstanding degree requirements [for example “K” credits] before graduation);
- **residency requirement** (students must complete their last 32 credits at NYU).*

*Though several of the study abroad options discussed below are considered to be “in residence,” study abroad is not recommended for the student’s final semester of study. As students prepare for and schedule the colloquium or thesis defense, they will need to be in contact with their advisers, as well as the Gallatin office; preferably, students should be on-campus to finalize these arrangements.

**Other Considerations**
For all semester-long study abroad programs, the student must take into consideration several other important matters:

- **financial** implications
- **housing** arrangements
- **registration** from abroad (see later in this section for more details)

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**Getting Information About Study Abroad**
To find out more about NYU study abroad programs, deadlines for applications, and admission procedures, as well as information about non-NYU programs, students should refer to the Advisement Team’s brochure, “Gallatin Goes Global”

Students should also contact:

**NYU Study Abroad Admissions Office**
7 East 12th Street, Rm 608
New York, NY 10003

**Phone:** (212) 998-4433  
**Fax:** (212) 995-4103  
**E-mail:** studyabroad@nyu.edu  
**Web:** http://www.nyu.edu/studyabroad/
NYU STUDY ABROAD

NYU has a great variety of study abroad programs sponsored by particular NYU schools and departments. While abroad through an NYU program, students:

- remain matriculated at NYU;
- pay NYU tuition and receive financial aid just as if they were attending classes at Washington Square;
- have all course information (course numbers, titles, credits, and grades) recorded on the official transcript.

Academic Year (Fall and Spring) Study Abroad

During the academic year, NYU’s study abroad locations include Florence, Paris, Prague, Madrid, and London. While some programs are directed toward students who speak a foreign language, programs at all of these sites provide courses for students who speak only English. Deadlines for applications are as follows: for the fall semester as well as year-long programs, the deadline is May 15; for the spring semester, November 1. For information about courses, expenses, and other details, students should visit the web address on the previous page.

Summer Programs

During the summer sessions, there are considerably more study abroad options for students. In addition to the academic-year sites (see above for details), summer locations in recent years have included Amsterdam, Athens, Beijing, Bermuda, Brussels, Cape Town, Dublin, Geneva, Pisa, Rio de Janeiro, Tel Aviv, and Venice.

In addition, students may opt to study abroad during the summer through the Gallatin School. The “Humanities Seminar in Italy” is located at La Pietra in Florence. This is a graduate course open to undergraduate students. The credits earned in this course fulfill both the undergraduate Gallatin “K” credit and interdisciplinary course requirements. For more information about this and other Gallatin study abroad opportunities, students should consult Gallatin’s “Spring and Summer Course Offerings” booklets.
How will my advisee be able to register for the upcoming semester if she is studying abroad?

Students enrolled in NYU abroad programs will be able to register as they normally would; arrangements are made for them to select courses, obtain adviser clearance, and get registered. For more information, please see “Registration from Abroad,” on p. 26-27.

NYU Study Abroad Procedures

1 Application and deposit: Students may pick up applications for academic year and summer programs at the Gallatin office or the Study Abroad Office. These applications may also be downloaded from the Study Abroad web site.

   For summer programs, students must first complete the NYU Advisement/Preregistration form, indicating their choice of study abroad program. They also have to pay a deposit to reserve a place in the program. For academic year programs, the student must complete the “Contact Data Form for NYU Students.” Additional information will then be sent to the student, but no deposit is required at the time of application.

2 Adviser approval: Before approving the student’s plan to study abroad, you should make sure that the student meets the eligibility requirements listed on the previous page. The student may then follow the normal registration process: fill out the Gallatin Plan of Study form, listing the study abroad course or program, and obtain your approval signature.

3 Clearance: After you approve the Plan of Study form, the student should take it to the Gallatin Office to obtain clearance to register on Albert or TorchTone. The Office of Study Abroad will enroll students in the course once the student has received this clearance.

4 Final approval from the Gallatin School: Gallatin’s Director of Advisement will obtain a list of all applicants for NYU study abroad and will check to ensure that the student is in good academic standing, as outlined above. If not, permission to travel will be withdrawn. To avoid disappointing the student, the adviser should check the student’s record before approving the student’s plans.
EXCHANGE AGREEMENTS

NYU has negotiated exchange agreements with several universities so that our students may study abroad at a wider range of locations with few problems. These exchange programs are all pre-approved, and students should follow the procedures described below. As with an NYU study abroad program, students in exchange programs:

- remain matriculated at NYU;
- pay NYU tuition and receive financial aid just as if they were attending classes at Washington Square;
- have all course information (course numbers, titles, credits, and grades) recorded on the official transcript (once the transcript has been sent to the Director of Advisement).

Exchange Agreement Procedures

1 Application: The student should contact the NYU Study Abroad Office to find a school that has a consortium agreement with NYU. (The consortium agreement makes it possible to transfer the student’s NYU financial aid to the foreign university). Though the admission decision is made by the foreign institution, the student must apply to this program through NYU (i.e. the student may not register independently for courses through the other institution).

2 Adviser approval: Once your advisee has chosen a program, the student should meet with you to discuss the program and course selections. The student should complete the Plan of Study registration form, listing the NYU course title and number (“Non-NYU Study Abroad,” STAP000.001) and the titles and numbers of the courses to be taken at the foreign institution. Before approving the student’s plan to study abroad, make sure that the student meets the eligibility requirements listed at the beginning of this section.

3 Gallatin approval: After you approve the Plan of Study form, the student must meet with the Director of Advisement to obtain final approval to study abroad. The student should bring to this meeting:

- information about the foreign program, including course descriptions;
• the Plan of Study form, with your approval signature;
• the consortium agreement (completed by the student).

4 Clearance: After receiving final approval from the Office of Advisement, the student should then bring the approved Plan of Study form to Gallatin Student Services to obtain clearance to register on Albert or TorchTone.

5 Transcripts: At the end of the study abroad semester, it is the student’s responsibility to make sure that an official transcript from the outside institution is sent to Gallatin for evaluation of transfer credit. The transcript should be sent directly to the Director of Advisement (Gallatin School, 715 Broadway, New York, New York 10003). Upon receipt of the official transcript, Gallatin will review courses and grades and send notice to the University Registrar to accept approved transfer credits.
NON-NYU STUDY ABROAD

Students may select a study abroad program offered by another accredited American or overseas institution. Students should contact the NYU Study Abroad Office to inquire about non-NYU programs or they may do research on their own or consult with the Gallatin Advisement Center for additional resources. Students in non-NYU programs:

- pay tuition and other charges directly to the foreign institution;
- receive transfer credit from the credits earned abroad (i.e. the name of the foreign institution and the overall number of credits are recorded on the official transcript but not the individual courses).

Students and advisers should also note that non-NYU study abroad credits are considered transfer credits, and students who transferred into Gallatin with many prior credits may not be eligible for additional transfer credit. These students may want to consider an NYU study abroad or exchange program instead. Students who choose a non-NYU study abroad program must meet with the Director of Advisement to discuss the details of the program and to receive final approval to register.

Non-NYU Study Abroad Procedures

1. Application: Students may contact the NYU Study Abroad Office or the Gallatin Advisement Team to inquire about accredited American or overseas programs, or they may do research on their own for additional resources. Students must apply directly to the foreign institution for admission.

2. Adviser approval: Once your advisee has chosen a program, the student should meet with you to discuss the program and course selections. The student should complete the Plan of Study registration form, listing the NYU course title and number (“Non-NYU Study Abroad,” STAP000.001) and the titles and numbers of the courses to be taken at the foreign institution. Before approving the student’s plan to study abroad, make sure that the student meets the eligibility requirements listed at the beginning of this section.

3. Gallatin approval: After you approve the Plan of Study form, the student must meet with the Director of Advisement to obtain final approval to study abroad. The student should bring to this meeting:

Reminder...

Undergraduate students must fulfill the residency requirement by taking their last 32 credits at NYU. Students enrolled in a non-NYU study abroad program are not considered to be “in residence”; therefore, they cannot register for these programs during any part of their senior year.
• information about the foreign program, including course descriptions;
• the Plan of Study form, with your approval signature.

4 Clearance: After receiving final approval from the Director of Advisement, the student should then bring the approved Plan of Study form to Gallatin Student Services.

5 Registration: Your advisee should contact the foreign university, or the American university sponsoring the program, to proceed with the registration process.

6 Transcripts: At the end of the study abroad semester, it is the student’s responsibility to make sure that an official transcript from the outside institution is sent to Gallatin for evaluation of transfer credit. The transcript should be sent directly to the Director of Advisement (Gallatin School, 715 Broadway, New York, New York 10003). Upon receipt of the official transcript, Gallatin will review courses and grades and send notice to the University Registrar to accept approved transfer credits.

REGISTRATION FROM ABROAD
Before your advisee leaves, you should discuss the arrangements for getting registered for the following semester. Procedures for getting registered vary depending upon the electronic resources available to your student while abroad. In addition, the Director of Advisement will be the liaison for both you and your advisee during the period your student is abroad.

1 Provide Gallatin with foreign address: Once abroad, your advisee should notify the Director of Advisement of her foreign address, including new e-mail, if applicable.

2 Prepare the course schedule: If your advisee has access to the internet, the student can receive course information and prepare a schedule by visiting the web sites listed below. Course information should be available on the web by the end of March for Fall registration and by the end of October for Spring registration.
• www.nyu.edu/registrar/ (to obtain NYU’s schedule of classes)
• www.nyu.edu/gallatin/ (to obtain Gallatin’s course descriptions)

If your advisee does not have these electronic resources, the Director of Advisement will arrange to have a registration packet (NYU course schedule, Gallatin course offerings booklet, and study plan) mailed to your advisee. When completing the Plan of Study form, your advisee should make sure to list course alternatives in case some course selections are closed. Please note: if your advisee needs access codes for courses, the student may not be able to register for those courses until after returning to NYU.

3 Adviser and Gallatin School approvals: After preparing the schedule, your advisee should e-mail the list of course selections to you for approval. You will need to e-mail or phone in your approval to the Director of Advisement. If the student cannot e-mail you the schedule, the student should complete the Plan of Study form and mail it to the Director of Advisement, who will then contact you to obtain your approval.

4 Registration: After receiving your approval, the Director of Advisement will arrange to have your advisee cleared for registration and will notify the student once this has been done. If the student does not have ready access to a telephone, Gallatin will register the student for classes.
CONCURRENT REGISTRATION

Students may be permitted to register concurrently, that is, to take courses at another college or university, while matriculated at NYU. Students are responsible for all charges, including tuition, for course work outside NYU.

ELIGIBILITY

In order to be considered for concurrent registration,

**Students**
1) must be in **good academic standing**, and
2) must fulfill the **residency requirement** (undergraduates must take their last 32 credits at NYU; therefore, they cannot register concurrently during any part of their senior year)

**Courses**
1) must be **credit-bearing** and taken at an **accredited institution**, 
2) **cannot duplicate NYU courses**, 
3) must fit logically into the **student's concentration**, 
4) and cannot be taken for financial or geographical reasons (that is, because tuition may be less expensive elsewhere or because the school may be located nearer to the student's permanent address)

POLICIES AND PROCEDURES

1 **Adviser's approval**: The student must receive your approval before submitting the request to do concurrent registration. You indicate your approval by signing the Plan of Study form with which the student submits the written request.

2 **Gallatin approval**: Concurrent registration requests must be submitted in writing to the Gallatin School at least one full semester before the proposed term of concurrent registration. Students should state where they would like to study, which courses they propose to take, and explain why. The letter should be accompanied by specific information published by the college or university about the course(s), including title(s), course number(s), course description(s), and the number of credits. If the request is approved, the student will receive a letter stating the terms and conditions (described below) of concurrent registration.
3 **Matriculation:** Students who plan to register concurrently for a full semester at another college or university must maintain their matriculation at NYU by paying a fee. For more information about matriculation procedures, please see the section on “Matriculation by Fee.” Students who register for courses at NYU in the same semester as they register concurrently at another university will be considered matriculated. Students do not need to maintain matriculation at NYU during the summer sessions.

4 **Transcript:** It is the student’s responsibility to make sure that an official transcript from the outside institution is sent to Gallatin for evaluation of transfer credit. Upon receipt of the official transcript, Gallatin will review courses and grades and instruct the University Registrar to accept approved transfer credits.

**Transfer Credit Policies**

Credits earned from concurrent registration are considered transfer credits and must adhere to the policies applicable to transfer credit:

- No credit will be given for independent studies or internships.
- No credit will be given for a pass/fail course.
- For **undergraduate students**, only grades of C or better will be accepted for transfer credit; for **graduate students**, only grades of B or better will be accepted.
- Course titles will not appear on the student’s transcript.
- Grades will not be included in the student’s grade point average.
- Students will not receive course-for-course credit in concurrent registration (e.g., completion of a 3-credit course at another institution is not the equivalent of a 4-credit course at NYU).

**Additional Restrictions or Limitations**

- **Undergraduate students** may take no more than one-fourth of their Gallatin program through concurrent registration.
- **Graduate students** are limited to a maximum of 6 credits through concurrent registration which are included in the 12-credit maximum transfer and course equivalency credit.

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**Reminder...**

Credits earned from concurrent registration are considered transfer credits. Both graduate and undergraduate students are limited to the number of transfer credits that may receive; therefore, students who have transferred into Gallatin with many prior credits may be ineligible for concurrent registration.
At Gallatin, students may earn course equivalency credit for professional experience they may have had before entering the school. The process of receiving credit begins with the compilation of an extensive portfolio documenting the student’s learning experiences, and ends with a rigorous evaluation process by NYU faculty.

The following procedures and guidelines should be kept in mind as the student prepares a course equivalency portfolio. For a complete description of course equivalency credit, including the format for submission and other restrictions that may apply, please see the Gallatin Bulletin.

REstrictions

Undergraduate students may apply for a maximum of 32 course equivalency credits. Graduate students may apply for a maximum of 12 credits (combined with transfer credits). In addition, students may not apply for course equivalency credit for:

• Gallatin School courses
• courses similar to those already transferred from another institution
• experiential learning courses such as internships or fieldwork
• courses in NYU Medical, Law, or Dentistry schools

Advisor’s Role

1. Help the student prepare the portfolio: You should meet with your advisee to discuss his or her professional experiences and to help identify which NYU courses best correspond to the student’s experience. As the preparation of the portfolio progresses, you should review it with the student and make sure it conforms to the specifications described in the Gallatin Bulletin.

2. Approve the portfolio: The adviser must approve the student’s portfolio before it is submitted to Gallatin. Your approval should be stated in a letter that indicates your support for the student’s portfolio, and your letter should accompany the student’s portfolio when it is submitted to Gallatin.

QA

Are there any deadlines for submitting the course equivalency portfolio?

Yes, but they refer to the student’s progress in the program rather than to particular dates. Generally, the portfolio may be submitted after the student has completed one full-time semester or the equivalent (12 credits), but before one-half of the credits required for graduation are completed. Students should not wait until the last year to submit their portfolios.
STUDENT’S ROLE

1 Gather relevant course materials: The student must select and gather information about the specific NYU courses, including course titles and descriptions, which can be found in the particular school’s bulletin. Your advisee should consult with you about the appropriateness of courses selected as equivalents.

2 Assemble the portfolio: Students should adhere to the instructions for the portfolio’s content and format described in the Gallatin bulletin. In general, for each course selected by the student for course equivalency, there should be a separate and complete presentation in the portfolio since these sections may be forwarded to different faculty members.

3 Adviser’s approval: The portfolio should be submitted to the Gallatin Office, accompanied by a letter from you indicating your approval and support of the student’s application.

4 Submit the portfolio to Gallatin for review: Prior to the faculty review, the student’s portfolio is reviewed by the Director of External Programs to ensure that format and protocol have been followed. Students may not submit their materials directly to the professors evaluating their portfolios, nor may they solicit these professors for credit in any way. The routing of portfolios is handled only by the Gallatin office.

THE REVIEW PROCESS

If the portfolio satisfies the school’s criteria, it will be forwarded to a professor or professional at NYU who teaches the course(s) identified. For each course, a separate professor may be asked to evaluate the portfolio. In reviewing the portfolio, the professor will assess whether the student’s professional experience is comparable to the learning goals of the course. The professor may allocate full or partial credit for a course.

Reminder...

Students who receive course equivalency credits should note the following: for undergraduates, course equivalency credits do not count toward the required minimum of 64 credits in classroom courses; for graduate students, these credits are applied equally toward the required minimum of 14 credits in classroom courses and the allowable maximum of 12 credits in nonclassroom courses.

COURSE EQUIVALENCY CREDIT
Office of External Programs
998-7376
Many students enter Gallatin with credits transferred from other colleges or universities. Students, in particular undergraduates, are urged to be attentive to the process of transferring credit. NYU will accept credit only if it appears on the official transcript of another institution. It is the student’s responsibility to make sure that an official transcript from their previous college or university has been sent to the NYU Admissions Office for evaluation.

TRANSFER CREDIT POLICIES

In granting transfer credit to undergraduate students, NYU adheres to the following guidelines:

- **pass/fail grades**: Credits earned in courses graded on a Pass/Fail basis are not transferrable;
- **grade minimums**: Only credits earned in courses with grades of C or better are transferrable;
- **time limits**: Credits that are more than ten years old are not transferrable;
- **non-classroom courses**: Credits earned in nonclassroom courses such as independent study or internships are not transferrable;
- **non-academic courses**: Credit earned in nonacademic courses such as physical education are not transferrable.

For information about transfer credit policies for graduate students, please contact the Gallatin Graduate Admissions Office.

STATEMENT OF TRANSFER CREDIT

Upon admission to Gallatin, and usually accompanying the acceptance letter, undergraduate transfer students are given a Statement of Transfer Credit, which provides an itemized list of credits accepted by NYU. The statement also provides a checklist of the liberal arts core requirements that have been satisfied through transfer credit. Both you and your advisee should review this checklist to determine which areas of the core still need to be fulfilled.

Students will often receive two copies of the Statement of Transfer Credit: the first is usually tentative because it may not include the student’s most recent semester of course work. The final statement is prepared when the

**Q&A**

**My advisee just transferred to Gallatin, and her transfer credits do not appear on her record. She needs the advanced standing to get into a course. What should she do?**

Your advisee should take her “Statement of Transfer Credit” form to the department offering the course. They will want to review this statement before they give her permission to register. In some cases, departments may want to see a copy of the student’s transcript, which lists more specific information such as course titles and grades.
student's final grades from the previous school have been recorded and the transcript is forwarded to NYU. The final statement is the one to refer to when trying to determine which credits still need to be completed. To determine whether the statement is "tentative" or "final," look at the top of the form—either the "tentative" or "final" box will be checked.

Students should carefully review the final Statement of Transfer Credit to ascertain the number of credits they were awarded. If the student believes she is entitled to more credits, she should first determine how many credits are missing and for which courses. In most cases, missing credits are not transferrable—that is, they do not meet NYU criteria. If, however, the Statement of Transfer Credit is inaccurate, the student should immediately notify the NYU Admissions Office. Missing credits may affect class standing, which in turn could affect the student’s registration. Transfer credit issues are most easily and quickly resolved at the time of admission. Students may call the Admissions Office to report an error or to appeal for additional credits. After the Admissions Office sends the student’s file to the Gallatin School, disputes over transfer credit can be resolved only at Gallatin, through the waiver process.

Reminder...
Undergraduates may be granted a maximum of 80 transfer credits from a four-year college or university and 64 credits from a two-year college; graduate students may be granted a maximum of 12 transfer credits, which includes credits earned in course equivalency.
Degree requirements in the Gallatin School sometimes change. A student is generally responsible for meeting the requirements that were in effect (that is, stated in the official Bulletin) at the time when he or she first matriculated in Gallatin. That rule applies to new freshmen straight out of high school, to internal transfers and to external transfers. A student who is readmitted after withdrawing from Gallatin is subject to the requirements in effect when he or she matriculates again, unless the offer of readmission states otherwise.

As the adviser, you should make sure that your students consult the Gallatin Bulletin in effect during the academic year they enrolled in Gallatin. Note that an academic year starts with the Fall term and includes the following Spring and Summer terms. Students may view bulletins from previous academic years at the Gallatin Student Services Office.
GENERAL ADVICE
As students and advisers look for courses that may fulfill degree requirements, they should note that some courses may satisfy more than one requirement: For example, a Gallatin interdisciplinary seminar will fulfill the K-credit requirement, but it may also satisfy part of the liberal arts core, be relevant to the student’s concentration, and be helpful in preparing the student for the colloquium.

Total Credits
Students must complete **128 credits** to be eligible for the Bachelor of Arts degree.

Grade Point Average
Students must maintain a minimum cumulative **GPA of 2.0** to remain in good academic standing. A final minimum cumulative GPA of 2.0 is required for graduation. For more information about the GPA and academic standing, please see the section on “Academic Policies and Procedures.”

Gallatin K-Credit Requirement
Students must complete **32 credits** in Gallatin School courses (prefixed with a K); **a minimum of 16 of these credits** must be in interdisciplinary classroom courses, which include the first-year seminars and interdisciplinary seminars. The remaining 16 credits may be taken in the first-year writing seminars, the advanced writing courses, arts workshops, nonclassroom courses, or additional interdisciplinary seminars.

**Transfer students** who have done substantial course work in interdisciplinary modes of study may apply through a waiver request to have the K-credit requirement reduced.

Students who transfer from NYU’s **General Studies Program** (in the School of Continuing and Professional Studies) are automatically granted a K-credit reduction. These students are required to complete 24 K-credits, of which 16 must be in interdisciplinary seminars.

Can any of the Gallatin degree requirements be waived?
Yes. The student must first apply for a waiver and explain the academic rationale behind the request. The Gallatin Advisement and Academic Policy Committee will then decide whether the request makes sense in terms of the student’s program. For details about the waiver process, please see the section on “Waivers and Appeals.”
In addition, **internal transfer students** (including students from the General Studies Program) must complete at least three interdisciplinary seminars in residence at Gallatin; that is, after they have officially transferred to Gallatin.

**TIPS FOR THE K-CREDIT REQUIREMENT**

During their first year of study at Gallatin, most **first-year students** will complete 12 credits that count toward the K-credit requirement: Writing Seminar I, Writing Seminar II, and the First-Year Seminar. Students may fulfill the remaining 20 K-credits over the course of their program; taking one course per term will set an even pace.

Of the 12 credits taken during the first year, only four credits earned in the first-year seminar will be counted toward the minimum of 16 credits in interdisciplinary classroom courses. This means that of the additional 20 K-credits needed to fulfill this requirement, first-year students will need to complete 12 more credits in interdisciplinary courses.

Unlike first-year students, who generally have four years to complete the K-credit requirement, **transfer students** have considerably less time and must pace themselves accordingly. For example, if a student enters Gallatin with 64 transfer credits, the student should take 8 K-credits each semester in order to fulfill the requirement and graduate on schedule.

**Liberal Arts Core**

All students must complete a **minimum of 32 credits** in liberal arts courses, distributed as follows:

- **4 credits in the first-year seminar** (transfer students entering with more than 32 credits may take a liberal arts elective in lieu of the first-year seminar);
- **8 credits in expository writing** (Writing Seminar I and II or the equivalent);
- **8 credits in the humanities** (e.g. art history, classics, history, languages, literature, philosophy, music history, religious studies);
Liberal Arts Core (continued)

- **8 credits in the social sciences** (e.g. anthropology, economics, journalism, politics, psychology, sociology, women’s studies);

- **4 credits in either mathematics or science** (e.g. biology, chemistry, earth science, physics, computer science, mathematics).

To fulfill the liberal arts core, students may take courses in other schools, departments, and programs of the University, as well as in Gallatin. To determine which courses fulfill the liberal arts core, students should refer to the lists that are published each semester in the Gallatin course offerings booklet. These lists include Gallatin courses as well as those departments in the College of Arts and Science whose courses qualify for the liberal arts requirement. To receive credit toward the liberal arts core requirement for courses taken outside of these two schools (Gallatin and CAS), students should apply for a waiver request.

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TIPS FOR THE LIBERAL ARTS CORE

*During their first year of study at Gallatin, most first-year students will complete 12 credits that count toward the liberal arts core requirement: Writing Seminar I, Writing Seminar II, and the First-Year Seminar. Generally, students are expected to fulfill the remainder of the liberal arts core (8 credits in the humanities, 8 credits in the social sciences, 4 credits in math or science) by the end of their sophomore year.*

*Transfer students* often have fulfilled some or even all of the liberal arts core in their previous college work. To determine which (if any) of the liberal arts areas need to be fulfilled, the adviser and student should review the student’s “Statement of Transfer Credit.” For details about this statement, please see the next page on “Transfer Credit,” and the chapter on “Elements of the Program.”

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**Classroom Credit Requirement**

Students must complete a **minimum of 64 credits** in classroom credits. Transfer credits generally count toward this requirement, but credits earned in course equivalency and nonclassroom courses—-independent study, internship, and private lesson—do not. Students may take a maximum of 64 credits in nonclassroom courses.

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**Q&A**

*How can I find out which areas of the liberal arts core still need to be fulfilled by my advisee?*

Your advisee can view this information on-line using Albert’s "Degree Progress" function:

**http://www.albert.nyu.edu/**

Students will need their ID and PIN numbers in order to access their records.
Residency Requirement
Students must complete their last 32 credits at NYU. Students who wish to take courses at another university or do a non-NYU study abroad, must do so before they complete 96 credits. Please note that NYU abroad and exchange programs are still considered to be “in residence.”

Senior Colloquium
During their senior year, all undergraduates must successfully complete a two-hour oral examination—a presentation and discussion of 20 to 25 books with a faculty committee, comprised of the student’s adviser and two other faculty members.

DEGREE LIMITATIONS
Transfer Credit
Students may be granted up to a maximum of 80 credits from a four-year college or university and 64 credits from a two-year college. For details about transfer credit, please see the chapter, “Elements of the Program.”

COLLEGE OR UNIVERSITY CREDITS
Upon admission to Gallatin, transfer students are given a “Statement of Transfer Credit,” which provides an itemized list of credits accepted by NYU. This statement also provides a checklist of the liberal arts core requirements that have been satisfied through transfer credit. While transfer credits may count toward the classroom credit requirement and may satisfy some or all of the liberal arts core, they do not fulfill the K-credit requirement. Both you and your advisee should review the Statement of Transfer Credit to determine which areas of the core still need to be fulfilled. In particular, you should assess whether the student needs to take Writing Seminar I and/or II. Since many schools require introductory writing courses (usually a two-course sequence), most transfer students have taken the equivalent of Writing Seminar I and II in their previous college work. If your advisee needs to take one or both of these courses, please encourage the student to do so early in the program.
AP (ADVANCED PLACEMENT) CREDITS

Upon admission to Gallatin, first-year students may be granted advanced standing through AP credits earned in high school. In order to receive AP credit, the student’s test score must meet the minimum grade requirement as listed in the Gallatin bulletin. Students who are awarded AP credit will receive a “Statement of Transfer Credit.” AP credits are accepted as transfer credit and will count toward the degree, but will not be counted toward the liberal arts core. Advisers should be aware that some students may enter with a substantial number of AP credits enabling them to graduate in three (or three and a half) years instead of the usual four.

Course Equivalency Credit
Students may apply for a maximum of 32 credits in course equivalency.

Pass/Fail Grade Option
Gallatin undergraduates are permitted to request a pass/fail grade in one course only per full-time academic year, that is, once within 32 credits. Courses that may be taken only pass/fail, such as private lessons, are not counted in this once-a-year limitation. Courses used to fulfill the liberal arts core requirement may not be taken pass/fail.

Maintaining Matriculation by Fee
Undergraduates may maintain their matriculation by fee a maximum of 4 semesters.

Time Limit for the Degree
The bachelor of arts degree must be completed within 10 years.

Graduate Course Credit
Six credits earned in graduate-level courses, in excess of those used to meet the requirements for the undergraduate degree, may be applied toward the Gallatin School M.A. program and will count as transfer credit. Students must request that their course work be reserved for graduate credit at the time that they register for these courses.

Q&A

Do AP credits count toward the liberal arts distribution requirement?

No, but AP credits are accepted as transfer credit and count toward the total number of credits needed for the degree. For more information about AP credits, please see “Degree Limitations.”
### Summary of Requirements and Limitations

#### REQUIREMENTS

**Total Credits** ........................................... 128 credits

**Grade Point Average** ................................. A final minimum cumulative GPA of 2.0

**Gallatin K-Credits** ..................................... 32 credits in Gallatin courses; at least 16 in interdisciplinary seminars

**Liberal Arts Core** ........................................ 32 credits distributed as follows:
- First-Year Seminar ......................... 4 credits
- Expository Writing ......................... 8 credits
- Humanities ................................. 8 credits
- Social Sciences ......................... 8 credits
- Mathematics or Science .......... 4 credits

**Classroom Credits** ................................. A minimum of 64 credits

**Residency Requirement** ......................... The last 32 credits must be taken at NYU

**Senior Colloquium** ................................. Two-hour discussion with faculty

#### LIMITATIONS

**Transfer Credit** ................................. A maximum of 80 credits

**Course Equivalency Credit** ........................ A maximum of 32 credits

**Pass/Fail Grade Option** .......................... A maximum of 1 course per full-time academic year

**Matriculation by Fee** ............................. A maximum of 4 semesters

**Time Limit for Degree** ......................... A maximum of 10 years
Can my advisee take more than 40 credits?

This is strongly discouraged. Students should plan to graduate once they have completed 40 credits and all their degree requirements. Rather than exceeding 40 credits toward one degree, students would make better use of their time and money if they pursued a second master’s degree or another degree program.

On the other hand, if a student has shifted focus during the course of the program, and now needs to take more courses in the field of the thesis, Gallatin may consider allowing the student to continue beyond the 40 credits. The student must submit a waiver request, explaining why additional credits are needed.
Classroom Credit Requirement
All students must complete a minimum of 14 credits in classroom courses. This does not include the graduate core courses (the proseminar and the thesis-related courses), independent studies, internships, and private lessons. Transfer credit and course equivalency credit may count toward this requirement. See “Degree Limitations” below.

Thesis
Students must complete and successfully defend a master’s thesis, which may take one of three forms: research, performance, or project. (For more information about the thesis, please see the chapter on “Final Projects.”)

Degree Limitations
Course Levels
No undergraduate courses will be counted toward the master’s degree. Students may take a maximum of 12 credits in 1000-level courses in those programs where 1000-level courses may be counted toward the master’s degree.

About Course Levels
Advisers should note that this policy applies in particular to those NYU schools where distinctions between undergraduate and graduate courses are designated by course numbers, rather than separate schools or departments. For example, in the School of Education, zero-level courses (.0000–.0999) are undergraduate; one-thousand level courses (.1000–.1999) are open to juniors, seniors, and graduate students (with some limitations); two-thousand level courses (.2000–.2999) are graduate; and three-thousand level courses (.3000–.3999) are for doctoral students only. Some departments in the Tisch School of the Arts also use course numbers to distinguish graduate and undergraduate courses.

Nonclassroom Course Credits
Students may take a maximum of 12 credits in nonclassroom courses— independent studies, internships, and private lessons. (The required independent study, “Review of the Literature,” does not count toward these 12 credits.)
Pass/Fail Grades
Several Gallatin courses must be taken on a pass/fail basis: the Master’s Thesis Seminar, Private Lessons, and Master’s Thesis and Defense. All other University and Gallatin courses, as well as independent study and internships, are graded and may not be taken pass/fail.

Transfer and Course Equivalency Credit
Students may be granted up to a combined total of 12 credits in transfer and course equivalency. These credits must be for courses generally related to the student’s area of concentration.

If course equivalency credits are awarded, they will be applied equally to the classroom credit requirement (14-credit minimum) and nonclassroom course credits (12-credit maximum); they also count toward the 28-credit residency requirement. Transfer credits count toward the classroom credit requirement.

Thesis Advisement
Students who do not complete the thesis or successfully defend it during the semester for which they register for “Master’s Thesis and Defense” are required to register for Thesis Advisement (1 credit) each fall and spring semester until the thesis is completed and defended. Generally, students are not required to register for Thesis Advisement in a summer session unless they are working on the thesis and need faculty guidance. Students are required to pay tuition for this course, plus a nonreturnable registration and service fee. This one-credit course does not count toward the 40 credits required for the degree.

Maintaining Matriculation by Fee
Students may maintain matriculation by fee a maximum of 2 semesters. Once a student has registered for Master’s Thesis and Defense, he or she may not maintain matriculation by fee, but must instead register for Thesis Advisement (see above).

Time Limit for the Degree
The master of arts degree must be completed within 6 years. If there are unusual circumstances warranting a formal extension, the student may submit a waiver request for an extension. Degree requirements may be completed in no fewer than three semesters.

Q&A

How long does it take a student to complete the M.A. program?

That depends upon the student—if the student is attending full-time and has entered the program with a fairly clear conception of the thesis, then the student may finish within two to three years. Students are allowed up to six years to complete the degree, but no fewer than three semesters.
Summary of Requirements and Limitations

Requirements

Total Credits ........................................ 40 credits
Grade Point Average .................................. A final minimum cumulative GPA of 3.0
Residency Requirement .............................. 28 credits minimum
Graduate Core ......................................... 14 credits, distributed as follows:
- Proseminar ........................................ 4 credits
- Review of the Literature ......................... 3 credits
- Master's Thesis Seminar ......................... 4 credits
- Master's Thesis and Defense .......... 3 credits
Classroom Credits .................................... 14 credits minimum (excluding graduate core)
Thesis ...................................................... Completion of research, project, or performance

Limitations

Course Levels ........................................... A maximum of 12 credits in 1000-level courses that count toward a master’s degree
Nonclassroom Courses .............................. A maximum of 12 credits
Transfer and Course Equivalency
- Credit .................................................. 12 credits combined maximum
Matriculation by Fee ................................. A maximum of 2 semesters
Time Limit for the Degree ......................... A maximum of 6 years or a minimum of 3 semesters

Director of Enrollment Services
998-7349
In order to qualify for graduation, all undergraduate students must successfully complete the colloquium, a final two-hour oral examination. The colloquium is an intellectual conversation among four people—the student, the adviser, and two other members of the faculty—about a selection of books representing particular academic disciplines and historical periods. In preparing for the colloquium, the student assembles a book list and writes a brief paper—the rationale—describing the themes the student plans to discuss in the colloquium.

Each graduate student must complete a thesis as the culmination of the Master of Arts degree. While the master’s thesis, unlike the doctoral dissertation, does not have to create new knowledge or break new ground, it does display the student’s ability to go beyond the mere collection of information, into synthesis, analysis, judgement and interpretation. Moreover, it should demonstrate the student’s familiarity with a substantial body of thought and literature, and illustrate “mastery” of some self-chosen field of study.
THE BOOK LIST
The main focus of the colloquium is a discussion of the works on the student's book list. This list consists of a minimum of twenty books, representing several academic disciplines and historical periods, related to the theme or themes described in the rationale. Usually these are books that students have read in their courses, but they may also include books they have read on their own. For suggestions for the book list, please see the colloquium guidelines. Generally, students should avoid popular fiction, how-to manuals, self-help books, and textbooks.

Book list forms are available at the Gallatin office. Your advisee should use this form to prepare the bibliography, which is divided into four sections as follows:

- **Ancient, Medieval, and Renaissance Classics**: at least seven works written before the mid-1600's;
- **Modernity—The Humanities**: at least four works written after the mid-1600's in disciplines such as literature, philosophy, history, the arts, critical theory, and religion;
- **Modernity—The Social and Natural Sciences**: at least four nonfiction works written after the mid-1600's in disciplines such as politics, economics, psychology, anthropology, sociology, and the natural sciences;
- **Area of Concentration**: at least five works representing the student's area of study; students whose area of concentration already appears among the above categories may simply choose five additional works from these categories.

THE RATIONALE
In addition to the book list, students are required to submit a three-to-five page rationale (typed and double-spaced) about the topic or topics they plan to discuss in the colloquium. The rationale usually emerges from, or is related to, the student's concentration. It may focus on a central theme that unifies the entire book list, or it can discuss several different themes. In describing the main theme(s) of the colloquium, your advisee's rationale should refer to several of the books on the book list, particularly those that may not be very well known.

Q&A

**When can my advisee take the colloquium?**

Students may take the colloquium once they have completed 108 credits. Most seniors take the exam during their last semester.
PREPARING FOR THE COLLOQUIUM

It is never too early for students to begin thinking about the colloquium. As your advisee works through the process of defining his or her concentration, the colloquium topic should start to become clearer. When choosing courses, your advisee should keep in mind the general requirements of the book list; the student will need to select texts representing a variety of disciplines and historical periods. Encourage your advisee early on to keep a notebook with comments on important texts and ideas.

In addition, during the senior year, we offer a variety of options for helping students prepare for the colloquium. We encourage you to help your advisees decide which option might be most helpful to them.

- **Colloquium workshop**: This 0-credit, non-graded course meets three times during the spring semester. These workshops focus on the format of the colloquium, ways to prepare for it, strategies for writing the rationale, etc. Dates for workshops are listed in the Gallatin course booklets.

- **Gallatin interdisciplinary seminar**: If there is a particular interdisciplinary seminar that is relevant to your advisee's colloquium topic, the student may ask the instructor to incorporate writing the rationale into the course assignments.

- **Independent study**: Some students choose to design an independent study around their colloquium topic(s); usually such projects are from two to four credits, depending on the number of books and writing assignments. Your advisee may work on an independent study with you or another NYU faculty member.

- **Meetings with the adviser and other faculty members**: Students can work with you and/or other NYU faculty members on a noncredit basis. You must approve your advisee's book list and rationale, so you should play an important role in helping the student prepare the list and write the rationale.

- **Study group**: Some students have found that one of the most effective ways to prepare for the colloquium is by forming a study group with other seniors who are preparing for the exam. Students can form such groups on their own, or they may contact the Gallatin Office for help finding other students interested in joining a study group.
ADVISER’S ROLE

1 Approve the book list and rationale: As your advisee begins formal preparations for the colloquium, you should help the student focus on a unifying theme(s) for discussion, make suggestions for the book list, and offer helpful criticism of the rationale. In particular, you should make sure that the rationale clearly describes the topic(s) and books to be discussed in the colloquium. When you are satisfied with the student’s rationale and book list, you indicate your approval by signing the “Colloquium Rationale and Book List” form. Your advisee must submit this form, accompanied by the book list and rationale, to the Gallatin office for final approval by a member of the Gallatin faculty.

2 Approve the exam date: In addition to signing the rationale and book list form, you must also sign the “Colloquium Registration” form, which indicates your availability for the exam date and time requested by your advisee.

3 Attend and evaluate the colloquium: As a member of your advisee’s colloquium committee, you will engage in a discussion of the colloquium topic with the student and two other committee members. As the student’s adviser, your specific job is to convene the colloquium and to facilitate the discussion. During the discussion, you may want to encourage your advisee to convey the strengths of his or her project. The colloquium is graded on a pass/fail basis by a majority vote of the committee. The main criterion for the committee’s evaluation is simply this: Was the student able to discuss the books in a thoughtful, insightful way, and to respond intelligently to the questions put forward by the faculty committee? If the committee concludes that the student’s performance has been unsatisfactory, they will provide suggestions about what the student needs to do to prepare for a second oral exam.
STUDENT’S ROLE

1  Submit the rationale and book list to Gallatin for approval: After receiving your approval for the book list and rationale, your advisee must submit these to the Gallatin School for final approval by a member of the Gallatin faculty. The faculty reviewer may approve the book list and rationale or require changes. If revisions are required, your advisee should discuss the reviewer’s comments with you. You must approve the revised book list and rationale before your advisee can resubmit them to Gallatin for final approval.

2  Schedule the colloquium: Your advisee must also submit the “Colloquium Registration” form indicating when he or she would like to take the exam and which faculty members your advisee would prefer to have on the examining committee. Your advisee should confirm your availability, and the availability of the other committee members, before requesting a date for the colloquium. Encourage your student to submit this form on time, as requests for particular dates and faculty members are granted on a first-come, first-served basis.

3  Pass the colloquium: In order to graduate, students must pass the senior colloquium. A student may not take the exam more than twice. If a student fails a second time, he or she will be dismissed from the school.

SCHEDULING DEADLINES

For exact scheduling deadlines, students and advisers should refer to the dates listed in the booklet “Undergraduate Colloquium Policies and Procedures.” Generally, seniors are expected to submit their adviser-approved rationales and book list forms to Gallatin by the end of the first week in November; the rationale and book list should therefore be submitted to you for approval by the middle of October.

The colloquium registration form, which includes the date of the exam and committee requests, should be submitted to Gallatin by the end of the first week in February. Students should therefore try to arrange the date and committee during the first two weeks of the spring semester.
TYPES OF THESES

The thesis may take one of three forms: the research thesis, performance thesis, or project thesis. Students should discuss with their advisers which format is appropriate for the kind of thesis they want to do.

Research Thesis
Essentially an extended research paper, the research thesis is approximately 50–125 pages in length. It consists of a systematic inquiry into some phenomenon, problem, or question that the student attempts to address or solve through research. This process will entail the collection and analysis of original material as well as already-published (secondary) sources using appropriate scholarly methods.

Performance Thesis
This thesis is appropriate for those students who wish to display the creative process in the performing, visual, or literary arts. For example, a student might make a film or video, choreograph an evening of dance, act in a play, mount an exhibit of paintings, or write a screenplay, novel, play, or collection of short stories, among other artistic endeavors.

Project Thesis
The final thesis option is to write a paper about a project: a professional activity designed and executed primarily by the student as a way of solving a problem. This thesis is especially appropriate for students in such fields as business, education, social work or public administration. The project thesis might appeal to those students who are active in their professions and who take responsibility for the creation of a program or activity.

PREPARING FOR THE THESIS

Early Coursework
The Gallatin graduate student may start thinking about the final thesis at any time, from before applying for admission (some applicants actually have specific thesis projects in mind) through enrolling in the Master’s Thesis Seminar or the Review of the Literature. Students who know early in the program what they want to do for a thesis can use that plan as an organizing principle in choosing courses, independent studies and internships. As the adviser, you can help to identify appropriate options and strategies. On the
other hand, the idea for a thesis may emerge gradually from the student’s coursework, which may be driven by a fairly general set of themes, problems or professional goals. In that case, you may occasionally ask questions that help the student to generate possible alternatives for the thesis, and to clarify the intellectual and strategic implications of each option.

If you detect movement toward a particular kind of thesis, you might begin to suggest appropriate methods courses to help the student develop inquiry and research skills: modes of literary criticism, techniques in art history, qualitative methods in sociology, etc. Gallatin strongly encourages students to take at least one course in an appropriate methodology before undertaking the thesis.

**Thesis Seminar**

After the student has completed the majority of the elective credits, and has begun to formulate a reasonably clear conception of the thesis, you should recommend taking the Master’s Thesis Seminar. The content of the course exposes the student to ideas and skills related to research and writing. More specifically, it takes students through the stages of writing the thesis proposal: defining the field of research, formulating the problem, developing a bibliography, choosing an appropriate research methodology, gathering information, organizing the material, revising, and preparing a scholarly manuscript. The final product of the course is a complete (if early) draft of the thesis proposal. Thus, the student should have a pretty good idea of the thesis topic before enrolling—which means sometime around 30 credits, give or take.

**Review of the Literature**

At some point before starting the thesis, the student is required to conduct an independent study—probably with you as the adviser—in which he or she finds, reads and critiques a substantial body of previous scholarship related to the thesis. There are generally two major strategies for constructing the Review of the Literature: a) treating it as a broad exploration of several fields, with the aim of coming up with a coherent thesis problem; or b) approaching the Review as a focused, specialized inquiry into an already-existing problem. The first strategy is appropriate for a student who is still casting around for a manageable thesis question; it should probably be done slightly before 30 credits, and certainly before the Thesis Seminar. (In fact, the question that emerges from this review can drive the student’s work in the Thesis Seminar.)
The second strategy is more appropriate for a student who already has a clear focus and needs to dig more deeply into the specialized literatures. It will probably be done at or even after 30 credits, and may occur after the Thesis Seminar (when the student was working primarily on methods). See the handout on the Review of the Literature for more information.

The required work for this review is a critical essay and a bibliography. The review of the literature paper should a) identify the categories of pertinent studies; b) report on major concepts, theories, debates, trends, and gaps; and c) place the thesis topic in relation to earlier studies. In each of these areas, the student should summarize and review specific texts as illustrations of each point. The adviser sets the length of the paper, but it is typically 20 to 25 pages. The bibliography should include at least 20 books and/or scholarly articles. Many of these texts should be selected from previous course work in addition to library research related to the topic. Students should consult one of the major style books for academic writing: Modern Language Association (MLA), American Psychological Association (APA) or Turabian. You may, of course, suggest an alternative if another format is preferred in your field.

**Thesis and Defense**

The final phase, of course, is the writing of the thesis itself. For more details, please see the following section, as well as the "Master’s Thesis Policies and Procedures" booklet. After the student has completed 37 credits in the M.A. program, he or she is required to register for Thesis and Defense. This course meets only once at the beginning of the semester to discuss the procedures for organizing and presenting the thesis, as well as the deadlines for submission. It then becomes an independent project to complete the thesis, supervised by the adviser.

Students who do not defend the thesis successfully, or do not complete the thesis during the semester in which they are registered for Master’s Thesis and Defense, are required to register for Thesis Advisement each semester until the thesis is defended. Generally, students are not required to register for Thesis Advisement in a summer session unless they are working on the thesis and need faculty guidance.

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**Q&A**

My advisee has finished all her course work, but she is not ready to defend her thesis. Should she still register for Thesis and Defense?

Yes. All students must register for “Thesis and Defense” after they have completed 37 credits. Students who do not complete and defend a thesis during the semester in which they are registered for the course will receive a grade of Incomplete.
THE ADVISER’S ROLE

1. **Supervise the Review of the Literature**: For details about this course, please see the description above. Since Review of the Literature is essentially an independent study, you and your advisee should follow the same steps outlined for Independent Study. The key difference is that the student must complete a separate proposal form designed specifically for Review of the Literature.

2. **Approve the thesis proposal**: During and sometimes after the Thesis Seminar, the student prepares a formal thesis proposal. Your function is to help produce this document, giving advice on strategies, intellectual contexts, formats and so on. You will sign off on the proposal when you think it is in good shape; it will then be reviewed by a Gallatin reader.

3. **Approve the thesis**: Once the proposal has been approved, your advisee should proceed to work on the thesis, consulting with you often and submitting drafts for you to review. When the thesis is complete, your advisee should submit it to you **no less than ten weeks** before the planned date of the thesis defense. When you are ready to approve the thesis, you indicate your approval by signing the “Master’s Thesis Approval” form.

4. **Attend and evaluate the oral defense**: After the thesis has been reviewed and approved by all three readers, your advisee will meet with you and two other committee members for an oral defense. The defense is evaluated on a pass/fail basis.

THE STUDENT’S ROLE

1. **Submit proposal to Gallatin for approval**: Your advisee should submit the thesis proposal, accompanied by the “Adviser’s Approval of the Proposal” form, to the Gallatin thesis reviewer for final approval. The thesis reviewer will notify you and your advisee whether the proposal is approved. If the proposal is not approved, your advisee should refer to the reviewer’s comments or suggestions, discuss these with you, and submit a revised proposal for approval.


**Coordinator of Faculty Services**
998-7371
Submit thesis to thesis reviewer and third reader for approval: Your advisee must submit two copies of the thesis—one to the Gallatin thesis reviewer (accompanied by the “Adviser’s Approval of the Thesis” form) and the other to the third reader—**no less than four weeks** before the scheduled defense date. The thesis should be prepared according to the specifications described in the “Master’s Thesis Guidelines.” The thesis reviewer will notify you and your advisee regarding the approval of the thesis. The thesis reviewer may approve the thesis, but may still require some revisions before the defense. If your advisee’s thesis is not approved, or if substantial revisions are required, the defense date may have to be postponed. The defense date will also be contingent upon the third reader’s approval.

Schedule the defense: By the time your advisee has submitted the final draft of the thesis to Gallatin, the student should also have arranged both the date and time of the defense with you and the two other committee members. The date and time of the defense should be indicated on the “Adviser’s Approval of the Thesis” form when it is submitted.

Pass the oral defense: Your advisee will meet with you and the other committee members for approximately one-and-a-half hours. If you and the other members of the committee are satisfied with your advisee’s defense, you will sign the final approval document and forward it to the Student Records Office. If the committee would like revisions, your advisee will have a specified amount of time to make changes and resubmit the thesis. (Such revisions may or may not set back your advisee’s graduation date, depending on how long they take.) The committee may also ask for minor editorial changes, which will not delay the student’s graduation.

Submit the final thesis to Gallatin: After the defense, the student is allowed 30 days to make any revisions to the thesis suggested by the defense committee. The final thesis should be submitted to the Gallatin thesis library.
One of the adviser’s most important tasks is helping the student to choose courses and get registered. Though registration is essentially a simple process, it can easily be complicated by any number of problems: registration blocks, financial aid delays, courses that are cancelled, courses that require special permission, etc. The following chapter describes a variety of registration procedures and offers some step-by-step solutions to common problems.
**Registration Time**
A few weeks before the start of each registration period, the Registrar’s Office mails continuing students a postcard with their registration date and time. Appointments are assigned on the basis of class standing (seniors first, then juniors, etc.). Your advisee may register any time on or after the appointed date, but not before. The student may register online via Albert—www.albert.nyu.edu—or by phone via TorchTone—(212) 995-4747.

**The Plan of Study**
The Gallatin registration form—the “Plan of Study”—is designed to help both the student and the adviser develop strategies for identifying and achieving the student’s goals. Like other registration forms, the Plan of Study provides a section for students to list their course selections, but it also requires students to answer general questions about their educational goals, area(s) of study, and preparation for either the undergraduate colloquium or the graduate thesis. Students are advised to answer the questions on this form before they meet with their advisers.

**ADVISER’S ROLE**

1. **Meet with your advisee to plan the program of study:** During the registration period, you should allow enough time to meet with your advisee at some length to discuss his or her program. Reviewing your advisee’s responses to the questions on the Plan of Study form should provide you with a useful starting point for your discussion.

2. **Approve the Plan of Study, as well as any registration forms for non-classroom courses:** When you and your advisee have agreed upon course selections for the coming semester, you sign the student’s Plan of Study form. Advisers should not sign this form until it has been completely filled out. For your records, keep a copy of the Plan of Study. If your advisee plans to register for one of Gallatin’s nonclassroom courses—Independent Study, Review of the Literature, Internship, or Private Lessons—you approve and sign a separate registration form as well. For more information, please see the separate sections on each of these courses.

**Q&A**

**Why didn’t my advisee receive any registration information in the mail, including an appointment date?**
NYU may not have the student’s current address. Students can check to see if an address is up to date by going to Albert (www.albert.nyu.edu) or the Gallatin office. Students may change their address on-line through Albert, or by calling the Registrar’s office (212) 998-4800.

**My advisee forgot her Albert PIN number. What should she do?**
The student may learn her PIN by calling the Registrar’s office (998-4290). She may need to verify her personal information before the PIN number is released.
STUDENT’S ROLE

1. **Arrange the Advisement Meeting**: Your advisee should call you to arrange an advisement meeting at least a week before the registration time. Your advisee should bring to the meeting:
   - the Plan of Study form, with the narrative portion (questions about goals, degree progress, etc.) completed;
   - any proposal forms for individualized projects (e.g. independent study, internship, or private lessons);
   - any documentation relevant to the student’s degree progress (e.g. a transcript, a printout of academic progress, or, if the student is a new transfer, the “Statement of Transfer Credit”).

2. **Get clearance to register from Gallatin**: After getting your approval signature on the Plan of Study, your advisee should bring this form to the Gallatin Office at 715 Broadway, 6th floor to get clearance to register. If your advisee needs an access code to register for a course, the student should follow the instructions listed for “Getting an Access Code.” Though some NYU faculty advisers may be able to clear their advisees for registration, clearance should be given by the Gallatin Office only. This ensures that Gallatin will have a copy of the Plan of Study for the student’s file, as well as for payment records.

3. **Register via Albert or TorchTone**: Students may register for courses by calling TorchTone, at 995-4747, or by logging on to Albert. Students will need their ID and PIN numbers and the call numbers of the courses they plan to register for. When registration is completed, students should verify their schedule of classes on-line through Albert.

4. **Meet payment deadlines**: Students must meet the mail payment deadline published in the NYU Class Schedule or they will be de-enrolled from their courses (see later section for details). Students who register after the mail payment deadline must pay their bill in person at the Bursar’s Office within two business days after registration or they also will be dropped from their courses.

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**Q&A**

*My advisee and I have discussed her course selections for the coming semester, and I approve of her plans. However, I am out of town and cannot sign her Plan of Study form. What should we do about her registration?*

You may e-mail or phone in your approval to the Director of Advisement. Your advisee should then go to Gallatin, inform the registration staff of your approval, and proceed with the rest of the registration process.

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**Registration**

Student Services
998-7370
CROSS-SCHOOL REGISTRATION

COURSE RESTRICTIONS
Gallatin students and advisers should note the following policies regarding cross-school registration:

- Some NYU departments and programs restrict courses to majors only. In most cases, Gallatin students cannot take these courses;

- Any restrictions on courses in other NYU schools also apply to Gallatin students (e.g. course prerequisites and class standing requirements must be met);

- The Stern School of Business limits non-Stern undergraduates to a maximum of 32 credits in business-related courses;

- Students may need to take placement exams to enroll in advanced courses in foreign languages, computer science, and chemistry. Students should contact the department to find out the dates placement exams are offered.

- Students may earn credit for courses taken in the School of Continuing and Professional Studies, provided the course is in an SCPS degree-granting program. No SCPS “X” or “Z” course may be taken for credit.

To determine whether a course in another NYU school is open to a Gallatin student, please see both the school’s bulletin and the NYU Class Schedule for notes about prerequisites, restrictions, or other requirements; in the school bulletin, these notes may appear in the departmental requirements or the course description; in the NYU class schedule, these may appear under the department heading or the individual course listing. As long as there are no restrictions noted, students should be able to register for the course.

COURSE-LEVEL LIMITATIONS
Credit earned for courses taken in degree programs that are below the level of your advisee’s degree program will not be counted toward the degree; i.e. graduate students will not be given credit for undergraduate courses, and upper-level undergraduates (juniors and seniors) will not be given credit for courses taken in Associate degree programs.

In addition, graduate students may take a maximum of 12 credits in 1000-level courses in those programs where 1000-level courses may be counted toward the master’s degree. For more information about the policy on 1000-level courses, please see the chapter on “Degree Requirements.”
SPECIAL REGISTRATION PROCEDURES

Tisch School of the Arts
Many courses at Tisch are restricted to majors only. However, each semester Tisch publishes a book of courses open to nonmajors throughout the university. The booklet includes course descriptions, days and hours of offered courses, and directions for registration. To obtain a copy of the booklet, students may go to the Tisch Office of Academic Affairs, 719 Broadway, 6th Floor.

Stern School of Business (Graduate Program)
Graduate business courses are not listed in the NYU class schedule. To obtain the Stern schedule of classes, students should go to Stern Graduate Office of Records and Registration, M.E.C. (44 West 4th Street), Room 10-80, or to Gallatin Student Services. Graduate students may register for Stern courses (that have no prerequisites) by making a reservation. Reservations will be accepted after Stern’s mail registration has been completed (contact Gallatin Student Services for this date). Please note: the reservation period is very short (usually two weeks), and students are not permitted to register before or after this period. Graduate students may register for a maximum of six credits in Stern courses per semester.

To make a reservation for a graduate business course, students should go to Gallatin Student Services to fill out a reservation form. Gallatin will place the reservation for your advisee, and will notify the student whether the reservation has been accepted (providing the course is not closed). If accepted, your advisee will receive an access code to register through TorchTone or Albert. Once registered and paid up, the student will need to go to the Stern Graduate Office (listed above) to complete the registration process. Please note: the Stern School of Business graduate program has a separate computerized record system; graduate students need to register through TorchTone or Albert and through the Stern School.

School of Law
Law courses are not listed in the NYU class schedule. Graduate students may be permitted to enroll in basic law courses that have no prerequisites. Permission to enroll is subject to space availability after in-person registration at the Law School has been completed. The maximum number of credits permitted by a non-law matriculated student is six. To obtain information about courses and registration procedures, students may go to Vanderbilt Hall, 40 Washington Square South, Room 302.
ACCESS CODES

Enrollment in some courses is controlled by the department or school, and students must obtain a 4-digit access code in order to register. Courses that require access codes are noted in the NYU class schedule by a > before the course call number. Access codes must be obtained directly from the department or school offering the course. Enrollment in Gallatin’s nonclassroom courses—Independent Study, Internships, and Private Lessons—is also controlled; for more information about how to register for these courses, please see the separate sections on each of these courses.

Getting an Access Code

For courses outside of the Gallatin School, students should follow the procedures on the following page. Access codes will be given only by a department that allows non-majors to take its courses.

1  **Obtain registration approvals:** Students should follow the registration procedures (described earlier in this chapter) for getting approval from both the adviser and the Gallatin School.

2  **Bring registration form to department:** Students will need to bring their Plan of Study form, showing both of these approval signatures, to the department offering the course.

3  **Obtain the access code and register:** If a department approves the student’s enrollment, it will issue the student an access code, or will directly register the student for the course.
Students may have occasion to add or drop course sections or even change their original course selections depending on course availability. These changes do not require additional paperwork from the adviser, but we encourage students to keep in contact with you during this process.

Though dropping and/or adding courses is an easy process, students may inadvertently incur additional financial charges for which they are responsible. To avoid potential problems, students should:

- complete their registration by the deadlines listed below;
- note the policy on even exchange (see next page for details);
- consult the University’s refund schedule (also listed on next page) before dropping courses.

During the fall and spring semesters, students may add or drop courses as follows:

- **Undergraduates**: Until the end of the second week of classes.
- **Graduate students**: Until the end of the third week of classes.

After the deadlines listed above, students may add or drop courses by in-person registration only by following these procedures:

1. **Contact Gallatin Student Services**: Students should either call or go to the Gallatin Office to discuss the procedures for, and financial consequences of, adding and/or dropping courses, or withdrawal.

2. **Obtain Gallatin approval**: The student will need to fill out the add/drop form, which must be approved by the Student Services Office. If the student is adding a course after the second week of classes, the student must also have the written permission of the instructor. (See section on “Instructor’s Permission to Register.”)

3. **Register**: The student will need to take the approved add/drop form to the Registrar’s Office to complete the registration process.

**Dropping vs. Withdrawing from Courses**
Courses dropped during the first three weeks of classes do not appear on the student’s transcript. After the third week of classes, dropped classes are recorded with a grade of "W" (for withdrawn), which cannot be removed from.

**QA**

**How does my advisee drop a course after the drop/add deadline?**
A student can withdraw from a class up until the end of the ninth week of classes. Your advisee should go to the Gallatin Student Services Office to fill out an add/drop form. The student will then need to take the form to the Registrar’s Office to complete the withdrawal. Students should also note that the course will remain on their transcript with a grade of “W.”
the official academic record. After the ninth week of classes, students may not withdraw from classes, unless for medical reasons. Students with medical issues should contact the Assistant Dean of Students.

REFUND POLICIES

Even Exchange for Dropping/Adding Courses
During the first three weeks of classes, students may add and drop courses of equal point value without incurring additional tuition charges. After the third week of classes, students are charged full per-point tuition when adding courses in place of withdrawn courses of equal point value.

Refund of Tuition
Students who plan to drop a course or withdraw from all of their courses must consult the University Refund Schedule below to determine what, if any, refund they are entitled to.

Withdrawal within the first calendar week of the term .................. 100%
Withdrawal within the second calendar week of the term .................. 70%
Withdrawal within the third calendar week of the term .................. 55%
Withdrawal within the fourth calendar week of the term .................. 25%
Withdrawal after the fourth calendar week of the term ........... No refund

This refund schedule applies only to Fall and Spring semesters and is strictly adhered to. For summer refund information, students should refer to the “NYU Announcement for Summer” bulletin. Registration fees are nonrefundable. Students should also be aware of the following policies.

Undergraduate Students: The refund schedule is not applicable to students whose registration remains within the flat fee range (12-18 points) during the even exchange period (the first three weeks of classes). The refund schedule is applicable to students who drop from 19 points or more to 18 or fewer points; drop from the flat fee range to 11 points or fewer; or withdraw completely.

Graduate students: Registration generates tuition charges for which the student is financially responsible. Even if no payment is due, students must officially drop or withdraw from courses before the first day of class in order to cancel tuition charges incurred by registering.
WAITLISTS FOR CLOSED COURSES

ABOUT THE WAITLIST

The waitlist was designed to help students fill their schedules in the most efficient way possible. However, if a student does not follow the university’s procedures regarding the waitlist, he or she may be penalized both academically and financially. Gallatin will not refund tuition charges, or remove a “W” from a student’s transcript, if he or she failed to drop unwanted courses.

When a course closes, students may have the option to put their names on an electronic waitlist. (Advisers, please note that not all courses have a waitlist option.) Usually some students from the waitlist do get into a course, but it is hard to predict the student’s chances, particularly if he or she is low on the waitlist (e.g. ninth or tenth, or even fourth or fifth, if it’s a small class). Given this uncertainty, you should advise students to do two things:

1. **Select and register for an alternate course**—one that will fit into the student’s schedule and that will not be a disappointing second choice. By making this decision early on, the student may avoid the frustrating situation of later being closed out of the waitlisted course as well as alternate course choices.

2. **Regularly check his or her waitlist status on Albert:** Unfortunately, there is no notification to the student when he or she has moved from the waitlist into the course. Therefore, students may end up enrolled in both their waitlisted courses as well as their second-choice courses. This situation will have financial repercussions in that students may be billed for, and will be responsible for any additional credits; furthermore it may result in the appearance of unwanted courses and grades on the student’s transcript. To avoid this, students should regularly check their waitlist status; any unwanted courses must be dropped before the end of the first week of classes.
INSTRUCTOR’S PERMISSION TO REGISTER

In order to register for a closed course, or to add a course after the registration period (see “Adding/Dropping Courses” for this deadline), students must obtain written permission from the course instructor. Here’s what the student will need to do:

1. **Obtain the instructor’s permission in writing:** The instructor should sign a special form that most schools, including Gallatin, have for this purpose. The student should make sure that he or she uses the form from the school offering the course, (e.g. a Gallatin course requires the Gallatin “Permission to Register” form).

2. **Bring the permission form to Gallatin:** The student will need to fill out the add/drop form, which must be approved by the Student Services Office. Gallatin will also keep a copy of the permission form for its records.

   Please note: If the student is registering for a closed course and the course has an active waitlist, the student will not be able to register until the waitlist is deactivated (after the first week of classes). These students should also wait until after the first week of classes before going to Gallatin to obtain approval.

3. **Register:** The student will need to take the approved add/drop form and the permission form to the Registrar’s office to complete the registration process.

**CLOSED COURSES AND WAITLISTS**
Student Services
998-7370
LATE REGISTRATION

Please try to encourage your students to register early. Students who register late (after the first week of classes) will be charged late registration and payment fees. In addition, students who register after the third week of classes will not have the opportunity to drop and add courses for an “even exchange.” Please note, however, late registration fees do not apply to students who have initially registered, but are still in the process of adding or dropping courses.

Students may apply for a waiver of the late fees if the delay is due to medical reasons or an error made by a University office (such as the Financial Aid Office). In order to get the fees waived, students will need a letter from that office, explaining the reason for the delay.

REGISTRATION BLOCKS

The University may place a block on a student’s registration for a variety of reasons:

- **financial** (e.g. the student may be in arrears)
- **academic** (e.g. the student may be on probation)
- **medical** (the student has not submitted proof of vaccinations)

The student should go to Gallatin Student Services to determine which office of the University has placed the registration block. The student must then work with that office or department to resolve the problem and get the block removed before he or she can register.

DE-ENROLLMENT

Students who do not meet the payment deadline will be de-enrolled (dropped) from their courses by the University Bursar. De-enrollment usually occurs about two weeks after the mail payment deadline. (For undergraduates, this is usually late August for the fall semester and mid-January for the spring semester.)

If a student is de-enrolled, he or she will have to re-register for all courses. Since de-enrollment takes place shortly before the start of the semester, the student may discover that many of his or her original course choices are now closed. The student should follow the procedures described on the next page, but to avoid what is an often difficult and frustrating situation, please

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**Q&A**

My advisee is having financial aid problems and he was dropped from courses for nonpayment. Now all the courses he had selected are closed. How can he re-register?

The student should go to the Gallatin Student Services Office. If the student was erroneously dropped for nonpayment, the Register’s Office may be able to re-register him for the same classes. If it was not a Bursar error, Gallatin will try to help the student by putting him in contact with course instructors.
advise your student to check on the status of his or her account by calling the University Bursar.

Re-registering After Being De-enrolled
In the event of being de-enrolled from courses, the student should go to the Gallatin Student Services Office for guidance and assistance in the re-registration process. Though the student will have to go through the registration process again, the student does not need to fill out the Plan of Study form a second time, nor does the adviser need to repeat his or her approval. The student will need to:

1. **Resolve the financial problem**: Because students can be de-enrolled more than once, the student should make sure that the problem is resolved before attempting to re-register; otherwise the student may have to register a third time.

2. **Find out if courses are still open**: Students should check whether the course is still available or go to the Student Services Office at Gallatin to find out the status of their course selections. If a course is still open, the student will not have a problem re-registering; however, if a course has closed the student will need to get the instructor’s written permission to register. In that case, the student should contact the course instructor and explain the predicament. Some instructors will be willing to let the student in, but don’t count on it. If the instructor cannot make any promises, the student should select an alternate course.

3. **Re-register**: For courses that are still open, the student can re-register directly through TorchTone or Albert while they are still active. If TorchTone and Albert are no longer active, the student should bring the original copy of the study plan (with adviser’s signature) to the Gallatin Office. Gallatin will update their approval stamp, and the student may then proceed to the Registrar’s Office to complete the registration process.

   If a course is closed and the instructor is willing to let the student register, the student should follow the instructions on page 67 for “Instructor’s Permission to Register.”
Students are required to be registered continuously (except during the summer terms) at New York University until all degree requirements are satisfied. To do so, students may do one of three things:

- register for courses (a minimum of two credits)
- pay a matriculation fee
- or apply for a leave of absence

Students who do not maintain continuous registration or obtain a leave of absence will be automatically withdrawn from the University and must apply for readmission. Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.

MATRICULATION BY FEE

If a student is unable to attend classes in a given semester or is registering concurrently with another school, the student must maintain matriculation by fee. This allows students to maintain their eligibility to register for the following semester without having to apply for readmission.

When a student maintains matriculation, he or she is actually registering for a course that appears on the transcript as “Maintaining Matriculation.” To register for maintaining matriculation, students must:

1. **Fill out the study plan**, listing “maintaining matriculation” as their course selection. The adviser’s signature is not required when students maintain their matriculation by fee.

2. **Bring the study plan to the Gallatin Office** to obtain both the course call number and the 4-digit access code needed for registration. (Enrollment in maintaining matriculation is controlled.)

3. **Register** for “Maintaining Matriculation” either by TorchTone, Albert or in-person registration. A fee will be charged on a semester basis, in addition to a nonreturnable registration and service fee.

What’s the difference between taking a leave of absence and matriculating by fee?

A leave of absence is usually granted for medical circumstances which make it difficult or impossible for the student to continue his or her studies. Students who matriculate by fee usually do so for academic or financial reasons—they might be finishing incomplete course work or they might be experiencing economic hardship.

In addition, students who matriculate by fee have access to some university services, including the library; students on leave do not.
**LEAVE OF ABSENCE**

Leaves may be granted for medical reasons, personal hardships, etc., and are generally not longer than two semesters. A student may apply for a leave of absence by submitting a waiver request. When a leave is granted, the student:

- is not required to maintain matriculation, nor will the student be required to apply for readmission so long as he or she returns to the school within the specified time
- may not attend another college or university
- is required to meet any financial aid or housing deadlines while on leave
- if on probation when a leave is granted, will return to the school on probation.

Under certain circumstances, a student who takes a medical leave of absence may be entitled to a tuition refund. Please contact the Director of Student Affairs for guidance about leaves and refunds. Upon return from a medical leave, the student is required to meet with a university representative and submit appropriate documents attesting to his or her fitness to return to school.

**WITHDRAWAL FROM THE UNIVERSITY**

When a student leaves NYU or transfers out of Gallatin to another school of NYU, the Office of Student Affairs needs to maintain a record of that event and ensure that the student takes care of the necessary paperwork with the various offices of the university. If your advisee intends to leave Gallatin permanently, please refer the student to the Director of Student Affairs for an exit interview. This interview is usually conducted in person but if the student has already left the New York area the process can be conducted by phone.
**CREDIT LIMITATIONS**

**MINIMUM CREDITS PER TERM**
Students must register for a **minimum of 2 credits** of course work each academic term (fall and spring). If a student has a compelling reason to register for only 1 credit (e.g. only 1 more credit needed for graduation), he or she may file a waiver request at the Gallatin Office.

**MAXIMUM CREDITS PER TERM**
Students generally take a **maximum of 18 credits** per fall and spring semesters and a **maximum of 8 credits** per six-week summer session (16 credits total per summer). Albert and TorchTone will block students from registering above these limits. However, a student in good academic standing who may need to exceed these limits (e.g. to graduate on schedule) may be approved for additional credits. Approval for the summer term requires filing a waiver.

**EXCEEDING 18 CREDITS**

1. **Check the student’s record:** Before authorizing additional credits, verify that the student has at least a 3.0 GPA, no incomplete grades, and the ability to handle additional credits.

2. **Approve the Plan of Study form:** To approve additional credits, you must sign the special section of the Plan of Study form (immediately below the course selection box) and stipulate the total number of credits your advisee may register for, up to 20 credits.

3. **Gallatin approval:** Instruct your advisee that although you have approved the additional credits, he or she must bring the approved form to the Gallatin Office to receive final approval.

4. **Exceeding 20 credits:** The student must file a waiver request.

**Tuition Charges for Exceeding Credit Maximums**
**Undergraduates** who register for 12 to 18 credits are charged a flat rate tuition (unlike graduate students who are always charged on a per point basis). However, undergraduate students who register for more than 18 credits will be charged for the additional points on a per point basis.

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**&Q**

**MY ADVISEE’S FINANCIAL AID AWARD WAS CANCELLED BECAUSE HE HAS NOT MADE “SATISFACTORY PROGRESS” TOWARD HIS DEGREE. WHAT SHOULD HE DO?**

The student should contact the NYU Office of Financial Aid, 998-4444, which can find out what the student needs to do to restore his award. If the student’s award was cancelled because of incomplete coursework, then the student should try to finish that work as soon as possible. If the problem involves failing grades or too few credits taken, the student may have to make up these credits before the financial aid award is restored. In some cases, the student may be able to negotiate with the financial aid office to have the aid reinstated.
FULL-TIME/PART-TIME STATUS
The programs and courses offered at the Gallatin School are designed for students who attend courses during the day or the evening, on a full-time or part-time basis. Students are considered

- **full-time**, if they register for 12 credits or more, or
- **part-time**, if they register for 11 credits or fewer.

Minimum Credits for Financial Aid
Full-time status is required for eligibility to receive most types of financial aid. Students receiving financial aid should be careful when adding and dropping courses to make sure that they remain full-time students (registered for at least 12 credits).

In addition, **full-time undergraduates** who are receiving financial aid should also be aware that most financial aid awards are contingent upon their “satisfactory progress toward the degree.” Since financial aid is awarded for a total of 8 semesters, “satisfactory progress” means that full-time undergraduate students must complete **16 credits per semester or 32 credits per full-time academic year**. The Financial Aid Office may cancel a student’s financial aid award if he or she does not earn enough credits to show satisfactory progress, e.g. if a student takes fewer than 16 credits per term, does not complete all course work, or does not earn passing grades in courses.

Undergraduates who plan to take fewer than 16 credits in a particular semester should consult the Financial Aid Office to find out if there are any implications for his or her financial aid award.

FULL-TIME/HALF-TIME EQUIVALENCY
The University defines full-time course work as a minimum of 12 credits each term (the two Summer sessions combined are regarded as one term); this load is considered to be the equivalent of 40 hours of study per week. Half-time status is defined as carrying 6 credits or their equivalent. **Graduate students** may be certified as having full-time or half-time equivalency for an academic term under several conditions that appear below. Certification of equivalency may be required for such reasons as eligibility for insurance, deferral of student loan payments, or renewal of student visas.
Students should be aware of the limitations on the number of times equivalency may be granted, and plan their programs accordingly. They should also understand that equivalencies carry no credit value toward the degree. In addition, full-time equivalency status may affect financial aid. Financial aid is based on billable credit hours (the actual number of credits for which a student is enrolled), and not any additional approved equivalency credits that a student is eligible to receive.

**Equivalency Requirements**
A Gallatin graduate student may be certified for full-time or half-time equivalency under any of the following circumstances:

- A student working as a Graduate Assistant or Research Assistant within NYU for at least 20 hours per week may be granted full-time equivalency if she/he is registered for at least 6 credits, or half-time equivalency if she/he is registered for 3 to 5 credits; a student is eligible for this equivalency for as many semesters as she or he works as a Graduate Assistant or Research Assistant;
- A student who is working full-time on the thesis and is registered for either Thesis and Defense or Thesis Advisement may be granted full-time or half-time equivalency (up to 11 credits) for no more than four semesters;
- A student who is taking the last credits needed for the degree excluding the 3 credits for Thesis and Defense may be considered full-time even if registered for only 1 credit; the student may not, however, be considered full-time if taking fewer credits than needed to get a total of 37; this form of equivalency may be granted one time only.

**Application Procedures**
Students who wish to apply for equivalency must submit the equivalency form (with their adviser’s signature) to the Gallatin Student Services Office no later than the first day of classes in the semester for which equivalency is requested. Students must be registered before equivalency can be posted to their accounts. The Gallatin School will not be held liable for any loans returned to the lender as the result of late processing of the equivalency application; students are fully responsible for investigating the terms, conditions and deadlines related to their loans.
Students are expected to maintain good academic standing. The Gallatin Faculty Committee on Advisement and Policy reviews student records throughout the academic year to identify those students who may be falling below the academic standards set by the Gallatin School.
ADVISER AS THE GRADING INSTRUCTOR

Advisers may on occasion be the student’s grading instructor for Gallatin’s individualized courses—Internship, Private Lessons, Review of the Literature, and Independent Study. (Please see the sections on these courses, for more information about your role.) As with a regular classroom course, you will be sent a grade sheet from the Gallatin office (usually at the very end of the term), which you must return promptly by the due date.

The grade sheet for these courses—the Anecdotal Report—requires a brief narrative commentary on the student’s work, as well as the assignment of a final grade. With the exception of Private Lessons, individualized courses are letter-graded, and advisers should assign a grade based upon the same criteria that he or she would use for a classroom course.

To receive credit for a course, students must meet the requirements for attendance prescribed by the instructor and satisfactorily complete all papers, examinations, and other requirements prescribed by the instructor. Final grades for each semester are available through Albert or TorchTone. The parents or guardian of a student who is a minor (under 18 years of age) may, by written request to the University Registrar, obtain the student’s grades at any time. However, the Federal Education Rights and Privacy Act (FERPA) prohibits the University from providing such information to the parents of students 18 or older without the student’s written permission.

GRADE VALUES

The following is a list of grades as they appear on a student’s academic record and their value in Grade Point Average (GPA) calculations:

\[
\begin{array}{cccc}
A & B+ & C+ & D+ \\
4.0 & 3.3 & 2.3 & 1.3 \\
A– & B & C & D \\
3.7 & 3.0 & 2.0 & 1.0 \\
B– & C– \\
2.7 & 1.7 \\
\end{array}
\]

In addition, several grades have no value and do not affect the grade point average:

- P = passing work in a pass/fail course
- I = incomplete work
- W = withdrawn from course
- “***” = no grade submitted

Q&A

MY ADVISEE MAY BE FAILING A CLASS THIS SEMESTER. WHAT ADVICE SHOULD I GIVE HER?

The student’s first step should be to approach the instructor and ask for additional help. The student may be able to get tutoring help and should contact the Gallatin Advisement Team for information.

If your advisee is unable to improve her grades, then she might consider withdrawing from the course or filing a pass/fail option; either action must be taken before the final deadline—the end of the ninth week of classes. Please note: Students who withdraw from a class are not entitled to a refund. In addition, a grade of “W” will appear on the student’s transcript. Pass/fail grade options are not available to graduate students.
PASS/FAIL (P/F) GRADE
The grade of P (Pass) indicates a passing grade (A, B, C, D) in a course that is offered on a pass or fail basis (i.e. Private Lessons, Master's Thesis Seminar, and Master's Thesis and Defense). The grade of P also indicates a passing grade in a course that is taken under the pass/fail option. The grade of “P” is not computed in the student’s grade point average, but the grade of “F” is computed in the grade point average.

Pass/Fail Option Procedures
Undergraduate students declare their intent to take a course pass/fail (or to revoke a pass/fail option) by submitting a pass/fail option form to Student Services at the Gallatin School. Pass/fail options must be filed by the end of the ninth week of the term during the fall and spring semesters and by the Wednesday of the fourth week of classes during a summer session. Once the deadline for submitting the pass/fail grade option form has passed, students cannot exercise this grading option nor can they revoke one already filed.

When a student exercises this grading option, the final letter grade submitted by a course instructor is automatically changed by the Registrar to a grade of either “Pass” or “Fail.” If the course instructor submits a final passing grade of “D” through “A,” the student will receive a grade of “Pass,” and a “P” will appear on the student’s permanent record; if the course instructor submits a final grade of “F,” an “F” will appear on the permanent record. The instructor is not made aware of a student’s declaration of a pass/fail option.

The pass/fail grade option may be exercised for only one course per full-time academic year, that is once within 32 credits (in addition to any courses that may only be taken pass/fail, such as Private Lessons). The pass/fail option is not available for any courses used to fulfill the liberal arts core requirement. Dean’s List honors require a minimum of 12 graded credits; courses taken pass/fail do not count. Graduate students may not take any course on a pass/fail basis, except for those courses that must be taken pass/fail.

INCOMPLETE (I) GRADE
The grade of I (Incomplete) is a temporary grade that indicates that the student has, for good reason, not completed all of the course work, but that there is the possibility that the student will eventually pass the course when all the requirements have been completed.


**Requesting a Grade of Incomplete**

A student must ask the instructor in writing for a grade of Incomplete, and this request must be made before the instructor submits the final grade for the course. The student should complete the “Request for a Grade of Incomplete” form, which asks for the reason for the request, the work to be completed, and the final due date for submitting the assignment(s). The instructor may choose to accept, amend, or refuse the student’s request; if agreeing to the Incomplete, the instructor should sign the form and keep a copy. The default deadline for completing all work is the end of classes in the next term; however, the instructor may stipulate an earlier date. If the student does not file the request for an Incomplete in time, the instructor should hand in a final grade based on whatever work has been completed by that date.

Before granting a grade of Incomplete, please try to make sure that the student is able to complete the work, and that you will be available to evaluate it. Once the work is completed, you will need to fill out a “Change of Grade” form and submit it to the Gallatin Office. If the work is not completed in time or the change of grade form is not submitted, the grade of incomplete will be changed to an “F” by the Registrar’s Office.

**Incompletes and Dean’s List Honors**

Students who receive a grade of Incomplete are automatically ineligible for Dean’s List honors in that semester.

**Time Limits on Incomplete Grades**

An Incomplete assigned in the fall term must be made up by the end of the following spring term. An Incomplete assigned in the spring term or in a summer session must be made up by the end of the following fall term. Extensions of these time limits are rarely granted.

An Incomplete in Master’s Thesis and Defense or Thesis Advisement will not become an F automatically. The I will remain on the student’s transcript until the thesis is accepted; at that time the I will be changed to either a P or F. For courses taken outside of Gallatin, students should consult the appropriate bulletin to ascertain the policy of that school or department regarding the time limit on Incomplete grades; in some schools the grade of I must be removed by the end of the next regular semester.

**Requesting a Change of Grade**

If a student received a grade of Incomplete in a Gallatin course and subse-
quentiﬁed ﬁnished the course requirements but did not receive a ﬁnal grade, the student may ﬁll out a “Grade Submission Request” form, available at the Gallatin Student Services office. Gallatin will send the instructor a “Change of Grade” form accompanied by a letter requesting that a ﬁnal grade be submitted. The student will need to provide course information (course number, title, and semester the course was taken), as well as the instructor’s name and address.

WITHDRAWAL (W)
The grade of W indicates an ofﬁcial withdrawal of the student from a course and cannot be assigned by the course instructor. It is a non-punitive grade that does not affect the GPA. Students will receive a grade of W if:

• they drop a course after the third week of classes, or
• they request and receive a medical withdrawal from the Gallatin School.

THE CUMULATIVE GPA
The method used for calculating the GPA depends on your advisee’s date of admission to Gallatin. For all students, letter grades earned in NYU courses after matriculation in Gallatin are used in computing the GPA. For internal transfers admitted to Gallatin after Spring 1998, NYU grades (except in Y- or Z-courses) earned before that point also count. Please note: For students admitted to Gallatin before Summer 1998, pre-Gallatin NYU credits appear on the transcript but do not count toward the GPA. This rule change may affect your advisee’s chance of earning Latin Honors.

REPEATING COURSES
Students seeking to improve their grade point averages may retake a course. Both courses and grades will be recorded on the transcript, but only the later of the two grades will be computed in the grade point average. A student who has earned credit for a course may repeat it once but will not receive additional credit. Students should be aware that certain graduate schools will count both grades in the average.
ACADEMIC STANDING

MINIMUM GPA REQUIREMENTS
Undergraduate students are required to maintain a minimum cumulative grade point average of 2.0 (C average). Graduate students are required to maintain a minimum cumulative grade point average of 3.0 (B average).

GOOD STANDING
Students are considered to be in good academic standing when their current and cumulative grade point averages are above 2.0 (C average) for undergraduates and 3.0 (B average) for graduate students, and if they have not accumulated an excessive number (more than 12 points) of Incomplete grades. Students should also maintain satisfactory progress toward their degree by completing, with satisfactory grades, more than half of the courses and points for which they register in any semester. Students newly admitted are presumed to be in good academic standing, unless they were admitted on a probationary status.

Students whose grade point average or accumulation of Incomplete grades suggests potential problems may receive an informal letter cautioning them about their situations and advising them to speak with their advisers; this notification does not appear on the student’s academic record.

DEAN’S LIST HONORS
At the end of each semester, undergraduate students with outstanding academic records will be recognized by being named to the Dean’s List. Students will be eligible for the Dean’s List if, in that semester, they:

• have earned a grade point average of 3.850 or higher
• have completed 12 or more graded credits, excluding courses graded with a P (pass) in NYU courses (including independent studies and internships)
• have no grades of incomplete, N or *** (no grade) at the time the calculation is made, and
• are not on disciplinary notice
ACADEMIC DISCIPLINE

Academic Warning
Students may receive formal warning letters from the Faculty Committee on Advisement and Policy under any of the following circumstances:

for undergraduate students, if:
  - the current grade point average falls below 2.0,
  - the cumulative grade point average falls below 2.3,
  - the student accumulates 12 or more credits of Incomplete grades;

for graduate students, if:
  - the current grade point average falls below 3.0,
  - the cumulative grade point average falls below 3.2,
  - the student accumulates 8 or more credits of incomplete grades.

In addition, students who have an excessive number of Withdrawals may also be placed on formal academic warning.

If a student is placed on formal academic warning, a letter will be sent to the student, to you, and the Registrar. This letter will specify the period of time the student has been given to improve his or her academic standing. The designation “Academic Warning” appears on the student’s transcript until the student has been taken off academic warning. In addition, if a student placed on formal academic warning does not satisfy the conditions specified in the letter of academic warning, he or she may be placed on probation.

Academic Probation
Students with unsatisfactory academic records may be placed on probation under any of the following circumstances:

for undergraduate students, if:
  - the current grade point average falls below 1.5,
  - the cumulative grade point average falls below 2.0,
  - the student accumulates more than three Withdrawals in an academic year,
  - the student accumulates 16 or more credits of incomplete grades;
for graduate students, if:

- the current grade point average falls below 2.5,
- the cumulative grade point average falls below 3.0,
- the student accumulates 12 or more credits of Incomplete grades.

Graduate students who have an excessive number of Withdrawals may also be placed on formal academic probation.

Undergraduate students who are admitted on probation are expected to maintain a grade point average of 2.5 or above for the first two semesters with no grade below a C.

If a student is placed on academic probation, a letter will be sent to the student, to you, and to the Registrar. This letter will specify the period of time the student has been given to improve his or her academic standing, the minimum grade point average the student must earn in the subsequent semester, and any other conditions the Faculty Committee on Advisement and Policy determines to be appropriate. The designation “Academic Probation” will appear on the student’s transcript.

A “Dean’s Hold” will be placed on the student’s record preventing any registration activity. The student must meet with the Director of Student Affairs to explain his or her poor academic performance and to develop a plan to reverse the decline in grades.

Students on probation:

- may not participate in extracurricular activities;
- may not hold office in any University club or organization;
- may not represent the University in any athletic or nonathletic event;
- are usually ineligible for financial aid.

While on academic probation, certain other conditions and restrictions may be placed upon the student’s academic program. For example, the student:

- may be prohibited from taking a course outside NYU;
- may be prohibited from registering for an independent study, internship, or private lesson.
- may be limited as to the maximum number of credits per term for which the student can register.
Final Academic Probation
An undergraduate student will be placed on final academic probation, if he or she:

- fails to meet the terms and conditions of academic probation;
- has been on probation for more than three semesters;
- has not completed half or more of any Incomplete grades; or
- has been admitted on probation and has not met the terms and conditions of admittance.

In addition, a student in severe academic difficulty may be placed on final academic probation without having previously been placed on warning or probation. Graduate students will be placed on final academic probation if they have been on probation for one semester and have not maintained a grade point average of 3.0 in all course work taken.

If a student is placed on final academic probation, a letter will be sent to the student, the student’s adviser, and the Office of the University Registrar. This letter will specify the conditions the student must meet in order to remain at the University. Final academic probation appears on the student’s transcript and becomes a part of the student’s permanent record.

All conditions and restrictions of academic probation apply to final academic probation. Failure to meet the terms and conditions of final academic probation may result in dismissal.
ACADEMIC DISMISSAL

If a student fails to meet the terms and conditions of final academic probation, he or she may be dismissed from the University. Students who are dismissed from the school for poor academic performance will be informed in writing by registered mail. The Faculty Committee on Advisement and Policy will also notify the Office of the University Registrar, the Office of Housing and Residence Life, the Office of Undergraduate Admissions, and the student’s adviser. Students who have paid tuition for the next term at the time of their dismissal will receive a 100 percent refund of tuition and fees. If a student chooses to appeal the decision of academic dismissal, he or she must do so within 15 days from the date of the dismissal decision.

Appeals

A student may appeal the committee’s decision of academic dismissal if the student considers his or her dismissal was the result of an administrative error or if the student can offer compelling reasons for his or her poor academic standing. The student must request an appeal within 15 days from the date of the dismissal decision. This request must include a personal statement explaining the student’s poor academic performance and showing the committee good reason why the student should not be dismissed.

The committee will review the student’s statement and academic record. If the committee decides that the student should not be dismissed, it will rescind its action of dismissal. If the committee decides it should uphold the dismissal, then it may, as a final effort, summon the student to discuss his or her problems. Any decision reached by the committee after this meeting will be binding.

Readmission

When a student has been dismissed due to poor academic performance, the committee will inform the student in the letter of dismissal if, or under what conditions, the student should apply for readmission. A student who is accepted for readmission will enter the school on a probationary status.
ACADEMIC INTEGRITY AND DISCIPLINE

Offenses
Students should learn and comply with the rules of conduct, academic regulations, and established practices of the University and the school. The following offenses may be subject to disciplinary charges by the Faculty Committee on Advisement and Policy: cheating, plagiarism, and the forgery of academic documents; deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, or University property; disruption of an academic event; actual or threatened violence or sexual harassment.

Penalties
The Committee on Advisement and Policies may impose these penalties:

- **Censure**: Written reprimand for violation of a specified regulation, including the possibility of a more severe disciplinary action in the event of a subsequent violation of any University regulation within a period of time stated in the letter of reprimand.

- **Disciplinary probation**: Suspension of privileges or exclusion from participating in extracurricular University activities as set forth in the letter of disciplinary probation for a specified period of time.

- **Suspension**: Exclusion from classes as well as suspension of privileges and exclusion from other activities as set forth in the letter of suspension for a specified period of time.

- **Dismissal**: Termination of student status for an indefinite period. The conditions of readmission, if any are permitted, shall be stated in the letter of dismissal.

Procedures
If, as a result of any disciplinary action, 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 refund schedule. Students accused by an instructor of either cheating or plagiarism are entitled to appeal any action taken by the department involved if they so choose. The appeal should be addressed to the Gallatin Faculty Committee on Advisement and Policy.

ACADEMIC DISCIPLINE
Coordinator of Student Affairs
998-7375
GENERAL ADVICE FOR WAIVER REQUESTS

Because the Gallatin School encourages students to individualize their programs, it is sometimes useful to allow students to ask for some modification of their degree requirements. A waiver, however, is not the remedy for bad planning (e.g. a missed deadline such as withdrawal from a course or filing the pass/fail option). Waiver requests will be considered as long as the student can offer good evidence to Gallatin that he or she has in some way fulfilled the requirement or policy. For example, the student has taken the equivalent of a liberal arts core requirement, or has done a substantial amount of interdisciplinary course work at another institution which might warrant a K-credit reduction.

To request a waiver of a rule or requirement, students must:

1. **Fill out the “Waiver Request” form**, available at the Gallatin office. The student must specify what requirement or rule he or she wishes to have waived, propose what may be done to substitute for the requirement, and justify this request.

2. **Obtain adviser approval**: Before filing the waiver request form, the student should discuss the nature of the waiver request with you. You will need to sign the waiver request form, indicating your support for the student’s request, before the student submits the form to Gallatin. Please do not sign a blank form; make sure the student has completed it before submitting it to you for your signature.

3. **Submit the request to Gallatin**: The form should be submitted to the Gallatin Student Services office, accompanied by any documents that support the student’s case (transcripts, letters, etc.). Waiver requests take anywhere from one to four weeks to process.

**Appeals**

If the student is unsatisfied with the decision of the committee, he or she may provide further information and request reconsideration of the committee’s decision in a letter of appeal.
Degrees are awarded in May, September and January, and the commencement ceremony takes place in May. The degree is awarded when all grades have been recorded and a final audit has been completed by the University Registrar and all pending matters, if any, have been satisfactorily resolved.
ELIGIBILITY FOR GRADUATION

In order to be eligible for graduation, students must:

1. **Satisfy all degree requirements** as described in the Gallatin bulletin. Your advisee’s degree requirements are those which were in effect when he or she first entered Gallatin.

2. **Be in good academic standing**: this means a minimum final cumulative grade point average of 2.0 for undergraduate students and 3.0 for graduate students. In addition, students must complete all of their course work (i.e. have no grades of Incomplete on their transcript).

3. **Be in good financial standing**: A student must satisfy all financial accounts with the University, including but not limited to: tuition, housing, dining charges, and library fines.

STEPS TO GRADUATION

1. **Check degree requirements**: It is your advisee’s responsibility to make sure that he or she has fulfilled all necessary requirements for the degree. Your advisee may review his or her academic progress and degree requirements through Albert at the following internet address:

   http://www.albert.nyu.edu/

   If your advisee does not have access to the internet, he or she may use the computers in Bobst Library, or may call Gallatin’s Advisement Team (998-7371) to set up an appointment to review the academic record.

2. **Update addresses**: During their senior year, students will receive many important mailings from Gallatin and NYU: For example, the results of the degree audit (see next page for details) and invitations to Commencement events will be mailed to the student’s local address, and the final diploma will be mailed to the permanent address. It is your advisee’s responsibility to make sure that the Office of the Registrar has accurate local and permanent addresses.
Apply for graduation through TorchTone: In order to graduate, your advisee must notify the University Registrar of his or her expected date of graduation (i.e. May, September, or January) by calling TorchTone (212-995-4747) within the application deadlines specified below. Generally, students should apply for graduation no later than the beginning of the semester in which they plan to complete all program requirements.

THE DEGREE AUDIT
After receiving your advisee’s application to graduate, the University Registrar will conduct an audit of the academic record to make sure the student has completed all degree requirements. Your advisee will be notified by mail if there are any unsatisfied requirements or potential blocks to graduation. In such instances, the student should take immediate action to correct any problems. Applying for graduation early may allow your advisee enough time to clear up any errors or incomplete course work; however, if there are any degree requirements that cannot be met in the time remaining before graduation, the student must reapply for graduation for the following term.
THE DIPLOMA
The degree awarded by the University is a final copy. No emendations or changes can be made after the diploma is issued. The diploma will be mailed to your advisee’s permanent address 6-8 weeks after graduation. Two documents can be presented as proof of the degree: your advisee’s diploma or a transcript.

GRADUATION HONORS
Founders Day Scholars
NYU honors its founders by saluting its top baccalaureate degree candidates and outstanding faculty with a formal convocation and reception. All undergraduate students with a cumulative grade point average of 3.5 or higher for a minimum of 30 NYU credits will qualify for a Founders Day Award and will be invited in late March. Determination of eligibility is made by the University Registrar’s office.

Latin Honors
To graduate with Latin honors, a student must have completed at least 64 credits at NYU in which letter grades A through D were received.

For internal transfers admitted to Gallatin after Spring 1998, those 64 credits may include NYU courses taken before Gallatin matriculation (except Y and Z courses); for students admitted before Summer 1998, only credits earned after Gallatin matriculation (except K-credits earned before that point) count toward Latin honors. “Pass” grades, and grades from other institutions, are not counted for either group. The student must have a clean record of conduct and maintain a cumulative GPA as follows:

3.5 for cum laude;
3.7 for magna cum laude;
3.9 for summa cum laude.
COMENCEMENT EVENTS

Grad Alley (Commencement Eve)
NYU hosts a commencement eve celebration marking the accomplishments of our students. The schools of NYU transform the Washington Square campus into an indoor and outdoor festival featuring music, dancing, street performers, food, etc. Tickets are required for access to the various event venues. Ticket and event information are provided with the Commencement mailing in early April.

NYU Commencement (mid-May)
The University-wide ceremony takes place in the morning in Washington Square Park, rain or shine. The ceremony includes a major address, a student valedictory, the awarding of honorary degrees to a number of distinguished individuals, and the conferring of degrees and certificates. All thirteen schools and colleges of New York University participate. Because over 5,000 students are expected to attend, it is impossible to recognize each individual by name. Instead, the Deans will introduce each class as a whole, and a representative selected in advance will receive a symbolic diploma for each degree category.

Invitations are extended to all graduates and candidates for degrees and certificates for the academic year. Invitations with instructions will be mailed in early April. If your advisee does not receive this information by mid-April, the student should contact the University Registrar, Student Services Center, 25 West 4th Street, 1st floor, to verify status and mailing address.

Gallatin Graduation (mid-May)
To honor Gallatin graduates in a more personal way, the school conducts its own ceremony. The dean will present a variety of achievement awards as well as present a certificate to each graduating student. In addition, Gallatin seniors are invited to write a brief personal statement that will be included in a booklet available the day of Gallatin’s graduation.

Gallatin will mail information about the details of the ceremony in April. Tickets for the ceremony may be picked up at the Gallatin Office in the middle of April. Participating students may request up to four guest tickets.

COMMENCEMENT
Dean of Students
998-7370
TRANSCRIPTS

Student Services Center
25 West 4th Street  (998-4280)
The Office of the Registrar issues official transcripts for all work completed at NYU. They will send transcripts directly to schools, employers, and scholarship organizations at the student’s request. Transcripts are generally mailed 5-10 working days from the time of the request. There is no charge for academic transcripts; however, the maximum number of transcripts which can be issued to a student is three. If a student requires more than three official transcripts, the student must submit individual requests for each college, university, prospective employer or scholarship agency to which the transcript will be sent.

Requests for transcripts require the signature of the student requesting the transcript. A transcript may be requested in writing by either faxing a signed letter to (212) 995-4154, or by sending a signed letter to Office of the University Registrar, P.O. Box 910, New York, New York 10276-0910. In the request letter, the student must include name, ID number, date of birth, current address, name of the NYU school attended, dates of attendance, graduation date, as well as the full name and address of the person or institution to which the transcript should be sent.

Your advisee will need to submit an official transcript in conjunction with each application to a graduate or professional school. We recommend that students request a transcript for themselves before sending it to a third party to be certain that it contains no surprises.

ADMISSIONS TESTS

Specific graduate admissions tests are required by many graduate programs. The scores are used as one predictor of your advisee’s ability to succeed in a program. Students should schedule the test with time to meet application deadlines. (It is also wise to allow enough time to retake a test if necessary.) Contact numbers are:

- GRE (Graduate Record Exam) .............................. (609) 771-7670
- GMAT (Graduate Management Admission Test) ..........(609) 771-7330
- LSAT (Law School Admission Test) .......................... (215) 968-1001
- MCAT (Medical College Admission Test) ...................... (319) 337-1357
LETTERS OF RECOMMENDATION

Most graduate schools require letters of recommendation in support of the student's application. The best sources for recommendations are professors who know the student well and can provide an accurate evaluation of his or her academic potential. Students should ask professors to write letters of recommendation while their achievements are still fresh in their professors' minds. However, since faculty receive many requests for recommendations at the end of the semester, students should ask a professor to write a letter well in advance of any deadline.

CAREER SERVICES

Office of Career Services
719 Broadway, 3rd floor (998-4730)
Web: http://www.nyu.edu/careerservices/

The Office of Career Services provides a variety of services to all NYU students (undergraduate and graduate) and alumni:

- seminars in résumé and cover-letter writing, interviewing skills, locating job resources, self-assessment;
- job/career fairs where students may learn about particular fields and career opportunities;
- employment assistance through on-campus recruitment, bulletin services, and internship placements.

Students must first register at the office before making an appointment with a career counselor. Students are encouraged to speak with a counselor about their future plans—especially if their direction is unclear.

ALUMNI ASSOCIATION

Office for University Development and Alumni Relations
25 West 4th Street, 5th Floor (998-6912)

Contributing alumni are eligible to take advantage of a number of University-wide services and benefits, including membership in Bobst Library and Coles Sports Center, educational travel programs, and a life-time E-mail forwarding service. They are also invited to participate in many University events. For more information, please contact the Office listed above.
The Gallatin Advising Center, located at 715 Broadway, 8th Floor, is a resource for both students and advisers. The Center provides information about University services, programs, and resources available to students. The Director of Advisement and a staff of part-time auxiliary advisers are also available to answer your questions regarding academic policies for undergraduate students. (If you have questions about graduate students, contact the Director of Advisement.) The adviser may contact the Center directly, or refer students to see one of the staff.
A NOTE ABOUT FERPA

The Family Education Rights and Privacy Act (FERPA) was designed to protect the privacy of students over the age of 18. As an adviser, you are bound by this law. This means that you cannot give information about advisees over 18 to anyone outside the university, including advisees’ parents. If you have a student who is in trouble, please call Gallatin’s Director of Advisement Services or the Associate Dean’s Office.

STUDENT RECORDS

There are a variety of ways that either you or your advisee can access your advisee’s records and degree progress. Please keep in mind that your advisee’s official educational record (whether in the form of a transcript or an electronic file) are protected by FERPA.

- **SIS—NYU’s Student Information System**: If you have access to NYU’s SIS system, you can view your advisee’s official record (screen 184) or check the student’s degree progress (screen 6N1).

- **Web Access**: You and your advisee can also access the student’s degree progress through Albert—NYU’s student information system on the web. You will need the student’s ID and PIN numbers in order to gain access to their records. The address is:

  http://www.albert.nyu.edu/

- **Student Files**: The Gallatin School maintains student files that are used by school personnel to review a student’s progress. Gallatin School files are also available to the student’s adviser.

If you do not have ready access to any of these resources, you can ask your advisee to bring either a copy of the transcript or a printout of degree progress. Students may access their own records through a variety of sources:

- **Web access**: Students can obtain their own records and academic progress by visiting the Albert web site;

- **NYU Student Services Office**: Students may go to this office and request a copy of their transcript.

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**About Albert**

http://www.albert.nyu.edu/

Students can obtain information about their records on the web, including:

- address
- class schedule
- grades
- financial aid status
- unofficial transcript
- account balance
- degree progress
You should encourage your advisee to come to each registration advising session with this information so that you can track whether he or she is satisfying degree requirements and making academic progress.

**OTHER RESOURCES**

In addition to this handbook, there are a variety of other Gallatin publications that describe academic policies and procedures in greater depth:

- the Gallatin School Bulletin, the most definitive guide to school policies and procedures;
- the Undergraduate Colloquium Policies and Procedures booklet
- the Master’s Thesis Policies and Procedures booklet
- proposal forms for nonclassroom courses—Independent Study, Review of the Literature, Internship, and Private Lessons
- internship guidelines
- study abroad guidelines such as the brochure, Gallatin Goes Global
- a handout of frequently asked questions about Review of the Literature
- Gallatin School Course Offerings booklets, which contain a schedule of courses and course descriptions, and a list of courses that fulfill the undergraduate liberal arts core

To obtain bulletins from the other NYU schools, go to the Student Information Center, 50 West 4th Street.

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**Registrar’s Homepage**

http://www.nyu.edu/registrar/

Students and advisers can visit the Registrar’s web site to obtain information about:

- courses
- calendars
- graduation
- registration
NOTE: Office locations listed in this section may change when the Helen and Martin Kimmel Center for University Life opens in 2003.

ADVISING CENTERS

Gallatin School
715 Broadway, 8th Floor (998-7371)
The Director of Advisement and a team of auxiliary advisers offer assistance to advisers and students in a variety of ways. They are available to answer questions about Gallatin policies and procedures for study abroad, registration, waiver requests, degree requirements, academic progress, etc. They also provide workshops for students and faculty advisers on specific issues such as helping the student develop and articulate the concentration; preparing for the senior colloquium; and study abroad opportunities.

College of Arts and Science Preprofessional Advising Office
Silver Building, Room 901 (998-8160)
E-mail: prehealth@nyu.edu; prelaw@nyu.edu
Students interested in a variety of health careers such as pharmacology, biomedicine, art therapy, medicine, etc., can receive advice on the specific course requirements for each of these fields. The advising office also provides information about various professional health organizations where students can do internships or volunteer work.

Students interested in applying to law school can receive advisement on how to design their prelaw curriculum, what skills to acquire, and how to decide when and where to apply to law school. Prelaw advisers can explain what a law school education involves, suggest related readings, and provide statistical data and information at the beginning of the senior year about the probability of admission to selected schools. Students usually apply to law school in the spring semester of their junior year. They may go to the advisement office for materials on how to register for the LSAT and to receive a copy of Guidelines for Applying to Law School.

Stern School of Business
Office of Undergraduate Advising and Student Services
Tisch Hall, 40 West 4th Street, Room 800 (998-4020)
The Stern Advising Office offers assistance to students in a variety of areas,
including course selection and prerequisites, policies and procedures of the Stern School of Business, and cross school registration.

**TUTORING CENTERS**

**The CAS Learning Center**
Weinstein Residence Hall, 5-11 University Place, 1st floor  (998-8088)
This Center provides tutoring in a variety of subjects, including chemistry, calculus, and economics.

**The Writing Center**
269 Mercer Street, Room 230  (998-8866)
The Writing Center is operated by the CAS Expository Writing Program. Its consultants will work with students at almost any stage of their writing, from helping develop ideas to commenting on an essay’s argument and organization. Students can meet with the same consultant throughout the semester. To make an appointment, the student must register in person at the Center; future appointments can be made by telephone. The Center also offers classes for international and E.S.L. students. Two caveats: the Center is not a copyediting service, and students must schedule appointments; drop-in tutoring is limited.

**Gallatin Writing Center**
715 Broadway, 8th floor
Gallatin tutors are available to help students with essays and rationales. Your advisee can book an appointment on-line at:
www.nyu.edu/projects/gallatin.writing/

**COUNSELING SERVICES**

**Office of University Counseling**
3 Washington Square Village, 1M  (998-4780)
Sometimes one of your advisees may have personal difficulties which require help beyond academic advisement. University Counseling offers counseling for students; Gallatin also has its own counselor, whom students can meet at Gallatin or at University Counseling. Many students see a counselor only once; some see a counselor for longer periods. Group counseling is also available. You can recommend that your student call 998-4780 for an appointment with the Gallatin counselor.
INTERNATIONAL STUDENTS

Office for International Students and Scholars
561 LaGuardia Place, 1st floor (998-4720)
E-mail: intl.students.scholars@nyu.edu

International Students may need visa information, help with housing, or other support. The OISS issues certificates of eligibility for F-1 and J-1 visas, advises on all matters pertaining to student immigration status, and serves as the University liaison to the U.S. Immigration and Naturalization Service. Advisers are available every day to assist students with immigration, employment, financial, personal, and cross-cultural concerns. They also sponsor a variety of programs aimed at helping students to adjust to their new environment and to succeed in their studies.

DIVERSITY RESOURCES

OASIS - Office for African American, Latino and Asian American Student Services
240 Greene Street, 3rd Floor (998-4343)

OASIS seeks to cultivate a community for African American, Latino and Asian American students in order to promote educational success. OASIS is dedicated to recruiting, retaining, graduating, placing, and—most of all—supporting students of color. It offers cultural programming, outings, lecture and discussion groups, a graduate school databank, a law school fair, a mentorship program and information about careers, internships, and funding sources. It also works with other university wide organizations. OASIS supports university wide multicultural gender initiatives where students engage in dialogue about diversity issues.

SOCA – Students of Color Alliance
Gallatin School
715 Broadway, 6th Floor (998-9168)

Formed to enhance the academic, interpersonal, and leadership potential of students of color, SOCA provides African American, Latino, Native American, and Asian American students with opportunities to network, share resources, and participate in cultural events. Gallatin’s SOCA students are exposed to a number of academic and social activities including, but not limited to: tutor-
ing, peer mentoring, guest lectures, cultural programming, and professional and graduate school development.

**LGBT Student Services Office**  
244 Greene Street, Rm. 305 (998-4424)  
NYU’s LGBT Student Services Office provides programming and support for lesbian, gay, bisexual, transgender, or questioning students. Events range from dances, to conferences, to counseling and support sessions.

**STUDENTS WITH DISABILITIES**  
The Henry and Lucy Moses Center for Students with Disabilities  
240 Greene Street, 4th Floor (998-4980)  
The Center provides comprehensive services and programs for undergraduate and graduate students with visual, hearing, orthopedic, and chronic impairments, as well as learning disabilities. The center was established to facilitate equal access for students with disabilities to the programs and activities of NYU. It is staffed by specialists who work with students to develop an individual accommodation plan.

**OFFICE OF FINANCIAL AID**  
25 West Fourth Street (998-4444)  
Students should be directed to the NYU Financial Aid Office for all questions regarding financial aid. Advisers are not expected to be knowledgeable about various forms of aid or to assist the student in their dealings with the Financial Aid Office.
Advisers are paid for advising students for fall and spring semester registration, for supervising individualized projects, and for serving on colloquium or thesis defense committees. For current fees, contact the Assistant Dean’s Office, 998-9164. During the summer, advisers are paid only for supervising independent projects and committee participation.

Each semester, Gallatin will send you lists of your advisees and any individualized courses you are supervising, as well as a memo itemizing your compensation. The schedule of payments is as follows:

- **NYU faculty**: for the fall semester, compensation appears in December 1 and January 1 checks; for the spring, in May 1 and June 1 checks; and for the summer, in the September 1 check.

- **Non-NYU advisers**: compensation will be made after our receipt and processing of the independent contractor’s service agreement; generally, by mid-November for the fall semester, mid-April for the spring, and by mid-August for summer.

- **Faculty on sabbatical**: University policy prohibits faculty members who are on sabbatical (or leave without pay) from receiving additional compensation during the semester(s) of their absence. If you are planning a sabbatical (or leave), please inform the Gallatin office at least one semester in advance. We will assign your advisees to a temporary adviser in your absence.

### ADVISEMENT

The fee is based upon the assumption that the adviser meets with the student regularly throughout the semester. We expect the adviser to be available to their advisees and to meet with them for a reasonable amount of time: at least three hours per term. **($150 per each student per semester)**

### SUPERVISED COURSES

**Independent Study (Instructor)**

An instructor overseeing an independent study should meet regularly (weekly or biweekly) with the student to discuss readings, ideas, and work submitted by the student. The instructor evaluates the student’s work and assigns the final grade. **(first point $150; each additional point $50)**

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**Q&A**

_I had expected to see the Gallatin compensation in my paycheck, but I didn’t receive it. What should I do?_

Contact the Gallatin Human Resources Manager, 998-7374, who can help resolve your payment problem.
Review of the Literature
This required independent study for graduate students is the full equivalent of an independent study, and is therefore compensated as a four-credit independent study. ($300)

Internship
The fee assumes that the adviser meets with the intern regularly (at least biweekly) to discuss the internship experience and the student’s progress on the required assignments. At the end of the semester the adviser evaluates these assignments, reviews the internship supervisor’s evaluation, and assigns a final grade. (first point $100; each additional point $50)

Private Lesson
The adviser’s responsibility is to meet with the student periodically during the semester to discuss the student’s artistic progress and required assignments. At the end of the semester the adviser evaluates these assignments, reviews the private lesson instructor’s evaluation, and assigns a final grade, which is either pass or fail. ($100 per lesson)

COMMITTEE PARTICIPATION

Colloquium
The adviser is expected to work closely with the student on writing the rationale and preparing for the colloquium. This entails meeting with the student to discuss ideas and texts, suggesting revisions to early drafts of the rationale, and sitting on the colloquium committee. ($50)

The other members of the committee are expected to read the rationale before the colloquium and to participate in the oral exam. ($50)

Thesis Defense
The adviser should meet regularly with the student to discuss plans, problems, and progress; read drafts of the thesis as they are completed and suggest revisions; approve the final draft of the thesis; and participate in the thesis defense. ($250)

The third reader is expected at minimum to read the final version of the thesis and to take part in the defense. We encourage students to consult with the third reader, whenever feasible, for feedback and suggestions before the defense. ($100)
AREA DIRECTORY (CURRENT AS OF FALL 2002)

Admissions
Fran Levin ...................................................... 998-7349

Advanced Placement Credit
Fran Levin ...................................................... 998-7349

Advisement Services
Gwendolyn Alker ........................................ 998-7320

Advisers, Changing
Graduate Students
Fran Levin ...................................................... 998-7349

Undergraduate Students
Gwendolyn Alker ........................................ 998-7320

Career Counseling
Office of Career Services .................................. 998-4766

Colloquium, Scheduling and Information
Melinda James-Lewis ...................................... 998-7324
Kathe Ann Joseph ........................................ 998-7316

Compensation
Liz Greene ......................................................... 998-7374

Concurrent Registration
Gwendolyn Alker ........................................ 998-7320

Counseling, General
Margaret Bailey ........................................ 998-4780

Course Equivalency Credit
Faith Stangler ........................................ 998-7376

Dean's Office
E. Frances White, Dean .................................. 998-7330
Ali Mirsepassi, Associate Dean ......................... 998-7323
Deirdre Aherne, Assistant Dean ......................... 998-7337
Sheila Thimba, Assistant Dean ......................... 998-7352

Dean's Honor Society
....................................................... 998-7316

Faculty Chairs
Curriculum Committee
Steve Hutkins .................................................. 998-7361

Advisement & Policy Committee
Bella Mirabella ........................................ 998-7368

Financial Aid (Gallatin Liaison)
Celeste Orangers ........................................ 998-7348

Full-time and Half-time Equivalency
Nancy Harris .................................................. 998-7375

Grades
Celeste Orangers ........................................ 998-7348

Independent Study
Access Codes
Student Services ........................................ 998-7370

Finding Advisers for
Gwendolyn Alker ........................................ 998-7320

Internship
Faith Stangler ........................................ 998-7376

Leave of Absence
Deirdre Aherne ........................................ 998-7337

Pass/Fail Options
Andrea D’Acunto ........................................ 998-7345

Private Lessons
Caroline M. Thompson ................................ 998-7377

Registration
Student Services ........................................ 998-7370

Scholars Program
Deirdre Aherne ........................................ 998-7337

Student Records
Celeste Orangers ........................................ 998-7348

Student Services
Celeste Orangers ........................................ 998-7348

Study Abroad
Patrick McCreery ........................................ 998-7351

Thesis Reviewers
Sharon Friedman ........................................ 998-7372

Transcript Review/Degree Progress
Graduate Students
Fran Levin ...................................................... 998-7349

Undergraduate Students
Gwendolyn Alker ........................................ 998-7320

Transfer Credit
Fran Levin ...................................................... 998-7349

Waivers and Appeals (Academic)
Gwendolyn Alker ........................................ 998-7320
# Alphabetical Directory (Current as of Fall 2002)

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<td>Assistant Dean of Students</td>
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<td>Mary Witty</td>
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## General Numbers

**Main Office Numbers**

- 5th Floor—Faculty Offices .................................... 998-7366
- 6th Floor—Administrative Offices ............................. 998-7370
- 8th Floor—Faculty Offices ..................................... 998-7371

**Fax Numbers**

- 5th Floor—Faculty Offices .................................... 995-4837
- 6th Floor—Administrative Offices ............................. 995-4508
- 8th Floor—Faculty Offices ..................................... 995-4509

**Fax Numbers**

- 5th Floor—Faculty Offices .................................... 995-4837
- 6th Floor—Administrative Offices ............................. 995-4508
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