

discover the power of polythinking

**STUDENT PLANNER
2009-2010**

Courtesy of
The Department of Student Development
Division of Student Affairs
Six MetroTech Center
Brooklyn, NY 11201
(718) 260-3800

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for the Department of Student Development under the supervision of
Cheryl A. McNear, Associate Dean of Student Affairs.
Front and back covers designed by Michael Esguerra

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THE POLYTECHNIC VISION

We educate, discover, and invent. We engage students seeking educational achievement and opportunity, faculty seeking excellence and relevance, and organizations seeking solutions and talent. We creatively bring intellectual rigor, technological innovation, and a passion for science to the communities where we work and live and to the citizens of the world.

We innovatively extend the benefits of science, engineering, management and liberal studies to critical real-world opportunities and challenges, especially those linked to urban systems, health and wellness, and the global information economy.

THE POLYTECHNIC MISSION

To excel as a leading high quality research university engaged in education, discovery and innovation with social, intellectual and economic impact in the New York region, the nation and the world.

GOALS

- Excellence in our core of broad educational and research programs
- Distinction in a limited number of appropriate multi-disciplinary focus areas
- Resources that create financial stability and allow investment for future growth and continuing improvement

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LETTER FROM THE DEAN OF STUDENT AFFAIRS

Dear Student,

Welcome to Polytechnic Institute of NYU. You are a member of the “Poly Thinking” community, with over 150 years of rich tradition. This tradition of Poly Thinkers has been built on a legacy of commitment, equality, diversity and impeccable academic credentials. You are the next generation of this tradition and will play an integral role in creating the future of Poly Thinking with an eye on inventiveness, innovation and entrepreneurship.

Whether you are a returning student or just beginning your collegiate career, you will find, our faculty, staff and administrators will work with you to build a community of learners and to create an environment that promotes leadership, values diversity and respect for others, and fosters learning both in and out of the classroom. This student handbook has been developed in the spirit of encouraging this mindset. It is a valuable tool that provides information about our resources, policies and guidelines. We hope you will get acquainted with the information enclosed.

A key ingredient to your success as a student at Polytechnic is to become active in your education. We encourage all of our students to become involved, whether it is joining a student organization, taking on a leadership role, working closely with faculty both in and out of the classroom, participating in athletics, finding an internship, studying abroad or working on campus. Your active involvement in your education will prepare you to succeed in your future endeavors.

Everyone at Polytechnic is expected to be a valuable and productive member of the community. As a student you will be asked to balance your academic workload with your social, family, and personal activities, as well as all other aspects of an adult life. We encourage you to set your goals and to keep them high. The Polytechnic faculty, staff and administrators are here to assist you in meeting your goals and responsibilities.

We hope you will feel the excitement, pride, and affection for your “home away from home”.

Best wishes for a successful year!



Michael A. Hutmaker, EdD
Dean of Student Affairs

LETTER FROM THE ASSOCIATE DEAN OF STUDENT AFFAIRS

Dear PolyThinker,

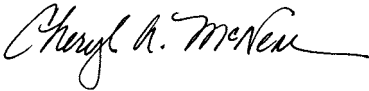
Welcome to a new beginning! Whether you are brand new to Polytechnic, returning after the summer break, or stayed around for summer classes, the start of this new academic year is a new beginning for Polytechnic Institute of NYU and you.

This is a great time to reassess your academic and personal goals. Take advantage of this opportunity and give yourself a fresh approach to your study habits, commit to better managing your time, become a member of that club you have been meaning to join, resolve to enjoy more of college life, go for an internship, volunteer for a worthy cause, workout at the fitness center, invent a new thing, find an innovative way of doing an old thing in a new way, or become an entrepreneur and start your own business! Do something great!

As an NYU:Poly student, you are the beneficiary of a great legacy created over a 150-year period by the PolyThinkers who have gone before you. Let the start of this new academic year be the time you commit to joining their ranks in earnest. Set your goals high, renew your commitment to your education, and act with integrity as well as with the courage of your convictions. Start by changing your mind about how you perceive challenges and opportunities, and then change your behavior to demonstrate your new mindset. You can change your world one committed day at a time.

Let the start of this academic year be the beginning of a great new legacy!

Have a great academic year!



Cheryl A. McNear

Associate Dean of Student Affairs
Polytechnic Institute of NYU

2009-2010 ACADEMIC & ADMINISTRATIVE CALENDAR

FALL 2009

Sept 8	Tuesday	Classes begin (Undergrad & Grad)
Sept 15	Tuesday	Last day of Add/Drop period
Nov 17	Tuesday	Last day to withdraw from course with a W grade
Nov 24	Tuesday	Thursday classes meet – No Tuesday classes
Nov 25	Wednesday	Friday classes meet – No Wednesday classes
Nov 26 - 27	Thurs - Fri	SCHOOL CLOSED – Thanksgiving Recess
Dec 9	Wednesday	Undergraduate classes end
Dec 10-11	Thurs - Fri	Reading Days
Dec 17 - 23	Thurs - Wed	Final Exams
Dec 16	Wednesday	Graduate classes end
Dec 24 – Jan 3	Thurs – Sun	SCHOOL CLOSED - Winter Recess
Jan 4 - 15	Mon – Fri	Winter Mini-Session

SPRING 2010

Jan 19	Tuesday	Classes begin (Undergrad & Grad)
Feb 15	Monday	SCHOOL CLOSED – President’s Day
Feb 16	Tuesday	Monday classes meet – No Tuesday classes
Mar 15 – 19	Mon – Fri	NO CLASSES – Spring Break
Apr 5	Monday	Last day to withdraw from course with a W grade
Apr 27	Tuesday	Undergraduate classes end
Apr 28 – Apr 29	Wed – Thurs	Reading Days
Apr 30 – May 11	Fri – Tues	Final Exams
May 4	Tuesday	Graduate classes end

SUMMER 2010

May 13 - 26	Thurs - Wed	Summer Mini Session
May 27	Thursday	Undergrad Classes begin for X & Z sessions
May 31	Monday	SCHOOL CLOSED – Memorial Day
June 4	Friday	Monday classes meet – No Friday classes
June 23	Wednesday	Last day to withdraw from X session
July 5	Monday	SCHOOL CLOSED – Independence Day
July 9	Friday	Undergrad Classes end for X session
July 13	Tuesday	Classes begin for Y session
July 21	Wednesday	Last day to withdraw from Z session
August 9	Monday	Last day to withdraw from Y session
August 20	Friday	Classes end for Y & Z sessions

Note: For calendar updates visit <http://www.poly.edu/calendar>

DIRECTORY AT-A-GLANCE

Academic Advisement Center.....	JB 356	3980
Admissions (Graduate)	RH 102	3182
Admissions (Undergraduate).....	WH 000	5955
Alumni Relations	JB 452	3885
Athletics & Recreation.....	RH 220	3453
Brooklyn Enterprise on Science and Technology.....	RH 020.....	3210
C.A.T.T.....	LC 208	3050
Cafeteria (Lackmann Culinary Services).....	RH, 1st Floor	3872
Career Management Center	JB 359	3650
Center for Construction Management Technology	RH 407	3978
Chemical and Biological Sciences, Department of.....	RH 801	3750
Chemical and Biological Engineering, Department of.....	RH 730.....	3834
Civil Engineering, Department of.....	RH 411	3220
Computer & Information Science, Department of.....	LC 238	3440
Copy Center (Océ Business Services).....	JB 150	3367
Counseling and Psychological Services (CAPS)	JB 358	3456
David Packard Center.....	JB 257 A/C.....	3524
Electrical & Computer Engineering (Graduate).....	LC 200	3590
Electrical & Computer Engineering (Undergraduate).....	LC 249	3480
Facilities Management.....	JB 152.....	3020
Financial Aid.....	JB 256	3300
Financial & Risk Engineering, Department of.....	RH 517	3279
FYI.....	800-POLY-FYI	
General Studies (GS) Program.....	JB 354	3882
Graduate Center	RH 102	3182
Guard Station – Dibner Library.....	LC Lobby.....	3727
Guard Station – Rogers Hall Front Entrance.....	RH Lobby	3537
Guard Station – Rogers Hall Rear Entrance.....	RH Rear	3213
Guard Station – Wunsch Hall	WH Lobby	5901
Higher Education Opportunity Program (HEOP).....	JB 355	3370
Honors Program	RH 216.....	3718
Human Resources	JB258.....	3840
Humanities & Social Sciences, Department of.....	RH 213	3231
Information Systems Help Desk	RH 337	3123
International Students and Scholars, Office of.....	JB 158	3805
Laptop Support Office	RH 339	3368
Library Services.....	LC 3CM.....	3530
Mailroom (Océ Business Services).....	JB 151	3396
Mathematics, Department of.....	RH 305/321	3322
Mechanical & Aerospace Engineering, Department of.....	RH 501	3160
One Card Office / Media Support Services	RH 333.....	3934

DIRECTORY AT A GLANCE (CONTINUED)

Peer Counselor Team	JB 158	3800
Physics, Department of	RH 300	3072
Polytechnic Tutoring Center (PTC)	JAB 373	3425
Polytechnic Institute of NYU Main Number	(718) 260-3600	
Registrar's Office	JB 256	3486
Residence Life	OH 103	4160
Special Services (TRIO)	JB 341	3560
Student Accounts	JB 256	3700
Student Activities	JB 158A	3800
Student Affairs, Dean of	JB 158	3137
Student Council (Student Government)	JB 158D	3851
Student Cultural Center		3827
Student Development	JB 158	3800
Technology Management, Department of	LC 401	3760
Transfer Credit Evaluation	RH 323	3494
Undergraduate Dean's Office	RH 216	3718
Writing Center	JAB 373	3425
Youth in Engineering and Science (YES) Center	WH 117	5944

KEY:

JB – Jacobs Building

JAB – Jacobs Academic Building

LC – Library CATT Building

OH – Othmer Hall

RH – Rogers Hall

WH – Wunsch Hall

STUDENT SERVICES

Polytechnic Institute of NYU offers a range of services to students to assist them in during their career. These services are described on the following pages along with their contact information. Most of these services are free of charge.

ACADEMIC ADVISEMENT CENTER

Jacobs Building 356

(718) 260-3980

advisement@poly.edu

The mission of the Academic Advisement Center (AAC) is to provide academic advising to new matriculated first year students in the following majors*: Biomolecular Science (BMS), Business & Technology Management (BTM), Chemical & Biological Engineering (CBE), Civil Engineering (CE), Computer Science and Engineering (CS), Computer Engineering (CompE), Construction Management (CN), Electrical Engineering (EE), Math (MA), Mechanical Engineering (ME) and Undeclared (UN)

Advisers meet with students for scheduled group and individual advisement sessions during the first year, and advisers are also available for drop-in visits.

Advisement sessions cover an array of topics including major requirements, Institute regulations, and life skills development. The AAC refers students to appropriate campus resources for additional support and guidance in an effort to address any Institute-related issues affecting them. In addition, the AAC advocates for first year students with the offices of the Registrar, Financial Aid, Student Accounts, and Admissions, as well as other Institute offices.

The AAC also directs the review of all undergraduate academic standing issues and make decisions regarding probation and Dean's List status.

* Students in the following majors are advised by their departmental advisers: Integrated Digital Media (IDM) & Liberal Studies (LS).

THE POLYTECHNIC ALUMNI AND THE OFFICE OF ALUMNI RELATIONS

Jacobs Building 452

(718) 260-3885

The Office of Alumni Relations is the administrative office that serves as a liaison between Polytechnic's alumni and the institution. The office maintains alumni records, assists with planning alumni events and coordinates alumni fund-raising efforts.

EVENTS: Each year, the Office of Alumni Relations sponsors a number of events that bring alumni together with students. We provide opportunities to meet and talk to alumni about career opportunities and gain helpful insights into the current corporate climate. There are opportunities for students to get involved in reunions, meetings and receptions for alumni.

PUBLICATIONS: The Institute publishes the Polytechnic Cable magazine four times each year. The magazine has news of alumni, profiles of innovators and items of interest to the alumni and other members of the campus community. It is also available on-line at www.poly.edu/alumni. Copies of the magazine are available around campus for students.

REUNIONS: The Office of Alumni Relations helps organize reunions for interested groups of alumni including those who were involved in specific student organizations, teams or part of special programs. Alumni Relations can also assist in helping current students locate the former officers of their clubs.

Polytechnic's alumni association, the POLYTECHNIC ALUMNI, has more than 28,000 members living in all 50 states and at least 64 countries. Over 6,600 alumni live in the five boroughs of New York City. The POLYTECHNIC ALUMNI is an independent organization which can trace its roots back to 1863 and was incorporated in 1932. Elected officers, an executive committee, and an international board of directors govern it. Membership in the alumni association is automatic and free for those who have graduated from Polytechnic. Under certain conditions non-graduates can also become members. Alumni of Polytechnic receive the Cable magazine and receive a wide-range of benefits. The officers and directors of the POLYTECHNIC ALUMNI are all volunteers who generously give their time.

The POLYTECHNIC ALUMNI have a network of alumni "sections" in areas where there are high concentrations of alumni.

ATHLETICS AND RECREATION

Rogers Hall 220

(718) 260-3453

For over a century, Polytechnic Institute of NYU has been a leader in intercollegiate sports. We are a member of the National Collegiate Athletic Association (NCAA) Division III, the Skyline Conference and the North Eastern Collegiate Volleyball Association (NECVA).

FACILITIES: Our facilities, in the Jacobs Academic Building, include an NCAA regulation gym (94'x50'); a fitness center, (45'x63') which includes aerobic equipment (treadmills, steppers, bikes, and rowing machines), single and dual exercise weight machines, a free weight area and a heavy bag area. Our athletic fields, which include baseball, softball and soccer, are located at Gateway National Recreational Area (Floyd Bennett Field).

VARSIITY PROGRAM

Men's Teams

Baseball	Judo	Basketball	Soccer
Volleyball	Cross Country	Tennis	Golf
Track			

Women's Teams

Basketball	Judo	Softball	Volleyball
Cross Country	Soccer	Tennis	Golf
Lacrosse	Track		

CLUB SPORTS

Bowling	Table Tennis	Handball	Swimming
Fencing			

INTRAMURAL PROGRAM

Badminton	Flag Football	Handball	Table Tennis
Basketball	Fitness	Soccer	Volleyball

Look for Intramural schedules to be posted near the gym and outside the Athletics Office, RH220, during the school year. New sports can be added if there is interest.

CLASSES

Aerobics	Aikido	Judo
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CAREER MANAGEMENT CENTER

Jacobs Building 359

(718) 260-3650

<http://www.poly.edu/career>

The process of choosing and planning a career is one of the most important decisions in a person's life. The Career Management Center (CMC) at Polytechnic Institute of NYU is committed to serving students as effectively and efficiently as possible. Our experienced staff is here to assist you in realizing your personal and career goals through various services and educational career programming. The aim of the program is to build confidence in career planning and decision-making by increasing self-awareness and promoting career exploration.

It is our hope that the Career Management Center will be instrumental in helping you to locate and obtain the employment opportunity that you really want. You do not have to search for a job on your own. However, you are an important part of the job search process (actually, the most important part!). We advocate a networking model, beginning in the first year, which integrates a wide variety of activities and offers students broad-based technical work experiences. In order to provide these services, a team approach is used within our office to coordinate efforts among faculty, company recruiters, and alumni. In this manner, many different types of resources are focused upon the career needs and goals of our students.

These are the services that may be of special interest to you. Whether you are undecided about your chosen major or career interests or you know exactly what you want and how to get it, the Career Management Center (CMC) has services for you:

INDIVIDUAL CAREER COUNSELING: Counselors are available to meet individually with students to discuss their career plans and concerns.

WORKSHOPS AND CAREER SEMINARS: CMC offers a variety of career-related workshops each semester. Career Seminars are hosted by employers who talk about their organization and give practical career advice.

CAREER RESOURCE Informational Handouts and periodicals: CMC maintains a well-stocked series of handouts including career guides, writing and style manuals and numerous magazines addressing the topic of career management.

RESUME CRITIQUING: We offer advice, suggestions, and constructive criticism, in addition to correcting grammar and typographical errors.

MOCK INTERVIEWS: Students are encouraged to obtain interviewing practice and to receive feedback on their performance. Students have the option of being videotaped.

CAREER FAIRS: Poly hosts a Career Fair every Fall and Spring for all students and alumni regardless of their class year or academic major.

COOPERATIVE EDUCATION/INTERNSHIPS: Co-ops/Internships give students the opportunity to integrate their academic studies with meaningful part-time work experience with leading industries without taking a semester off.

ON-CAMPUS RECRUITING: One of our most widely recognized services, each year major companies and organizations visit our campus to conduct interviews with Poly seniors and recent graduates.

COMPANY PRESENTATIONS: Companies conduct presentations on campus in the fall and spring semester.

FEDERAL WORK-STUDY PROGRAM: Eligible undergraduate federal work-study students have the opportunity to work on or off-campus.

Polylink: Students can log on at <https://poly-cms.symphlicity.com/students>. Your user name is your 7 digit poly ID number. You will then be able to search for internships or full time jobs.

POLYTECHNIC INSTITUTE OF NYU COPY CENTER

Jacobs Building, First Floor

(718) 260-3367

copycenter@poly.edu

Océ Business Services runs the Polytechnic Institute of NYU Copy Center. We provide a full range of copy services for students. We provide digital black and white, digital color, binding and other services. The use of the One Card is required for payment. For any inquiries please feel free to contact us. Normal operating hours are: Monday – Friday, 8 AM – 5 PM.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

“Helping Students Achieve Maximum Potential”

Jacobs Building 358

(718) 260-3456

www.poly.edu/counseling

counseling@poly.edu

CAPS offers **FREE CONFIDENTIAL** psychological services to all Polytechnic Institute of NYU students. College can be a stressful time, and it is not uncommon for students to face a range of difficulties that can interfere with their ability to succeed academically or function at their best. For example, many students struggle with difficulty concentrating, test anxiety, sadness, lack of motivation, and difficulties with family or friends which can interfere with their Poly experience. The CAPS staff is available to meet with you and help you resolve these issues. Our staff members provide information and support to help students solve problems, achieve goals, and feel better.

You can **Make an Appointment** by calling us at 718-260-3456, emailing us at counseling@poly.edu or dropping by the center in person. We are located on the 3rd floor of the old Jacobs building in room 358 (take the elevator across from the Office of Student Development to the third floor – CAPS is located at the end of the long hallway).

CAPS is open Monday through Friday from 9 a.m. to 5 p.m. We also offer **After Hours Drop-in Hours** Monday evening between 5pm-7pm in the Othmer Residence Hall.

Throughout the year CAPS offers a variety of workshops on meditation, stress reduction, relationships, and getting a good night’s sleep. These workshops are advertised on the CAPS web site, the Poly Calendar, and through email blasts so check your poly email address frequently.

For more information about CAPS and the services we offer **VISIT US ONLINE at WWW.POLY.EDU/COUNSELING!** On our site you can also link to a variety of online screenings to anonymously answer questions to determine whether you (or a fellow student) show signs of common mental health problems like depression, anxiety, substance abuse, or posttraumatic stress.

FACILITIES MANAGEMENT

Jacobs Building 152

(718) 260-3020

facility@poly.edu

The goal of the Facilities Management Office is to provide a safe, serviceable environment for all those who work and study here. Please feel free to stop by our office Monday thru Friday 9AM to 5PM. In case of an emergency, call the main security desk of JAB at (718) 260-3537. In case of a medical emergency, please call 911 and then the main security desk at extension 3537 or extension 2345.

The Facilities Office provides essential services to the Polytechnic Community such as:

- Custodial services
- Heating and cooling
- Basic electrical
- Plumbing
- Carpentry
- Security
- Recycling
- Locksmith services
- Issuance of ID cards
- Event set up
- Lost and found
- Construction/renovation
- Incident reporting

The following are the standard building hours of operation:

Jacobs Academic Building (JAB)	Monday - Friday: 7:00am to 11:00pm
Rogers Hall (RH)	Sat/Sun: 9:00am to 9:00pm
Jacobs Building (JB)	
Rogers Hall (RH) Back Entrance	Monday – Friday: 7:00am to 11:00pm Sat/Sun: 10:00am to 6:00pm
Dibner Building (LC)	Monday - Friday: 7:00am to 11:00pm Sat/Sun: 9:00am to 9:00pm
Wunsch Hall (WH)	Monday - Friday: 9:00am to 5:00pm Sat/Sun: CLOSED
Othmer Residence Hall	Check with Residence Hall personnel

With the exception of Othmer Residence Hall, all buildings are closed for Thanksgiving, Christmas and New Years.

FINANCIAL AID

Jacobs Building 256

(718) 260-3300

The goal of the Office of Financial Aid is to provide ways to assist you in financing your cost of education. For a full description of Financial Aid available, please refer to our website: <http://www.poly.edu/financialaid/>.

Responsibilities

- Awarding of all types of Financial Aid (Federal Grants, State Grants, Institutional Grants & Scholarships, and All Loans).
- Providing assistance in calculating direct cost and what actions are required in satisfying annual cost.
- Providing one-on-one counseling (phone, in-person and/or email) regarding all types of financial aid related questions.

Important Information to Remember

- All students must complete the FAFSA annually in order to be eligible to receive federal, institutional, and/or state aid. Students will not be packaged for financial aid until they've completed this process.
- All payments of tuition and fees are due according to the dates printed on the tuition bill/invoice.
- Students who do not make payment as required will have an account hold placed on their accounts, in accordance with Institute policy.
- Payment can be made via the web by going to <http://psdata.poly.edu>

INFORMATION SYSTEMS (IS)

Rogers Hall 337

(718) 260-3123

<http://www.poly.edu/computing>

The Information Systems department is responsible for the Institute's information technology, telecommunications, and network infrastructure. Should you require assistance, contact the helpdesk via email at help@poly.edu or phone at (718) 260-3123. You may also drop by the helpdesk located in RH 337 between 9am & 5pm, Monday-Friday.

The Institute has a helpdesk exclusively for Notebook Computers. The helpdesk will provide full service support for IBM/Lenovo laptops and partial support for other manufacturer models simply due to the variety available. Students who experience hardware or software problems should contact the helpdesk for assistance. In most cases, the student will need to bring the notebook computer to the helpdesk. You can visit the Laptop Helpdesk in RH 339, Monday-Friday from 9am-4:45pm (Fall & Spring semesters) and 10am-4pm during the summer. The Laptop Helpdesk can also be contacted by sending an email to notebook@poly.edu or calling (718) 260-3368.

LIBRARY

Dibner Library/CATT Building, Third Floor

718-260-3530

<http://www.poly.edu/library>

Make sure you take advantage of all the services the library offers. The Bern Dibner Library of Science and Technology is located on the 3rd and 4th floor of the Dibner Building. Here you will find a pleasant study environment, lots of resources for your studies and a friendly, knowledgeable staff. The library is open 92 hours per week during the semester. During reading days and exams it is open 24/7. Check the library website at <http://www.poly.edu/library> for up-to-date news on library hours as well as other useful information. The collection is tailored to meet student academic needs. It includes printed books and journals as well as e-books and e-journals in full-text. You can find out what resources are available, including the materials assigned by individual professors, by searching the catalog on the library web site. If you need help with your research projects, talk to the librarians at the service desk, or chat with them online – they are there to assist you. You can even enhance your presentations by utilizing Poster Printing and Scanning services located on the 4th floor. And, if you want information that will help you research, study efficiently, and even have a little fun check out The PolyThinkers Pad, the library's blog which is on the library website.

POLYTECHNIC INSTITUTE OF NYU MAILROOM

Jacobs Building 151

(718) 260-3396

mailroom@poly.edu

Océ Business Services runs the Polytechnic Institute of NYU Mailroom. We provide students with supplies needed to send out mail and packages. For students living in the Othmer Residence Hall, we receive all incoming mail and packages utilizing assigned mailbox addresses. We also provide students with the option of sending out packages via UPS at a discounted rate. A credit card is required for payment of UPS services. Operating hours are Monday - Friday, 8 AM - 5 PM.

REGISTRAR

Jacobs Building 256

(718) 260-3486

registrar@poly.edu

Our primary responsibility is to maintain academic records of current and former students.

Some of our responsibilities include student registration & program adjustments, posting of transfer and advanced placement credits, graduation degree audit, veterans benefits, enrollment verifications, and change of major requests. The Registrar's Office also oversees final grade entry, final exam schedule, room assignments and transcript requests.

Registration-Students can register online through psdata.poly.edu. For registration dates, please refer to the Registrar's website www.poly.edu/registrar.

Advanced Placement Credits –Undergraduate students-Polytechnic will grant students credit for Advanced Placement courses taken in high school, given acceptable performance on AP examinations. Students must request evaluation of AP credits no later than the end of their first semester of matriculation. Grades for advanced placement are not included in the computation of the cumulative or current semester GPAs.

Transfer Credits- Undergraduate Students-Polytechnic will award transfer credit for appropriate courses satisfactorily completed at other accredited institutions. Students transferring to Polytechnic from other universities must have transcripts of their courses evaluated by the Office of Academic Affairs and academic advisor.

Transfer Credits While in Residence –Undergraduate Students-Undergraduates enrolled at Polytechnic are expected to take all course work at the Institute. Exceptions are rarely made in cases where Polytechnic does not offer a course. Students can register for a course outside Polytechnic Institute of NYU and subsequently request transfer credits. Students must obtain written permission from the corresponding academic department, the academic advisor and dean prior to registering for the course. Forms are available at the Office of the Registrar.

Transfer Units-Graduate Students-Graduate students requesting transfer credits must earn a minimum total of 12 credits at Polytechnic Institute of NYU with a B average prior to the submission of a transfer credit form request. A maximum of 3 courses (9 credits) can be transferred towards an M.S. degree. The transfer credit form must be approved by the departmental advisor.

Graduation Degree Audit-The Office of the Registrar awards degrees twice a year (January 31st and the first Sunday in June). One graduation ceremony is held each year. Students can register for graduation online via the following link www.poly.edu/graduation.

Veterans Benefits-Students who are eligible for VA Benefits, through the Department of Veteran Affairs, should contact Wanda Green at wgreen@poly.edu for further instructions.

Please refer to the Office of the Registrar's website www.poly.edu/registrar for a listing of our staff, important dates and information. We are located in Room JB 256 along with Student Financial Services.

RESIDENTIAL LIFE

Othmer Residence Hall, #103

(718) 260-4160

Othmer Residence Hall is an 18-story building housing approximately 400 students. It offers suite style living on floors two through eight and apartment style living on floors nine through eighteen. All suites and apartments include central air conditioning; fully wired rooms for personal computers, wireless access for laptops, Direct TV cable, and in house telephone access. Each floor has a student lounge, an on premise laundry facility and 24 hour security. Residence Life strives to provide optimal services for students.

The Department of Residence Life is responsible for managing the services and events in Othmer Residence Hall. The residence life staff works to ensure the safety, development, and growth of students. The staff consists of professionals and undergraduate Resident Assistants who conduct and promote social and educational activities.

Othmer Residence Hall is a fantastic place to live in downtown Brooklyn, where students can get involved in social/cultural activities, and have the opportunity to meet fellow students from across the country and around the world.

We invite you to become a part of one of the most dynamic environments in the country. Come and discover the possibilities awaiting you!

SPECIAL SERVICES

Jacobs Building 341

(718) 260-3560

The Office of Special Services is a federally funded TRIO program, which entitles eligible students to participate in a variety of free and confidential services developed to enhance students' academic performance and maximize their potential. Students are encouraged to come to the office to see if they qualify for the TRIO program.

INDIVIDUALIZED TUTORING: Students who are eligible for the program can receive individualized tutoring. Tutors will be provided to students in the basic level courses of chemistry, math, physics and/or computer science as well as some upper level courses. These structured, weekly, hour-long sessions offer an opportunity for students to deepen their understanding of course material and have their specific questions answered. In addition to individualized tutoring, TRIO students can also attend mock exam preps. Mock exams and supplemental instruction in selected math and science courses are also available. Lastly, TRIO students are entitled to a variety of study aids and resources that are available through our office.

ACADEMIC COUNSELING: The counseling component of the Office of Special Services includes academic counseling, individual study skills advisement, financial aid counseling, performance profiling, stress management counseling, major/career exploration and limited personal counseling. The counselor on staff will assist students with any concerns, which may be affecting their academic and/or personal success.

WORKSHOPS, TRIPS AND ACTIVITIES: TRIO students can participate in various cultural and educational workshops and trips scheduled throughout the semester. Academic skills workshops provide students with the tools needed to enhance their study skills. Additional workshops geared toward student personal development are also scheduled throughout the academic year. TRIO students also can attend free trips, which consist of Broadway shows, ice-skating, sporting events, industry visits and cultural events.

FINANCIAL ASSISTANCE: The TRIO program also provides eligible TRIO students with financial assistance through grants and scholarships.

Students are encouraged to sign up for the TRIO program as soon as possible as the number of openings for the program is limited.

STUDENT ACCOUNTS

Jacobs Building 256

(718) 260-3700

<http://www.poly.edu/studentaccounts/>

The Office of the Student Accounts handles student billing and collection, tuition payments, Federal and Alternative (private) loan disbursement, processing of refund checks, and TAP Certification. Our goal is to make paying for your education as simple as possible.

Each spring, the corporation of the Institute establishes the annual tuition and fees for the upcoming academic year. These rates are effective for the Fall, Winter, Spring, and Summer terms of that academic year. A complete listing of tuition and fees can be found at <http://www.poly.edu/studentaccounts/tuition/index.php>.

Student Responsibilities:

- Students are responsible for reviewing, understanding, and abiding by the Institute's regulations, procedures, requirements, and deadlines as described in all official publications and our websites.
- **The student is the customer:** According to federal law, the Family Education Rights and Privacy Act (FERPA) of 1974, all of a student's college records, including the financial account, are the property and responsibility of the student. All billing statements and notices are sent to the student, even if another person may be paying the student's bills. The Institute may not discuss specific aspects of a student's account without written authorization from the student.

- **Payment Deadlines, Late Fees & Account Holds:** Once a student officially registers for a course, he/she is liable for the tuition and fees resulting from that registration. Anticipate a bill - it is the student's responsibility to ensure that the bill is paid when due. Payment deadlines are published on the billing statements. Late fees are assessed on outstanding balances. Prior to registration, in accordance with Institute policy, holds are placed on all accounts with outstanding balances.
- **Adherence to Financial Aid Deadlines:** Students wishing to utilize financial aid to cover their tuition & fees must adhere to the Office of Financial Aid application deadlines. If aid is not approved and deducted from the student's account, the student will be responsible for all monies due.
- **Address Maintenance:** Verify and update your billing address regularly. Our department sends time sensitive information; hence, it is critical that your address is always current. You may update your address by completing the Change of Address Form at http://www.poly.edu/registrar/_docs/ChangeofData.pdf, and submitting it to the Registrar.
- **Please read your mail:** Your education is important and represents a big investment of both time and money. Take the time to become familiar with the information that is provided to you with our billing statement, or under separate cover.
- **Check your e-mail regularly:** All matriculated students are issued an Institute e-mail account; take the time to check it regularly. Sometimes it is more efficient to communicate important information to you via e-mail. The helpdesk (718-260-3123) can assist you in forwarding your Institute e-mail to your private account if you prefer to have only one e-mail address.

STUDENT DEVELOPMENT

Jacobs Building 158

(718) 260-3800

studentdevelopment@poly.edu

Student Development *helps students put the pieces together from Convocation to Commencement* by providing a variety of programs and services that enhance student leadership excellence, campus community citizenship, campus-wide diversity awareness and general student advocacy.

This department manages the Student Leadership Center (Jacobs Building 158) and the Student Cultural Center, (Rogers Hall, Lower Level), and is the seat of all student government, Greek life, campus media and activities programming by student organizations.

Although the department primarily provides services for undergraduate, it offers an array of services to all students:

GENERAL STUDENT ADVOCACY

Absence Notification to the Faculty

It is important for instructors to know when you are experiencing difficulty that might interfere with your studies. However, it is also important for your personal matters be kept private. Therefore, Student Development is the office designated to receive documentation regarding private matters. Documentation is required for an official verification notice to be sent to instructors. The notice informs the instructor that appropriate documentation has been received but does not share personal details. Notification can be provided for, but not limited to, the following matters:

- Death in the family
- Medical conditions and illnesses
- Other emergencies and situations
- Student attending Institute-related conferences

Student Grievances and Complaints

Student Development is one of the offices where student grievances and complaints are heard.

COMPLIANCE AND STUDENT CONDUCT

Student Development is responsible for the Institute-Wide enforcement of Institute policy, as well as Federal, State, and City Laws regarding student conduct including, but not limited to the following:

- Underage Drinking
- Missing Student Investigation
- Sexual Harassment Review Process
- Sexual Assault Review Process

Enforcement of Institute Policies

Student Development is responsible for editing and enforcing the Institute Code of Conduct and enforces related policies:

The Institute Code of Conduct

- Adjudication Process (hearings)
- Disciplinary Action and Appeals

Related Policies

- Institute Policy on Academic Dishonesty
- Institute Anti-Harassment Policy for Employees & Students
- Institute Policy Regarding FERPA
- Computer and Network Policies

Misconduct and Academic Dishonesty

Incidents of student misconduct and academic dishonesty are reported to Student Development for review and appropriate action according to the *Institute Code of Conduct* and other Institute policies.

LEADERSHIP DEVELOPMENT

Participating in clubs and organizations is one of the most fundamental ways students develop leadership skills on campus. In addition to student activities, Student Development has three student leadership programs that are specifically geared toward leadership training and development:

Diversity Diplomat Program

The Diversity Diplomat Program is gearing up after a three-year hiatus. This program educates a core group of students in multiculturalism and diversity awareness for the purpose of promoting diversity awareness through programs on campus, as well as by presenting a workshop on students teaching students about diversity at regional and national conferences.

Orientation Leader Team Program

Orientation Leaders (OLs) are more than a welcoming committee. They are energetic, enthusiastic, experienced PolyThinkers who enjoy helping new students connect with the Institute—other students, the faculty and staff. The Orientation Leader Program is open to sophomores, juniors and seniors who have a passion for Poly, enjoy assisting others and are in good academic standing with a GPA of 2.3 or higher.

Peer Counselor Team Program

Peer Counselors (PCs) are the ultimate orientation leaders who assist first-year students in making the transition from high school to college. The program includes extensive leadership training during summer months with in-service training throughout the academic year. The Peer Counselor interview and selection process occurs early each spring semester for the following academic year. For more information contact Student Development.

NEW STUDENT PROGRAMS

New Student Orientation

Orientation programs are held on campus during the summer and at the beginning of the fall and spring semesters for new first-year students and for transfer undergraduate students, as well as graduate and undergraduate international students.

PERSONAL SAFETY AND SECURITY

Campus Crime Analysis and Distribution

Student Development publishes campus crime statistics to the Polytechnic community in April for the previous calendar year.

Crisis Intervention

Student Development is one of the offices that responds to all student-related crises on campus.

On-Campus Accidents

If you are involved in an accident on campus, contact Security (Rogers Hall front desk, X3537) immediately. Security will contact Student Development.

Sexual Assault

Incidents of sexual assault should be first reported to the Police whenever possible, and then to the Associate Dean of Student Affairs in Student Development or to one of the counselors in the Counseling Center.

Sexual Harassment

Report incidents of sexual harassment to Student Development or to the Counseling Center as soon as possible after the occurrence. (Refer to the Institute Code of Conduct Appendix, "Institute Anti-Harassment Policy for Employees & Students" for more information.)

SERVICES FOR STUDENTS WITH DISABILITIES: Students with disabilities are encouraged to register with Student Development whether or not services are requested. If appropriate, services can be requested by meeting with Student Development staff and submitting supporting documentation. Contact Student Development for more details.

STUDENT ACTIVITIES: Student Development is the seat of all student government, Greek life, campus media and activities programming produced by recognized student organizations.

Greek-Letter Organizations

There are four fraternities and two sororities on campus:

Fraternities

Alpha Phi Omega (Co-Ed)

Lambda Chi Alpha

Nu Alpha Phi

Omega Phi Alpha (Co-Ed)

They are all governed by the Inter-Greek Council (IGC) which is supported by Student Council

Student Government

The Polytechnic *Student Council* is the chief governing student body on campus. It is responsible for distributing the student activities fee among clubs and organizations, and hearing student concerns. The *Student Council* works closely with Student Development to improve the Poly community both academically and socially.

Club Hours

Three hours a week are set aside for student clubs and organizations to meet and conduct business—one hour on Mondays from 1:00pm to 2:00pm and two hours on Wednesdays from 12:00pm to 2:00pm. Classes are not held during Club Hours.

Current Active Student Clubs & Organizations

Campus Media Organizations

- Polytechnic Reporter (Student Newspaper)
- Polytechnic Radio (PR)
- Polywog (Undergraduate Yearbook)

Cultural & Ethnic Organizations

- Caribbean Students Association (CSA)
- Chinese Students and Scholars Association (CSSA) (*Graduate club*)
- Chinese Undergraduate Students Association
- Graduate Indian Students Association (GISA) (*Graduate club*)
- Jewish Student Union (JSU)
- Korean Students Association (KSA) (*Graduate club*)
- Polytechnic Italian Cultural Club (PICC)
- Saudi Student Association (SSA) (*Graduate club*)
- South Asian Students Association (SASA)
- Taiwanese Student Club (TSC) (*Graduate club*)
- Turkish Student Association (TSA) (*Graduate club*)

Professional & Technical Organizations

- Alchemists Anonymous (AA)
- American Chemical Society (ACS)
- American Institute of Chemical Engineers (AIChE)
- American Medical Student Association (AMSA)
- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
- Construction Management Association of America (CMAA)
- Engineers Without Borders (EWB)
- Financial Engineering Association (FEA) (*Graduate club*)
- Institute of Electrical and Electronic Engineers (IEEE)
- National Society of Black Engineers (NSBE)
- Polytechnic Robotics Club (PolyBots)
- Poly ITE (ITE) (*Graduate club*)
- Society of Business and Technology Management (SBTM)
- Society of Hispanic Professional Engineers (SHPE)
- Society of Human Resource Management (SHRM) (*Graduate club*)
- Society of Women Engineers (SWE)

Religious Organizations

- Cardinal Newman Society (*Catholic*)
- Muslim Students Association (MSA)
- Navigators (*Christian*)

Social Organizations

Performing Arts Club (PAC)
Polyphonics Music/Audio Club
Polytechnic Anime Society (PAS)
Polytechnic Association of Gaming Entertainment (PAGE)
Polytechnic Fencing Club (PFC)
Programming Advisory Board (PAB)
Student Athletic Student Association (SAAC)
Table Tennis (TT)

INSTITUTE PROGRAMS

Dean's List Ceremony

The ceremony, sponsored by the Dean of Student Affairs and the Department of Student Development, is held twice during the academic year (in the spring and fall semesters) to honor students who have achieved semester grade point averages of 3.4 or greater for the preceding semester.

First-Year Student Convocation

Held just prior to the beginning of classes in the fall semester, this ceremony inducts new students into the Polytechnic Institute of NYU community. Students pledge to be good campus community citizens, honor academic honesty, and maintain a high level of respect and integrity.

Commencement & Achievement Awards

The Commencement & Achievement Awards Reception and Ceremony is held annually during the week prior to Commencement Exercises. The ceremony recognizes outstanding academic and co-curricular achievements of undergraduate and graduate students.

POLYTECHNIC TUTORING CENTER (PTC)

Jacobs Academic Building 373

(718) 260-3425

Polytechnic Tutoring Center (PTC) is a friendly, supportive place to come for academic help. Tutors and staff at the PTC understand the challenges of Polytechnic's rigorous curriculum. Our mission is to help students succeed academically. PTC services are offered free of charge to all enrolled Polytechnic students, and there are no eligibility requirements.

CHEMISTRY, COMPUTER SCIENCE, MATH, PHYSICS AND BIOLOGY: The PTC focuses on first- and second-year required courses. We offer "drop-in" tutoring and exam review sessions, as well as a variety of workshops on academic topics.

Drop-in Tutoring is available to students during scheduled hours.

Appointments are not necessary, and students may attend as often as they choose. Skilled tutors are available to answer questions, provide homework help, and review material covered in class. Tutors also can demonstrate a variety of appropriate problem-solving methods.

Exam Review Sessions are offered prior to midterm and final exams. These 2-3 hour sessions feature practice exams, followed by explanation, review, and study strategies.

WRITING CENTER: The Polytechnic Writing Center, a service of the PTC, offers reading, writing and speaking help, free of charge, to Polytechnic students at all academic levels. Native English speakers and second-language speakers benefit from these services.

Individual Consultations provide 1:1 help with reading, writing and speaking assignments for any course or project. Consultants help students with understanding texts and with any step in the writing process: generating ideas, gathering information, building logical arguments, revising, and editing. *Appointments are recommended.*

Weekly English Conversation Groups and Friday Afternoon Conversation Cafe for non-native speakers of English are led by skilled instructors to help students improve their English language fluency and also help new international students adjust to life at Polytechnic.

UNDERGRADUATE ACADEMIC POLICIES

ACADEMIC STANDING AND PROBATION

Dean's List

Undergraduate students who achieve a semester GPA of 3.4 or better, with no grades of F, I or U for the semester, and are otherwise in good academic standing, are commended by the Department of Academic Success and placed on the Dean's List. This list is posted following the fall and spring semesters for full-time students and following the spring semester for part-time students. Only those who complete 12 or more credits during the fall or spring semester (or fall and spring semesters combined for part-time students) are eligible. Students who include project courses in their 12 or more credit programs are also eligible, provided that these courses represent no more than one-half of the credit load for a given period and all of the aforementioned requirements are met. Non-degree credit courses EN 1080 or EN 1090 may count toward the 12-credit requirement as 4 credits. The Dean's List notation appears on the student's permanent record. Students who convert a grade of I to a regular letter grade or receive a change of grade after a given semester that would then qualify them for the Dean's List may retroactively receive Dean's List honors by bringing the change to the attention of the Office of Academic Success.

General Academic Standing

To remain in good standing, undergraduate students must maintain term and cumulative GPAs of 2.0 or greater. In addition, students must successfully complete a minimum number of credits for each semester of full-time study, excluding summers and mini-sessions. In the case of part-time students, a semester indicates the point at which 12 or more credits are undertaken. Thus, the first semester of study ends when 12 credits are accumulated; the second semester is calculated from that time onward until 24 credits are accumulated. According to these semester equivalents, grade-point requirements for part-time students follow those for full-time students. The minimum number of cumulative credits to be achieved by the close of each semester of full-time study appears below in Table 1.

Table 1: Minimum Credits to Be Earned by Semester of Full-Time Study

SEMESTER	Minimum Credits Successfully Completed
1	8
2	16
3	28
4	40
5	56
6	68
7	84
8	96
9	112
10	128

In calculating the number of successfully completed credits:

1. Courses with 'F' grades do not count toward the criteria of Table 1.
2. Credits bearing an 'F' grade and repeated within one academic year will be recalculated using the second grade earned, thus entering into the number of credits successfully completed (assuming that the second grade is not also 'F') during the semester in which they are repeated.

3. Credits with an 'I' grade will be counted toward enrollment for one year. At the end of that time, any 'I' grade that has not been changed by the instructor on record will automatically lapse to an 'F' grade.
4. Credits assigned a 'W' grade do not appear in the calculation of credits undertaken, earned or successfully completed.
5. Transfer students enter the standard as calculated from the point at which transfer credits place them.

A second requisite for enrollment is the maintenance of a 2.0 GPA or better or performance approaching 2.0 in a steady and realistic fashion. Table 2 contains the absolute minimum cumulative GPA to be achieved by the close of each semester of full-time or full-time equivalent enrollment.

Table 2: Minimum Required Cumulative Grade-Point Average by Semester of Full-Time Study

SEMESTER	Minimum Cumulative GPA
1	1.30
2	1.40
3	1.50
4	1.67
5	1.78
6	1.88
7	1.95
8	2.00
9	2.00
10	2.00

The Office of Academic Success provides regular academic monitoring of all undergraduate students to review each student's academic record after each semester and inform the student's academic adviser or other representatives from the student's major department of the results of that review. Students who are identified as being in academic difficulty may not register for more than 12 credits per semester unless otherwise approved by their adviser. Students in academic difficulty will be placed on academic probation following the steps and actions described below.

Academic Warning

Students whose midterm grades show they are in danger of failing receive letters of academic warning. Letters and e-mails are sent to these students warning them of potential problems, urging them to make use of the support services available to them, encouraging them to take whatever measures are necessary to maintain good standing and inviting them to meet with their academic adviser.

Academic Probation

Students are placed on academic probation when (1) their semester and/or cumulative GPAs fall below 2.0, but remain above the minimum standards of Table 2 or (2) their number of successfully completed credits falls below the minimum standards of Table 1. Students falling into these categories are notified by letter and are directed to meet with their advisers. All first-year, first-time probationary students must take SL 1020 Academic Skills Seminar. The seminar consists of eight one-hour sessions, meeting once a week and taken on a pass/fail basis. SL 1020 helps students develop and enhance an awareness of their individual learning styles, study skills and time management techniques so they may become more successful students and return to good academic standing. Topics include establishing a mindset for success, discussing career opportunities, setting goals, managing time, overcoming procrastination, learning study and test-taking skills and self assessing. SL 1020 is structured in small, interactive group sessions designed to support students as they develop strategies for academic success.

Final Probation

Students whose academic records indicate an unacceptable level of academic progress may be placed on final probation. Notified by letter of their standing, these students must meet with their adviser to determine a program of study geared toward improving their performance. Failure to improve their performance results in disqualification. Students on final probation may not register before completing current courses.

Disqualification

The Academic Standing Committee of Standing, comprising the Office of Academic Success and a representative of the student's major department, shall jointly disqualify from the Institute any student whose cumulative average or number of credits successfully completed falls below the appropriate minima shown in Tables 1 and 2. A disqualified student may not apply for readmission for at least one year.

Additionally, a major department may disqualify a student at or above the minima listed if it is indicated that continuation will not lead to a successful completion of degree requirements. Unless accepted into another department, a student so disqualified will not be permitted to reapply to the Institute for at least one academic year.

Extenuating circumstances, such as serious medical problems (physical or psychological), must be documented and can lead to a waiver of these criteria for one semester. Performance in the subsequent semester must meet minimum standards. Such arrangements must be made together with the head of the major department and the Office of Student Development.

CLASS STANDING FOR UNDERGRADUATES

Students are classified at the end of each semester by the Office of the Registrar on the basis of earned and/or approved transfer credits beginning September 1, as follows:

Freshman 1 - 27 credits	Junior 62 - 94 credits
Sophomore 28 - 61 credits	Senior 95 or more credits

DEGREES WITH HONORS

Degrees with honors will be awarded to undergraduate students of high scholastic rank upon unanimous recommendation of the faculty. Honors are based upon the following schedule of cumulative GPAs:

BS Cum Laude 3.40 - 3.59
BS Magna Cum Laude 3.60 - 3.69
BS Summa Cum Laude 3.70 or better

Transfer students are eligible to graduate with honors, including being selected as valedictorian, after they complete a minimum of 60 credits toward their degree requirements at Polytechnic.

GRADING AND GRADES

Computing the Grade-Point Average

The Office of the Registrar determines the weighted GPA of undergraduate students on the basis of the following numerical values assigned to the various letter grades:

Grade	Point Value	Description
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Passing
C	2.0	Passing
C-	1.7	Deficient, but passing
D+	1.3	Deficient, but passing
D	1.0	Deficient, but passing
F	0.0	Failing
S		Satisfactory
U		Unsatisfactory
W		Withdrawal
I		Incomplete
AUD		Audit
NR		Not Received*
P		Passing**
MR		Must Repeat***

*Grade not received by Office of the Registrar in time to report it.

** Only used in SL 1020 *** Applies only to freshmen.

In computing GPAs, Polytechnic does not consider or count courses graded W, I, S or U towards the total credits passed or earned. GPAs are computed by multiplying the numerical grade in each course by the number of credits for each course, adding these products for the courses taken and then dividing this sum by total number of credits represented by courses considered.

The W and I grades are described in greater detail in subsequent sections. Grades S or U are used to indicate progress in multi-semester research projects or theses, or for non-credit-bearing remedial or other courses. Undergraduates enrolled in graduate courses may not receive plus or minus grades or grades of D or AUDIT.

The MR grade is used for pre-college level courses to replace grades of D, D+ or F, and is not counted in the GPA computation once received in the first two semesters of the student's studies at Polytechnic. Any course taken after the first two semesters, including any courses then being repeated, is subject to the existing grading system. Students receiving an MR grade are ineligible for the Dean's List for the semester the MR grade was received.

Repeating Courses

If undergraduate students take a course two or more times, only the second and subsequent grades will count toward their GPA. This policy holds regardless of the first and second grades earned, even when the second grade is lower than the first. The repeated course must be taken within one year of the first course, or at the first time it is offered, where a course is not available to repeat within one year.

No undergraduate course may be repeated more than twice, for a total of three attempts, except the math precalculus sequence (MA 0901, MA 0912 and MA 0922), which can be repeated three times, for a total of four attempts. If a student earns an F grade after the last permitted attempt in a course that serves as a prerequisite or a degree requirement, the student is then academically disqualified and is not eligible for readmission to any program with that requirement. If the last permitted attempt occurs after the first two semesters of a freshman's time at Polytechnic, then the assigned grade can only be the standard letter grades (opposed to a grade of MR).

Course Withdrawal: the W Grade

Students may withdraw from a course or courses without academic penalty through the 10th week of the normal fall or spring semester. Approval by the instructor of the course is not required, but the withdrawal form must be signed by the student's major academic adviser. When the duration of the course varies from the norm, such as in six-, nine- or 12-week courses, withdrawal must be filed before two-thirds of the sessions are completed. Withdrawals must be filed with the Office of the Registrar by 5:00pm of the day indicated in the current Academic Calendar. In the case of a two-week course, withdrawal must be filed by 5:00pm of the seventh class day. Students who file a course withdrawal form with the Office of the Registrar by the scheduled deadline automatically receive a 'W' grade. Once entered on the student's record, a 'W' cannot be changed to any other grade. An 'F' grade is recorded for any student who ceases to attend a course without formally withdrawing in the required fashion by the required deadline.

Incomplete Grades

If a student is unable to complete the course work at the usual time due to valid reasons, such as illness or other critical emergency, the instructor may give a grade of incomplete 'I'. The date for completion is inserted next to the 'I' grade on the grade sheet and will be communicated directly to the student by the instructor when possible. Whenever feasible, this date will not extend beyond the intersession, in fairness to students who finish course requirements on time and to ensure that students complete prerequisites necessary for taking advanced courses.

On no account will this date be later than one year after completion of the semester for which the 'I' was awarded. The grade of 'I' is used sparingly and only in cases with valid reasons, not merely because students have planned poorly or overloaded themselves. An 'I' grade signifies that upon successful completion of the work, a passing grade will be issued. An 'I' grade lapses into an 'F' if students fail to complete the course work within the specified completion date. If students reregister for a course in which an 'I' grade was given, the 'I' grade lapses to an 'F'. All 'I' grades must be converted prior to graduation.

LEAVE OF ABSENCE AND READMISSION

Leave of Absence

Undergraduates taking a leave of absence must obtain permission from the Office of Academic Affairs. Students who want to reenter after a period of absence of one year or more must file an application for readmission with the Office of Admissions.

Automatic Withdrawal

Undergraduates who do not formally file a leave of absence and who do not register for two consecutive semesters or two consecutive semesters beyond the authorized leave are automatically withdrawn. Students placed in this category must apply for readmission. If readmission is granted, students will be governed by the catalog and rules in effect at the time of readmission.

WITHDRAWAL FROM THE INSTITUTE

Voluntary Withdrawal

Undergraduates must notify the Office of Academic Affairs if they withdraw completely prior to the deadline listed in the *Schedule of Classes* and during a semester in which they are registered. No withdrawal is official unless a written form is approved and submitted to the Office of the Registrar. Mere absence from courses does not constitute official withdrawal, but will lead to F grades recorded for courses not completed. To receive W grades for the semester, the withdrawal must be completed by the withdrawal deadline indicated in the *Schedule of Classes*.

Involuntary Withdrawal

Polytechnic is concerned about the health, safety and well being of its students; students judged to be a threat to themselves or to others may be involuntarily withdrawn from Polytechnic. The Institute seeks, whenever possible, for such students to be allowed to continue as active students if they agree to involve themselves in appropriate care of a professional. Full details concerning this policy are available from the Office of Student Development.





INSTITUTE CODE OF CONDUCT

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The *Polytechnic Institute of NYU Code of Conduct* is subject to change.

¹ Edited for name change

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INSTITUTE CODE OF CONDUCT

INTRODUCTION

The Polytechnic Institute of NYU community comprises a diverse population of persons in pursuit of honest inquiry and academic excellence. The educational and human interchanges that ensue are grounded in academic freedom and mutual respect. Members of the academic community are encouraged to develop the capacity for critical judgment and sustained personal independence and are required to engage in responsible social conduct that reflects credit upon the Polytechnic Institute of NYU community and to model good citizenship in any community.

Freedom to teach and freedom to learn are crucial aspects of the academic process. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the greater academic community. The Institute has developed procedures and policies to safeguard this freedom and to maintain an environment conducive to the learning process.

The purpose of publishing disciplinary regulations is to give notice of prohibited behavior. Any behavior that threatens the academic environment, threatens the learning process and the Institute community. Therefore, the Institute exercises its right to discipline and commits its policies and procedures, in the form of the *Institute Code of Conduct*, to the protection and promotion of the academic enterprise. Students who have been found responsible for violating this Code, or who otherwise pose a substantial danger to the Institute community, may be suspended or expelled. Although, this Code is not written with the specificity of a criminal statute, it is binding upon the Institute community.

Students may be accountable to both civil authorities and to the Institute for acts that constitute violations of law and of this Code. Disciplinary action at the Institute will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students are asked to assume positions of responsibility in the Institute judicial system in order that they might contribute insights and develop skills in the resolution of disciplinary cases.

Polytechnic Institute of NYU believes that the procedures, policies, and safeguards described herein are indispensable to maintaining an academic environment appropriate to teaching, learning, and development.

1. DEFINITION OF TERMS

- 1.1 Institution and Institute mean Polytechnic Institute of NYU and all its undergraduate and graduate schools, divisions, and programs (whether on-campus or off-campus).
- 1.2 Institute-sponsored activity means any activity on or off Institute premises that is initiated, aided, authorized, or supervised by the Institute or recognized student organizations.
- 1.3 Complainant means a person who makes a complaint or reports a violation of the Institute Code of Conduct or other Institute regulations and policies.
- 1.4 Distribution means any form of sale, exchange, or transfer.
- 1.5 Group means a number of persons who are associated with each other, but who have not complied with Institute requirements for recognition as an organization.
- 1.6 Organization means a number of persons who have complied with Institute requirements for recognition.
- 1.7 Intentional means deliberate.
- 1.8 Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property or normal Institute operations can be reasonably foreseen.
- 1.9 Respondent means a person who has been accused of violating the Institute Code of Conduct.
- 1.10 Student means any currently enrolled person (or person enrolled at the time of an alleged violation) for whom the institution maintains educational records, as defined by the Institute and Family Educational Rights and Privacy Act of 1974 (FERPA) and related regulations.

- 1.11 Weapon means any object or substance designed to inflict wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers, or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon, which used to assault or threaten another person, is expressly included within the meaning of weapon.
- 1.12 Institute Official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

2. CODE AUTHORITY

2.1 The Student Conduct Administrator

The Associate Dean of Student Affairs or designee is the student conduct administrator who directs the efforts of students and staff members in matters involving student discipline. The responsibilities of the Associate Dean of Student Affairs include:

- a. Determining the disciplinary charges to be filed pursuant to this Code.
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or the Student Affairs Committee of the Faculty.
- c. Maintaining all student disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of student misconduct, as specified in this Code.

2.2 The Employee Conduct Administrator

The Director of Human Resources is the employee conduct administrator who directs the efforts of faculty and staff members in matters involving employee discipline. The responsibilities of the Director of Human Resources include:

- a. Determining the disciplinary charges to be filed pursuant to this Code and/or other Institute employee policies.
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or hearing officers.
- c. Maintaining all employee disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of employee misconduct, as specified by Institute policies governing employees.

3. PROSCRIBED CONDUCT

3.1 Jurisdiction of the Polytechnic Institute of NYU Code of Conduct

The Polytechnic Institute of NYU Code of Conduct applies to conduct that occurs on Polytechnic Institute of NYU premises, at Polytechnic Institute of NYU sponsored activities, and to off-campus conduct that adversely affects the Polytechnic Institute of NYU Community and/or the pursuit of its objectives. Each member of the community shall be responsible for his/her conduct from the time of application for admission or employment through the actual awarding of a degree or termination of employment, even though conduct may occur before classes (or employment) begins or after classes (or employment) end, as well as during the academic year and during periods between terms of actual enrollment (or while on leave or vacation) even if his/her conduct is not discovered until after a degree is awarded or employment terminated. The Institute Code of Conduct shall apply to a student's conduct even if

the student withdraws from school while a disciplinary matter is pending. For student behavior, the Associate Dean of Student Affairs or designee shall decide whether or not the Institute Code of Conduct shall be applied to conduct occurring off campus on a case by case basis.

3.2 Classroom Standards

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a disciplinary conference or hearing. Professors and instructors will encourage free discussion, inquiry, and expression in the classroom whenever possible. Student grades must be evaluated on academic performance based solely on class assignments and/or examinations, not on opinions expressed or on conduct unrelated to academic criteria, unless this conduct is disruptive to the academic endeavor.

Students must be protected against infringement of their rights and unfair practices:

3.2.1 Protection Of Freedom Of Expression

Students have the right to freedom of expression; however, that right must be exercised with reason and discretion. Although students may take exception to the information or views presented in any class, they are responsible for learning the content of any course for which they are enrolled.

3.2.2 Protection Against Improper Academic Evaluation

Students have the right to protection against prejudiced or capricious academic evaluation. However, students are responsible for maintaining the standards of academic performance established for each course for which they are enrolled. Students who believe they have been improperly evaluated should express their concern to the instructor. If the student is not satisfied after speaking with the instructor, then he or she should speak to the appropriate academic department head. If the instructor is the Department Head, then the student must speak with the Provost or designee.

3.2.3 Protection Against Disclosure

Information about student beliefs, views, and political associations which faculty, staff, and administrators learn in the course of their work should not be used to prejudice others against the student. Discretion will be exercised in circumstances where disclosure is necessary for the greater welfare of the student or the Institute community.

3.3 Academic Integrity

Academic integrity occupies the very center of the educational enterprise. Polytechnic encourages academic excellence in an environment that promotes honesty, integrity, and fairness. All members of the Institute community are expected to exercise honesty and integrity in their academic work and interaction with members of the Institute community. Each member of the Institute community shares the responsibility for securing and respecting an environment conducive to academic integrity. Academic dishonesty will not be tolerated, and persons who breach academic integrity will be sanctioned in accordance with the Institute Policy on Academic Dishonesty.

The faculty assumes that theses, term papers, results of laboratory experiments and examinations submitted by students represent their own work. The presentation for academic credit of the same work in more than one course is prohibited unless a joint project receives express and prior permission from the instructors involved in it. The following explanations clarify this for all students:

- 3.3.1 All sources of assistance, published or unpublished, are to be acknowledged in every piece of writing or oral presentation.
- 3.3.2 Students using, receiving, or providing unauthorized assistance from notes or from other students during examination, are in violation of academic regulations and are subject to academic discipline.
- 3.3.3 Although students may be permitted or required to cooperate with one or more fellow students in laboratory experiments, many of these experiments must be done independently; all require some independent work. Submitting the work of others as one's own, or accepting unauthorized assistance in experiments, constitutes academic dishonesty.

3.4 Identification Cards

Each member of the Institute community is issued a picture Identification card or visitor's pass, and must wear it at all times while on Institute premises or at Institute-sponsored activities.

Identification cards must be presented upon entering Institute buildings and must be worn while on Institute premises. The ID card must be relinquished upon request by any Institute official in the normal conduct of Institute business.

- 3.4.1 Identification cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the Institute if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the card.
- 3.4.2 At the end of each semester, or upon the owner's withdrawal from the Institute, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the Institute, the identification card must be surrendered to the Department of Student Development.

3.5 Visitors and Guests

Visitors, including invitees or licensees, shall conduct themselves, at all times, in a manner which is consistent with the maintenance of order on Institute premises and at Institute-sponsored activities pursuant to Part 7 of this Code; their privileges to remain on Institute property or at a Institute-sponsored activity shall terminate upon violation of this Code. The Institute reserves the right to withdraw at any time the privileges of invitees or licensee to be on Institute premises or at a Institute-sponsored activity. Trespassers have no privileges of any kind on Institute premises or at a Institute-sponsored activity, but will be subject to these regulations governing the maintenance of order. Additionally, students may be held accountable for the acts of misconduct of their guests while on Institute premises or at Institute-sponsored activities.

3.6 Prohibited Conduct

All members of the Institute community are prohibited from engaging in conduct resulting in, or leading to, any of the following:

3.6.1 *Academic Dishonesty*

Violating the Institute Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of others and unauthorized collaboration.

3.6.2 *Abuse, Assault, Endangerment, Threatening Behavior*

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on Institute premises or at Institute-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.

3.6.3 ***Firearms, Explosives and Other Weapons***

Illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, or dangerous chemicals on Institute premises, whether or not a federal or state license to possess the same has been issued to the possessor. Persons who are licensed and obligated to carry firearms must obtain written permission from the Vice President for Finance and Administration or designee to bear such on Institute premises.

3.6.4 ***False Alarms***

Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on Institute premises or at Institute-sponsored activities.

3.6.5 ***Interference with Institute Operation***

Intentionally or recklessly interfering with normal Institute operation or Institute-sponsored activities including, but not limited to, studying, teaching, research, information systems, methods of communication and emergency services.

3.6.6 ***Violation of Disciplinary Sanction***

Knowingly violating terms of any disciplinary sanction imposed in accordance with this Code.

3.6.7 ***Furnishing False Information, Forgery or Unauthorized Use of Documents***

Intentionally furnishing false information to the Institute and its officials; or misusing affiliation with the Institute to gain access to outside agency services; or using false information or Institute resources to compromise the name of the Institute. Forgery, unauthorized alteration, or unauthorized use of any Institute document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

3.6.8 ***Drugs***

The unlawful manufacture, distribution, dispensation, use, or possession of illegal drugs, other controlled substances or paraphernalia on Institute premises or at Institute-sponsored activities.

3.6.9 ***Fire-Safety Equipment***

Intentionally or recklessly misusing or damaging fire safety equipment.

3.6.10 ***Freedom of Expression***

Interference with the freedom of expression of others, except when contradictory to this Code.

3.6.11 ***Disorderly Conduct, Lewd or Indecent Behavior, Breach of Peace***

Engaging in disorderly, lewd, or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on Institute premises or at Institute-sponsored functions. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on Institute premises without his or her prior knowledge, or without his or her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.

3.6.12 ***Theft***

Theft, or attempted theft, of property or services on Institute premises or at Institute-sponsored activities, or having knowledge of such theft and failing to report it to a Institute official.

3.6.13 ***Property Damage or Destruction***

Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, Institute property or the property of others on Institute premises or at Institute-sponsored activities.

3.6.14 ***Non-Compliance With Official Direction***

Failure to comply with reasonable direction of Institute officials acting in performance of their duties.

3.6.15 ***Violation of Institute Regulations and Policies***

Violating other Institute regulations or policies as published in the Institute catalog, including amendments and additions adopted since the publication date.

3.6.16 ***Alcohol***

Unauthorized distribution, possession, and consumption of alcohol on Institute premises or at Institute-sponsored activities.

3.6.17 ***Unauthorized Access to Facilities and Unauthorized Duplication of Keys***

Unauthorized access or entry to, or use of, Institute facilities and equipment. Unauthorized possession, duplication or use of keys to any Institute premises, facilities or equipment; or, unauthorized entry to or use of Institute premises.

3.6.18 ***Unauthorized, Mischievous or Malicious Use of Computer or Electronic Communication Devices***

Theft, or other abuse of computer facilities and resources including, but not limited to:

3.6.18.1 Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

3.6.18.2 Unauthorized transfer of a file.

3.6.18.3 Use of another individual's identification and/or password.

3.6.18.4 Interference with the work of another student, faculty member or Institute official.

3.6.18.5 Sending obscene, abusive or threatening messages.

3.6.18.6 Transmission of computer viruses.

3.6.18.7 Interfering with normal operation of the Institute computing system.

3.6.18.8 Unauthorized duplication of software or other violation of copyright laws.

3.6.18.9 Unauthorized access to, or unauthorized, mischievous or malicious use of Institute computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

3.6.18.10 Any violation of the Institute Computer Use Policy.

3.6.19 ***Provoking Others to Misconduct***

Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

3.6.20 ***Hazing***

Intentionally or recklessly endangering the physical or mental health of others through forced consumption of items, including but not limited to alcohol or drugs, and/or forced participation in dangerous or reckless activities for the purpose of initiation into or affiliation with any organization or group.

3.6.21 **Identification Cards**

Failure to wear, or to produce or surrender the identification card upon the request of a Institute official.

3.6.22 **Animals**

Bringing an animal (including, but not limited to, cats, dogs, and snakes) into any Institute building, with the exception of guide animals, animals used for authorized laboratory purposes, or animals for which expressed permission has been granted.

3.6.23 **Demonstrations**

Demonstrations that exceed the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the Institute community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

3.6.24 **Political Activities**

Unauthorized use of Institute facilities or equipment for political activities.

3.6.25 **Harassment**

Violation of the Institute Anti-Harassment Policy for Employees and Students.

3.6.25.1 **Discriminatory Harassment**

Making remarks, placing visual or written material, aimed at a specific person or group that demean their race, gender, marital status, veteran status, religion, creed, disability, sexual orientation, national origin, ancestry, or age:

- a. with the intention of causing harm to the person or group; and/or,
- b. creating an environment which limits a student's educational opportunity or a Institute employee's employment opportunity.

3.6.25.2 **Sexual Harassment**

- a. Making unwanted verbal or physical advances or sexually explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational or employment opportunity.
- b. Demanding sexual favors accompanied by implied or overt threats concerning one's job, or performance evaluation (grades).
- c. Quid Pro Quo—Demanding sexual favors in exchange for a job or performance evaluation (grades) by a person in a position of authority over another including, but not limited to, consensual sexual relations
- d. Physical assault. (See Section 3.6.1).

3.6.26 **Gambling**

Unauthorized and/or illegal exchange of money, favors or services as a result of an organized or unorganized game or competition.

3.6.27 **Smoking**

Violation of the Institute's policy regarding smoking. Smoking is prohibited on Institute premises except in designated areas outside of Institute buildings.

3.6.28 **Abuse of the Student Conduct System**

Abusing the student conduct system including, but not limited to:

- 3.6.28.1 Failure to obey the notice from a Institute official to appear for a meeting or hearing as part of the student conduct system.

- 3.6.28.2 Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the Institute.
- 3.6.28.3 Disruption or interference with the orderly conduct of a hearing proceeding.
- 3.6.28.4 Causing a violation of Institute Code of Conduct hearing to convene in bad faith.

3.6.29 *Local, State, Federal Laws and Ordinances*

Violation of a local, state, or federal law or ordinance violates this Code and is subject to proceedings under this Code which may go forward against the accused who has been subjected to criminal prosecution only if the Institute determines that its interest is clearly distinct from that of the community outside of the Institute. Ordinarily the Institute will not impose sanctions if public prosecution is anticipated or until law enforcement officials have disposed of the case.

3.7 *Off-Campus Conduct*

Conduct occurring off Institute premises is ordinarily not subject to Institute discipline, unless such conduct:

- 3.7.1 seriously affects the interests of the Institute or the position of members with the Institute community, or
- 3.7.2 occurs in close proximity to Institute premises and is connected with offensive conduct on Institute premises, or
- 3.7.3 occurs at Institute-sponsored activities off Institute premises (including but not limited to conferences, competitions, and athletic road trips), or
- 3.7.4 occurs in other facilities which have been contracted by Polytechnic.

4. PROGRAM OF ENFORCEMENT

- 4.1 Visitors, Invitees, Licensees, or Trespassers whose behavior violates the maintenance of order within the Institute community will be asked to leave Institute premises or Institute-sponsored activities. Failure to leave Institute premises or Institute-sponsored activities promptly upon request will result in the Institute using all reasonable means, including calling for assistance of the police, to effect removal. Additionally, students may be held accountable for the acts of misconduct of their guests while on Institute premises or at Institute-sponsored activities.
- 4.2 Members of the Institute community who are charged with violations of this Code are subject to appropriate disciplinary action as follows:
 - 4.2.1 Faculty who are charged with violations of this Code shall be subject to disciplinary action within the respective department at the direction of the department head or with a committee of the faculty of that department. When matters cannot be resolved within the department, the matter will be referred to the Provost for appropriate action.
 - 4.2.1.1 The faculty member charged with a violation has permanent or continuous tenure, the rules of tenure in the most current version of the Code of Practice apply or as determined by the Provost or Office of Human Resources.
 - 4.2.1.2 If the faculty member does not have continuous or permanent tenure, the case is referred to a special committee of the faculty designated for that purpose or as determined by the Provost or the Office of Human Resources. The special committee adopts its own rules of procedure. It has the authority to impose penalties other than dismissal and recommendation of dismissal.

- 4.2.1.3 If a person against whom the charges have been made is both a faculty member and a student, the case is governed by this section unless the misconduct is of a nature to cast doubt upon the person's continued qualifications for service on the faculty; in the latter event, disciplinary action proceeds in accordance with Part 4.2.1.
- 4.2.2 When administrators and staff are charged with violations of this Code, the charges are considered and determined administratively in accordance with established practices of the Institute or as determined by the Office of Human Resources.
 - 4.2.2.1 If a person against whom the charges have been made is both an administrator and a faculty member, the case is governed by this section unless the misconduct is of a nature to cast doubt upon the person's continued qualifications for service on the faculty; in the latter event, disciplinary action proceeds in accordance with Part 4.2.1.
 - 4.2.2.2 If a person against whom the charges have been made is both an administrator or staff member and a student, the case is governed by this section unless the misconduct is of a nature to that is solely based on the person's status as a student.
- 4.2.3 Students who are charged with violations of this Code are subject to disciplinary action pursuant to Sections 5 through 20 of this Code.

5. SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. Sanctions may include any combination of Parts 5.1- 5.13

- 5.1 **Warning:** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.
- 5.2 **Censure:** A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action within a specified period stated in the letter of reprimand.
- 5.3 **Disciplinary Probation:** May include exclusion from participation in privileged or co-curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violation during the probation period, will normally result in suspension or expulsion from the Institute.
- 5.4 **Residence Probation:** May include exclusion from participation in privileged residence hall activities for a specified period. A copy of the probation letter will be retained in the student's file in the Department of Student Development.
- 5.5 **Restitution:** Repayment to the Institute or to all affected parties for damages resulting from a violation of this Code.
- 5.6 **Suspension:** Exclusion from classes and other privileges or activities as set forth in a written notice for a definite period of time not to exceed one year.
- 5.7 **Residence Suspension/Permanent Removal:** Exclusion from the residence hall for a specified period, or permanent removal from the residence hall.
- 5.8 **Expulsion:** Termination of Student status and permanent exclusion from Institute privileges and activities.
- 5.9 **Removal of privileges:** Exclusion from privileges and/or activities as set forth in a written notice.
- 5.10 **Denial of Employment:** Suspension or exclusion from current or future Institute employment.

- 5.11 **Community Service:** Designated hours of service to the Institute, including but not limited to, educational programs and /or presentations designed to compensate the Institute community for violations of this Code.
- 5.12 **Rehabilitation:** Mandatory completion of a rehabilitation program for drug or alcohol related offenses.
- 5.13 Other sanctions as deemed appropriate.

6. STANDARD OF DUE PROCESS

Students subject to suspension or expulsion from the Institute will be entitled to a formal hearing, pursuant to Part 14 of this Code. Students subject to any other sanction will be entitled to all informal disciplinary conference, pursuant to Part 13 of this Code. The purpose of a disciplinary proceeding is to provide a fair evaluation of the evidence surrounding a charge of misconduct. Although formal rules of evidence do not apply, procedures shall comport with standards of fundamental fairness. Harmless deviations from the prescribed procedure shall not necessarily invalidate a decision or proceeding unless significant prejudice to a student respondent or the Institute may result.

7. INTERIM SUSPENSION

The Dean of Student Affairs or designee may evict from Institute housing, or suspend a student from the Institute for an interim period pending disciplinary proceedings or medical evaluation, which shall be scheduled at the earliest possible time. The interim eviction/suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat to him- or herself, others, or to the stability and continuance of normal Institute functions. Interim suspension shall be considered an excused absence.

8. DISCIPLINE IN THE RESIDENCE HALLS

- 8.1 Students subject to sanctions for acts within the residence halls that would constitute a violation of a residence hall contract or policy will be referred for a disciplinary conference with the responsible administrator in the Office of Residence Life. Determination of sanctions affecting student housing status will be made by the hearing officer conducting the conference. Determination of sanctions affecting student status, including suspension and expulsion, will be referred by the Director of Residence Life to the Department of Student Development. Students may be subject to both residence hall disciplinary proceedings and Institute proceedings for the same act of misconduct as provided for in Sections 13 and 14 of this Code.
- 8.2 Any sanction determined by the presiding conference administrator, other than the Provost or designee, may be appealed by the student to the Department of Student Development.

9. CASE REFERRALS

Any member of the Institute community may refer students or student groups or organizations suspected of violating this Code to the Associate Dean of Student Affairs or designee. Allegations of violations occurring within residence halls should be referred to the responsible administrator in the Office of Residential Life. A charge shall be written and directed to the Associate Dean of Student Affairs. Any charge should be submitted as soon as possible after the alleged violation takes place, preferably within three (3) days of the violation.

Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings or conferences. In extenuating circumstances, an affidavit may be accepted in lieu of a personal appearance.

Reports of staff and faculty violation of this Code should be referred to the Director of Human Resources or as described according to the Institute Compliance Program.

10. HEARING REFERRALS

Students referred for a hearing before the Student Affairs Committee of the Faculty may request instead to have their cases resolved through a disciplinary conference. The full range of sanctions may be imposed, including suspension or expulsion from the Institute.

11. THE STUDENT AFFAIRS COMMITTEE OF THE FACULTY

The Student Affairs Committee of the Faculty is the body designated by the Institute for formal disciplinary hearings. The Committee is comprised of faculty, students, and administrators.

12. AD HOC HEARING COMMITTEES

Ad Hoc Hearing committees may be appointed by the Associate Dean of Student Affairs whenever the Student Affairs Committee of the Faculty is not constituted, otherwise unable to hear a case, or an immediate decision is needed. Ad hoc committees may be composed of administrators, faculty, students, or any combination thereof.

13. PROCEDURE-DISCIPLINARY CONFERENCE

Students accused of offenses that may result in penalties less than expulsion or suspension from the Institute are subject to a disciplinary conference in the Department of Student Development. A disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable. Students accused of offenses that may result in suspension or expulsion from the Institute will be referred for a formal hearing to the Student Affairs Committee of the Faculty or an appropriate administrative hearing officer. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

14. PROCEDURE-DISCIPLINARY HEARING

A disciplinary hearing is a formal process conducted by the Student Affairs Committee of the Faculty or another appropriate hearing officer or body as determined by the Associate Dean of Student Affairs or designee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine a sanction/s, if appropriate. Students who are accused of offenses that may result in a penalty of suspension or expulsion from the Institute are subject to a disciplinary hearing. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

The following procedural guidelines shall be applicable in disciplinary hearings:

- 14.1 Respondents shall be given notice of the hearing date and the specific charges against them at least five (5) calendar days in advance.
- 14.2 The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of Institute staff members or complainants are not included. This file will be retained in the Department of Student Development.
- 14.3 The presiding person may call witnesses upon the motion of any hearing body member or of either party and shall summon witnesses upon request of the Department of Student Development, and shall be personally delivered or sent by certified mail, returned receipt requested.
 - 14.3.1 Institute students and employees are expected to comply with such summons, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal Institute activities. In such cases a signed affidavit can be substituted pursuant to Section 14.14.
 - 14.3.2 Failure to comply with said requests may result in sanctions against the summoned witness as per Section 3.6.28.1.
 - 14.3.3 Witnesses that provide false information can be charged with violation of Section 3.6.28.2 of this Code.
- 14.4 In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent.

- 14.5 Hearings will be closed to the public.
- 14.6 The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person.
- 14.7 Hearings shall be tape recorded.
- 14.8 Any party may challenge a member of the hearing body on the grounds of personal bias. Ad hoc committee members may be disqualified by the Associate Dean of Student Affairs and Student Affairs Committee members may be disqualified upon majority vote of the remaining members of the Committee.
- 14.9 Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the Institute, pursuant to Section 3.6.28.2 of this Code.
- 14.10 Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during Committee deliberations.
- 14.11 Finding the respondent responsible shall be established by evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
- 14.12 Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the presiding person.
- 14.13 Complainants and respondents shall be accorded all opportunity to question those witnesses who testify for either party at the hearing.
- 14.14 Affidavits shall only be admitted into evidence if signed by the affiant and witnessed by the Associate Dean of Student Affairs or notary public pursuant to Section 14.3
- 14.15 Every statement or assertion need not be proven. Committee members may take notice of matters that would be within the general experience of Institute students and faculty members.
- 14.16 A finding of responsible shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing body after a determination of responsible.
- 14.17 Any finding of responsible will be supported by written findings that will be placed in the case file and made available to the respondent.

15. REPRESENTATIVES AND ADVISERS

Representation is not permitted in Institute disciplinary hearings or conferences. Respondents may be accompanied by an adviser, of their choosing, only in the following circumstances:

- a) the respondent is referred for a formal hearing; or
- b) the respondent is assigned to an informal disciplinary conference, and criminal charges arising out of the same incident have been filed. The role of advisers shall be limited to consultation with respondents; advisers may not address nor question anyone else at a hearing or conference.

16. STUDENT GROUPS AND ORGANIZATIONS

Student groups and organizations may be charged with violations of this Code.

- 16.1 A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.

- 16.2 The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Associate Dean of Student Affairs or a designee to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the Associate Dean of Student Affairs or designee's directive shall be considered a violation of Section 3.6.14 of this Code, both by the officers, leaders, or spokesperson for the group or organization and by the group or organization itself.
- 16.3 The officers or leaders of a student group or organization in violation of this Code will be subject to a disciplinary conference or hearing in the Department of Student Development.
- 16.4 Sanctions for group or organization misconduct may include revocation or denial of Institute recognition, as well as other appropriate sanctions, pursuant to Section 5 of this Code.
- 16.5 Sanctions may be appealed according to Section 17 of this Code.

17. APPEALS

Any disciplinary determination may be appealed by the respondent to the Provost or designee. Requests for appeals must be submitted in writing to the Provost or designee within five (5) business days from the date of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

The Provost or designee will not conduct a re-hearing of the case, but will consider an appeal based on the respondent's claim of one, or more of the following:

- a) unfair or prejudiced hearing;
- b) presence of relevant new evidence or information, not available at the time of the conference or hearing,
- c) sanction out of proportion to the offense. The Provost or designee may uphold or reverse a 'found responsible' decision, reduce a sanction, or refer the case for re-hearing.

18. TRANSCRIPT NOTATIONS

Permanent notation of disciplinary action is made on the transcript whenever a student is expelled.

19. DISCIPLINARY FILES AND RECORDS

Disciplinary files and records are protected by the Family Educational Rights and Privacy Act (FERPA) regulations and are maintained by the Department of Student Development. In the event of expulsion and other sanctions for which it is deemed appropriate, a disciplinary notation will be included in the permanent student record maintained by the Office of the Registrar.

20. TUITION AND FEES REFUNDS

Students who are suspended or expelled pursuant to disciplinary action are not entitled to tuition and fees refund for the semester in which the sanction is imposed.

APPENDIX

I. INSTITUTE POLICY ON ACADEMIC DISHONESTY

INTRODUCTION

All members of the community are expected to exhibit honesty, integrity, and fairness in their academic work and interaction with others. The entire community shares the responsibility to secure and respect general conditions conducive to academic honesty. Individual academic departments may develop and publicize supplemental guidelines, in conformity with Institute policies, for academic competence and honesty appropriate to their fields of study. Academic dishonesty is treated as a moral and intellectual offense against the academic community and is not tolerated. Students are responsible for reading and familiarizing themselves with the Institute Policy on Academic Dishonesty. All members of the community are responsible for familiarizing themselves with the Institute's academic procedures, for preventing acts of academic dishonesty, and for noting and taking steps to prevent such acts from recurring.

1. DEFINITION

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of Institute academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest behavior include, but are not limited to, the following:

- 1.1 **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so; violating other rules governing administration of examinations.
- 1.2 **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- 1.3 **Facilitating academic dishonesty**—intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- 1.4 **Plagiarism**—intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- 1.5 **Unauthorized Collaboration**—providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.

2. INITIAL PROCEDURE

When a student is suspected of academic dishonesty, action must be taken as follows:

- 2.1 The most senior instructor who suspects academic dishonesty of a student in his or her class must confront the student in private conference.
 - 2.1.1 If the student admits dishonesty, the faculty member may impose a sanction pursuant to Sections 4.1 through 4.4 of this Policy. The faculty member must send a signed Incident of Academic Dishonesty memorandum, including a proposed sanction to the Associate Dean of Student Affairs or designee for review. The Associate Dean of Student Affairs may accept the recommended sanction, impose a more appropriate sanction, or refer the incident for a conference or hearing. An examination proctor, who is not the course instructor, must collect all evidence and bring the incident to the attention of the course instructor.

- 2.1.2. Should the student not admit to the act of academic dishonesty, or disagree with the sanction the instructor recommends, then the instructor must report the incident to the Associate Dean of Student Affairs or designee for a conference or hearing. Should the instructor become convinced that the student is innocent, then the accusation must be dropped and all record of the charge be destroyed.
- 2.2.1 All other members of the Institute community accusing a student of academic dishonesty must contact the Associate Dean of Student Affairs or designee. The complainant is responsible for composing an *Incident of Dishonesty* memorandum, including the charge of dishonesty, to the Associate Dean of Student Affairs or designee for a conference or hearing. The student has the right to hear the charge and the evidence brought against him or her and to speak on his or her own behalf. If the student agrees that the charge is valid and that the sanction is appropriate, then the Associate Dean of Student Affairs will prepare a written statement including the charge and sanction which will be signed by the student, complainant, and the Associate Dean of Student Affairs or designee. A copy of the statement must be retained by the Department of Student Development as appropriate. If the complainant becomes convinced that the student is innocent, then the charge must be dropped and all record of the charge destroyed.

3. ACADEMIC DISHONESTY CONFERENCES AND HEARINGS

If the student believes that the charge is not true or that the sanction is inappropriate, then the case is referred to an appropriate hearing body. Refer to Sections 9 - 14 of the Institute Code of Conduct for details.

4. SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. Sanctions may include any combination of Sections 4.1- 4.7.

- 4.1 A **written reprimand** will be retained in the student's file in the Department of Student Development.
- 4.2 **Rejection of the assignment, examination, or project**, with the requirement that the student complete compensatory work. A record of this action will be retained in the student's file in the Department of Student Development.
- 4.3 **Zero for the assignment, examination, or project**. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.
- 4.4 **Grade of F for the course or other academic requirement**. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.
- 4.5 **Community Service** hours to the Institute, including but not limited to, and/or educational programs and /or presentations designed to compensate the Institute community for violations of this Code. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.
- 4.6 **Suspension** from the Institute for a period not to exceed one year with notation on the transcript during the suspension period. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.
- 4.7 **Expulsion** from the Institute with appropriate notation on the student's transcript. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.

5. ADJUDICATION PROCEDURE - CONFERENCES AND HEARINGS

Refer to Sections 9 – 14 of the Institute Code of Conduct for details.

6. APPEALS

Any academic dishonesty determination may be appealed. Requests for appeals must be submitted within five (5) business days of the date of the letter. Failure to appeal in the allotted time will render the determination final and conclusive. Appeals for sanctions 4.1- 4.4 must be directed to the Department Head. If the Department Head is also the instructor, then the appeal is directed to the Provost. Appeals regarding the determinations and sanctions must be made in writing to the Provost or designee (Refer to Section 17 of the Institute Code of Conduct).

7. EVIDENCE

The reliance upon evidence shall be determined by fundamental principles of fairness and not upon strict rules of evidence or procedure as are customarily applied in courts of law.

8. TIME LIMITS

Acts of academic dishonesty must be reported as soon as possible after the act is discovered and not more than one academic year. Every effort will be made to expedite proceedings pursuant to allegations of academic dishonesty within a reasonable period. In the interest of time, the Associate Dean of Student Affairs may form an ad hoc committee to appropriately expedite proceedings pursuant to Section 12 of the Institute Code of Conduct.

II. INSTITUTE ANTI-HARASSMENT POLICY FOR EMPLOYEES & STUDENTS

Polytechnic Institute of NYU is committed to a work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and academic opportunities and prohibits discriminatory practices, including harassment. Therefore, Polytechnic Institute of NYU expects that all relationships among persons at the Institute (in the workplace and in the classroom) will be business-like and free of bias, prejudice and harassment.

Definitions of Harassment

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic experience; (ii) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace, or anywhere within the confines of the Institute, of sexually suggestive objects or pictures (including through e-mail); and other physical verbal or visual conduct of a sexual nature. Sex-based harassment — that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees (or students) because of their sex.

- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin,

age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment;
- (ii) has the purpose or effect of unreasonably interfering with an individual's academic or work performance; or
- (iii) otherwise adversely affects an individual's academic or employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace, or anywhere within the confines of the Institute, of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants, employees and students, and prohibit harassment, discrimination and retaliation whether engaged in by a faculty member, staff member or student, by a supervisor or manager, or by someone not directly connected to Polytechnic Institute of NYU (e.g. an outside vendor or consultant).

Conduct prohibited by these policies is unacceptable in the workplace, in the classroom, and in any work related setting outside the workplace, such as during Institute trips, meetings, and social events.

Retaliation Is Prohibited

Polytechnic Institute of NYU prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting an Incident of Harassment, Discrimination or Retaliation

Polytechnic Institute of NYU strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals (including, but not limited to, students, faculty and staff) who believe they have experienced conduct that they believe is contrary to Polytechnic's policy or who have concerns about such matters should file their complaints with their immediate supervisor, a member of the Human Resources Department (x3840), the Affirmative Action Officer (ddean@poly.edu and x3343) or the Associate Dean of Student Affairs (cmcnear@poly.edu and x3800). Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Polytechnic-designated representatives identified above.

IMPORTANT NOTICE TO ALL EMPLOYEES: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Polytechnic strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Polytechnic will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees and students.

The line between acceptable social conduct and harassment is not always clear. For that reason, Polytechnic encourages individuals who feel they are being or may have been harassed to communicate politely, clearly and firmly to the offending party that the conduct is unwelcome, offensive, intimidating or embarrassing; to explain how the offensive behavior affects the employee's work; and to ask that the conduct stop. If the individual is uncomfortable with making a direct approach to the offending party or has done so, but the perceived harassment has not stopped, the individual may use this complaint procedure to address and resolve the problem.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, expulsion or suspension from the Institute, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination of employment, as Polytechnic believes appropriate (and subject to any applicable collective bargaining agreement or other contract) under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Affirmative Action Officer, the Assistant Director of Human Resources or the Associate Dean of Student Affairs.

Finally, these policies should not, and may not be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business, student, or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Polytechnic Institute of NYU prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to the terms, conditions, privileges and perquisites of employment and of being a student at the Institute. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

III. INSTITUTE POLICY REGARDING FERPA

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The following explains the procedures used by Polytechnic Institute of NYU for compliance with the Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment. Under FERPA, students at Polytechnic are afforded certain rights with respect to their education records. A student is defined as any individual who is or has been in attendance at Polytechnic and regarding whom Polytechnic maintains education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Institute receives a written request for access. Students should submit the request to the Registrar that identifies the record they wish to inspect. The Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The Institute has the right to prohibit students from reviewing and inspecting education records that include the financial records of their parents, as well as those records consisting of confidential letters and statements of recommendation regarding their admission to the Institute, their application for employment or their receipt of an honor or honorary recognition.

2. The right to request the amendment of education records that the student believes is inaccurate, misleading or in violation of his/her right to privacy. Students may ask the Institute to amend a record that they believe is inaccurate. They should write to the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Institute is in agreement with the student's request to amend his/her record, the record in question will be amended accordingly and the student will be informed of the amendment in writing. If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes the Institute to disclose without the student's consent. Consent to disclosures of personally identifiable information must be done by the students in a written request to the Registrar's Office.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA.

Release of Information

1. Polytechnic must have written permission from the student in order to release any personally identifiable information from his/her education records. In addition, the Institute may disclose personally identifiable information, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - a) School officials with legitimate educational interest in such information in order to fulfill their professional responsibility. [A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks];
 - b) Other schools to which a student seeks enrollment;
 - c) Where disclosure is to certain Federal, state and local authorities;
 - d) Where disclosure is in connection with financial aid for which the student has applied or received;
 - e) Where disclosure is in connection with studies being conducted for or on behalf of the Institute;
 - f) Where disclosure is made to accrediting organizations;
 - g) To comply with a judicial order or lawfully issued subpoena;
 - h) Appropriate officials in cases of health and safety emergencies;
 - i) Information designated as "directory information";
 - j) Where the information disclosed is the final results of a disciplinary hearing, and the disclosure is made to an alleged victim of a crime of violence or non-forcible sex offense; and
 - k) To parents or legal guardians regarding a violation of any Federal, state, local law or Institute policy governing the use or possession of alcohol or a controlled substance if a student is under the age of 21 and if the Institute determines that the student has committed such violation.

2. FERPA permits the release of directory information to third parties outside Polytechnic without prior written consent, provided that students have been given the opportunity to withhold such disclosure. Polytechnic reserves the right to disclose the following directory information related to a student without consent:
 - a) student's name,
 - b) class year,
 - c) major field of study, as well as similar information (i.e. title of master's or doctoral dissertation, distinguished academic performance),
 - d) participation in recognized activities and sports,
 - e) dates of attendance at Polytechnic,
 - f) degrees, honors and awards, and
 - g) most recent previous educational institution attended.
3. All requests for information must be supported by identifying and /or authenticating documents.
4. Polytechnic must inform students about directory information and allow them a reasonable amount of time to request that the Institute not disclose directory information to requesting parties.
5. Polytechnic must notify students annually of their rights under FERPA. The actual means of notification (such as, but not limited to, special letter, student handbook, or newspaper article) is left to the discretion of Polytechnic.
6. Students can request that Polytechnic not disclose directory information about them through the Registrar's Office.

IV. INFORMATION TECHNOLOGY AND ELECTRONIC RESOURCES ACCEPTABLE USE POLICY

Rationale

Information technology systems and electronic resources are provided with the understanding that the members of the Polytechnic community will use them with a sense of compliance / adherence to all applicable laws and regulations, mutual respect, cooperation and collaboration. These resources are finite, must be shared, and with an understanding that with any established interconnection of electronic resources, the effect of one individual can have a dramatic effect on others within the network. As such, the use of the Polytechnic Institute of NYU network and electronic resources is a revocable privilege. All constituents will benefit if all users of the Polytechnic Institute of NYU electronic systems avoid any activities which cause problems for other users of the same systems. Polytechnic reserves the right to monitor, limit, and restrict electronic messages, network/systems traffic, and the public or private information stored on computers owned, maintained, or managed by Polytechnic. Computers not owned, maintained, or managed by Polytechnic staff that abuse campus services may be denied access to campus resources. Email / voice mail, web pages, and digital content are subject to archiving, monitoring, or review, and/or disclosure by other than the intended recipient.

To that end, Polytechnic Institute of NYU expects that all individuals including, but not limited to, Institute students, faculty, and staff, using its electronic resources will abide by the following policy statement

Acceptable Use Policy

All hardware, software, and related systems and services are provided by Polytechnic for the sole purpose of enhancing and attaining the Polytechnic mission statement as outlined in the Polytechnic Strategic Plan, the student handbook, the institute's Code of Conduct, and other code of ethics / responsibilities documents. Polytechnic expects all access to its systems to be authorized and pre-approved, and that users understand that laws currently exist that prohibit the following:

- Electronic libeling or defamation
- Sending / Posting / Broadcasting messages that incite hate or discontent
- Transmitting repeated unwanted advances
- Falsifying information or impersonation
- Unauthorized use, providing, or copying protected intellectual or copyrighted property

Polytechnic Institute of NYU also states definitively that its network is a private network separate and distinct from the public Internet. As such, access and use must comply with all campus rules and regulations as well as compliance and adherence to all local, state, and federal laws. Examples of prohibited activities include but are not limited to:

- Posting or transmission of confidential or classified information
- Use of offensive or discriminatory language
- Transmission of graphic images, sounds or text that is sexual or offensive in nature
- Sharing passwords with peers who do not own the account
- Unauthorized use of other's passwords or accounts
- Use of campus resources for personal profit or gain
- Use of campus resources to harass, threaten, or otherwise invade the privacy of others
- Initiate or forward email chain letters or messages
- The installation or use of any servers on the network not expressly approved by Information Services or the Administration
- Deliberate attempts to cause breaches of network, servers, telecommunications systems or security or to examine network traffic
- Initiation of activities which unduly consume computing or network resources
- Leaving your computer unlocked and unsupervised for extended periods of time
- Use of applications, for example P-2-P, to receive and/or distribute copyright materials, such as movies, music, and videos

The Information Systems Department proactively monitors the network for activity which violates the Institute Code of Conduct and Acceptable Use Policy. Failure to comply with the terms of this policy will be met with disciplinary or legal action in concert with the provisions as described in the Polytechnic Institute of NYU Code of Conduct, code of ethics, and student / employee handbooks or other Institute policy documents. Penalties for unacceptable use range from immediate deactivation of the account through appropriate Institute judicial or disciplinary action or referral to law enforcement authorities.

IMPORTANT OFF-CAMPUS NUMBERS

Affordable Housing Hotline.....	(718) 773-7303
Alcoholics Anonymous.....	(212) 647-1680
Amtrak.....	(212) 630-6400
Arson Hotline (NYFD).....	(800) FIRE-TIP
Battered Women Hotline.....	(516) 542-0404
Child Abuse.....	(800) 342-3720
Crime Stoppers Tip Line.....	(800) 577-TIPS
Department of Motor Vehicles.....	(718) 966-6155
Discrimination Complaints.....	(212) 306-7450
Domestic Violence Hotline.....	(800) 621-HOPE
Emergency Dental Service.....	(212) 582-4065
Emergency Medical Service.....	(718) 416-7000
Fire/Police Emergency Hotline.....	911
Gay and Lesbian Health.....	(212) 676-1500
Greyhound.....	(800) 231-2222
Hospitals	
Brookdale Hospital Medical Center.....	(718) 240-5000
Downstate Medical Center.....	(718) 270-1000
New York Methodist Hospital.....	(718) 780-3000
New York Presbyterian Hospital.....	(212) 746-5454
Saint Mary's Hospital.....	(718) 221-3000
The Long Island College Hospital.....	(718) 780-1717
Metropolitan Transit Authority (MTA) Travel Info. Center.....	(718) 330-1234
New York City Directory.....	311
New York Police Department (NYPD)	
Anti-Terrorism Hotline.....	1-888-NYC-SAFE (692-7233)
Officer Shot.....	800-COP-SHOT
Rape and Sexual Abuse Hotline.....	(212)-267-7273
Pharmacies	
Rite AID.....	(718) 643-3574
Duane Reade.....	(718) 855-7428
Planned Parenthood.....	(212) 965-7000
Poison Control Center.....	(800) 222-1222
Runaways/Homeless Youth.....	(212) 442-6042
Suicide Hotline.....	1-800-LIFENET
Youthline.....	(800) 246-4646

LOCAL HOUSES OF WORSHIP

ADVENTIST

Central Brooklyn Seventh Day Adventist Church South Brooklyn Seventh Day Adventists Church
130 Boerum Place, 42 Prospect Street,
Brooklyn, NY 11201 Brooklyn, NY 11201
(718) 388-9338 (718) 783-1662

BAPTIST

First Spanish Baptist Church Strong Place Baptist Church
301 Pacific Street 273 Court Street
Brooklyn, NY 11201 Brooklyn, NY 11231
(718) 852-6046 (718) 625-4776

Sixth Avenue Baptist Church Mt. Calvary Bible Baptist Church
6 Lincoln Place of Brooklyn Heights
Brooklyn, NY 11217 279 Lafayette Ave
(718) 638-1411 Brooklyn, NY 11238
(718) 622-1107

The Baptist Temple
360 Schermerhorn Street
Brooklyn, NY 11217
(718) 875-1858

CATHOLIC

St. Boniface Church
107 Willoughby Street
Brooklyn, NY 11201
(718) 875-2096

St Agnes Roman Catholic Church
433 Sackett Street
Brooklyn, NY 11231
(718) 625-1717

St James Cathedral Pavilion
248 Jay Street
Brooklyn NY 11201

CHRISTIAN SCIENCE

Christian Science Churches
and Reading Room
338 Flatbush Ave Ext.
Brooklyn, NY 11201

EPISCOPAL

St Paul's Episcopal Church
199 Carroll Street
Brooklyn, NY 11231
(718) 625-4126

St Andrew's Episcopal Church
Brooklyn, NY 11201
(718) 439-6056

JEHOVAH'S WITNESS

Gowans Congregation
of Jehovah's Witnesses
127 3rd Ave
Brooklyn, NY 11217
(718) 596-6122

Atlantic Congregation
of Jehovah's Witnesses
599 Washington Ave
Brooklyn, NY 11238
(718) 636-9228

LUTHERAN

Bethlehem Lutheran Church
490 Pacific Street
Brooklyn, NY 11217
(718) 624-0242

Zion German Evangelical
Lutheran Church
125 Henry Street
Brooklyn, NY 11201
(718) 852-2453

LATTER DAY SAINTS

Church of Jesus Christ
of Latter Day Saints
Brooklyn, NY 11201
(718) 369-2865

PENTECOSTAL

Antioch Pentecostal Church
201 Atlantic Ave
Brooklyn, NY 11201
(718) 569-2970

Universal Church
47 4th Ave
Brooklyn, NY 1121
(718) 789-4759

Institutional Church of God In Christ
170 Adelphi Street
Brooklyn, NY 11205
(718) 522-7424

House of the Lord Pentecostal
415 Atlantic Avenue
Brooklyn, NY 11217
(718) 596-1991

PRESBYTERIAN

First Presbyterian Church -
124 Henry Street,
Brooklyn NY 11201
(718) 625-8705

SYNAGOGUES

Brooklyn Heights Synagogue
131 Remsen Street,
Brooklyn, NY 11201
(718) 522-2070

Congregation Mt. Sinai
250 Cadman Plaza,
Brooklyn, NY 11201
(718) 875-9129

TEMPLES

Hindu Stan Granites Inc
237 Russell Street,
Brooklyn, NY 11222
Phone: (718) 383-6708

The United Hindu Cultural Counsel
118 Sutter Avenue,
Brooklyn, NY 11212
Phone: (718) 323-8900

MOSQUES

Islamic Mission of America
143 State Street
Brooklyn, NY 11201
(718) 875-6607

Al-Farouq Mosque
552-4 Atlantic Avenue
Brooklyn, NY 11217
(718) 488-8711

NON-DENOMINATIONAL

Brooklyn Tabernacle
392 Fulton Street
Brooklyn, NY 11201
(718) 923-0620

Church of the Open Door Inc.
201 Gold Street
Brooklyn, NY 11201
(718) 643-1081