



STUDENT HANDBOOK  
2013-2014

NYU Shanghai is a university with a double identity as an independent Chinese University and a Portal Campus within NYU Global Network University. This Handbook describes the procedures and rules that will ordinarily govern academic and student life at NYU Shanghai (NYUSH), a portal campus of New York University (NYU or the University). This Handbook does not anticipate all issues that might arise in the course of the academic career of all students and may be amended from time to time by NYUSH. The rules and procedures in the Handbook may also be superseded, suspended, or complemented by NYUSH administrators as they may deem it necessary and proper, in particular extenuating circumstances, in the discharge of their responsibility to protect NYUSH's academic objectives and reputation, including its learning environment and the safety of its students, faculty and staff. Nothing in this Handbook is intended to create, nor will anything be understood to create, contractual or legally enforceable rights. NYUSH students should review the Handbook when they first arrive at NYUSH and again, as needed, when particular questions arise.

# NYUSH Student Handbook

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## 1. 2013-2014 Academic Year Calendar

### Fall Semester

Freshman Move In Day	Sunday, August 11
Freshman Orientation Begins	Monday, August 12
Study Away Move In Day	Monday, August 26
Study Away Orientation Begins	Tuesday, August 27
Fall 14-week and Fall 1 Classes Begin	Monday, September 2
Mid-Autumn Festival Holiday	Thursday, September 19 - Saturday, September 21
Legislative Day	Sunday, September 22 (classes on Thurs schedule)
Holiday: Fall Break	Monday, September 30 - Sunday, October 6
Last Day of Fall 1 Classes	Friday, October 25
First Day of Fall 2 Classes	Monday, October 28
Midterm Grades Deadline	Friday, November 8
Registration for Spring 2014 Semester Begins	Monday, November 18
Last Day of Fall 14-week and Fall 2 Classes	Friday, December 13
Reading Day	Saturday, December 14
Final Exams	Monday, December 16 - Wednesday, December 18
Final Grades Deadline	Grades are due 72 hours after the scheduled final exam date.
Winter Break	Thursday, December 19 - Sunday, January 5
Optional January Term	
January Term Classes Begin	Monday, January 6
Last Day of January Term Classes	Thursday, January 23
Spring Festival Holiday	Friday, January 24 - Sunday, February 9

### Spring Semester

Study Away Move In Day	Wednesday, February 5
Study Away Spring Orientation Begins	Thursday, February 6
Spring 14 and Spring 1 Classes Begin	Monday, February 10
Last Day of Spring 1 Classes	Friday, March 28
Spring 2 Classes Begin	Monday, March 31
Spring Recess (includes Qingming Holiday)	Monday, April 7 - Sunday, April 13
Midterm Grades Deadline	April 11
China Labor Day Holiday	Thursday, May 1 - Saturday, May 3
Legislative Day	Sunday, May 4 (classes meet on a Thursday schedule)
Classes End - Spring Term	Friday, May 23
Reading Day	Saturday, May 24
Final Exams	Monday, May 26 - Wednesday, May 28
Final Grades Deadline	Grades are due 72 hours after the scheduled final exam date.

## 2. Academic Policies

### A. General Academic Policies

#### I. Courses

##### **Academic Program**

The programs and courses offered at NYUSH are designed for students who attend classes offered during the day on a full-time basis. A full-time schedule normally consists of 16 points per term, or 32 points per year, which enables a student to complete the entire program of 128 points in four years. Minimal full-time status entails completing at least 12 points per term, or 24 points per year. Students who wish to attend part time should obtain permission from the Office of the Associate Dean for Academic Affairs. Such status will be granted only when there is good and sufficient reason for part-time study. Failure to complete a minimum of 24 points per year jeopardizes a student's full-time status and his or her eligibility to receive financial aid.

Students in good academic standing may register for more than 18 points per term with the approval of their academic adviser and the Assistant Dean for Academic Affairs. Students on academic probation, however, who wish to register for more than 18 points per term must obtain the prior approval of the NYUSH Committee on Academic Standards, as must any other student wishing to register for more than 20 points.

##### **Change of Program**

To make any changes in their program, including dropping or adding courses given in other divisions of the University, students must access Albert via NYUHome at home.nyu.edu or file a Change of Program form in the Registrar's Office.

##### **Adding Courses**

The deadline for the adding of a course or a section is the end of the second week of the semester. The deadline applies to any course added by an NYUSH student and to any NYUSH course added by students from other divisions. The adding of any course or section after the end of the second week is generally allowed only when the student is changing levels within a discipline—for example, from a Chinese or mathematics course to a higher- or lower-level course in the same discipline, and is permitted only with the approval of both the instructor and the student's advisor.

##### **Withdrawing From Courses**

Students are expected to maintain a full-time program as described above. Occasionally, they may withdraw from a course if, because of reasons beyond their control, they cannot continue. Withdrawing from a course during the first three weeks of the term is treated as a drop and will not appear on the transcript. Courses withdrawn from during the fourth week through the ninth week of the term will be recorded with a grade of W. After the ninth week, no one may withdraw from a course. Students who are ill or have a serious personal problem should see, call, or write their advisor.

##### **Complete Withdrawals**

Students who wish to withdraw from all their courses must meet and discuss their plans with their advisor, complete the required form, and get the approval of the Associate Dean for Academic Affairs.

A student who withdraws officially from all courses in a term may register for the following term. If the student is unable to attend NYUSH during the term following the

withdrawal, he or she should request a leave of absence from their advisor. For more information, see "Attendance" and "Leave of Absence," below.

### **Auditing**

Matriculated students in NYUSH may audit (i.e., attend lectures without intending to receive credit) any course in NYUSH with the consent of, and under the conditions established by, the instructor and the major. Auditors may not preempt space required for registered students. Courses cannot be audited as a means of satisfying requirements for an incomplete grade or as a means of changing a previous grade.

A student cannot register as an auditor, and audited courses will not appear on the student's official transcript. Special (nondegree) students may not audit courses.

### **Attendance**

Although the administration of NYUSH does not supervise attendance of classes, it supports the standards imposed by instructors.

Students who, in the judgment of the instructor, have not substantially met the requirements of the course or who have been excessively absent may be considered to have withdrawn unofficially and may be given the final grade of F. See "Withdrawing From Courses," above.

### **Religious Holidays and Attendance**

The University, as a nonsectarian institution, adheres to the general policy of including in its official calendar only certain legal holidays. However, it has also long been University policy that members of any religious group may, without penalty, absent themselves from classes when compliance with their religious obligations requires it.

Students who anticipate being absent because of any religious observance should, whenever possible, notify faculty in advance of such anticipated absence. Any student absent from class because of religious beliefs will not be penalized for any class, examination, or assignment deadline missed on that day or days. If examinations or assignment deadlines are scheduled, any student who is unable to attend class because of religious beliefs will be given the opportunity to make up that day or days.

## **II. Credit**

### **Credit for Advanced Placement Examinations**

NYUSH does not assign credit for the Advanced Placement (AP) Program (College Entrance Examination Board), the International Baccalaureate (IB) Program, or the results of foreign maturity certificate examinations. In some cases students may be able to substitute a higher level course for an introductory course based on their performance on one of these tests.

### **Credit for Courses at NYUSH**

To receive credit for a course, students must register before attending, meet the requirements for attendance, and creditably complete all examinations and assignments prescribed by the instructor. For exceptional students, most majors also offer independent study. NYUSH does not permit students to register as auditors.

### **Restrictions on Receiving Credit (Including Course Repeat Policy)**

A student who has taken a course for credit or who has obtained a W in a course is permitted to repeat that course once. Students may not repeat more than two courses during their undergraduate careers. Students may not repeat courses in a designated sequence after taking more advanced courses. The majors determine the sequencing

of courses. Students with questions regarding the repetition of courses or course sequences must consult with the particular major offering the course. When a student repeats a course, no additional credit will be awarded. Both grades will be recorded and computed in the grade point average.

Students may not be registered at another university at the same time that they are registered at NYUSH.

#### **Credit for Courses at Other Schools and Divisions of NYU**

Courses may be taken in the NYU Graduate School of Arts and Science. 1000-level graduate courses may be taken as described in the departmental sections of this Handbook, and 2000-level graduate courses may be taken with written approval of the instructor. If graduate courses are applied toward the completion of requirements for the baccalaureate degree, no advanced credit is allowed for them in the Graduate School of Arts and Science.

It is also possible for students to take courses in other undergraduate divisions of NYU and to have credits for these courses applied to the degree.

Students may take a total of 16 points in other divisions of the University, including any courses for particular minors approved by NYUSH. Students seeking additional non-Core credits beyond the 16-point limit must file a petition with the NYUSH Committee on Academic Standards. This requirement applies to students seeking a second or third semester away within the Global Network University. In this case the student would submit a plan for their semester(s) away for approval.

Please note that restrictions apply. Courses in other divisions that duplicate the contents of a NYUSH course may not count toward the degree. For details, students must check with their advisor before registering for any courses in other divisions of the University. If a course is not approved, students will not receive credit for it. Independent study or internship courses taken in other divisions of the University do not count toward the degree. If such courses are taken at schools outside the University, the credit will not transfer to NYUSH.

Also excluded from credit toward the degree are any courses taken in the School of Continuing and Professional Studies.

Credit for Internet and online courses will not be counted toward the baccalaureate degree.

#### **Summer Session**

Students who elect to take summer courses must take them on campus or at one of the University's Global Academic Centers. Exceptions are granted only rarely and only for good academic reasons. Requests for a waiver should be made by submitting a petition to the NYUSH Committee on Academic Standards.

Information about NYUSH summer course offerings is available during the preceding fall and spring terms, as is information about residence hall facilities available to students.

#### **Credit for Transfer Students**

NYUSH does not presently accept transfer applicants.

#### **Credit for Non-NYU Study Away**

Once admitted to NYUSH, students must take all courses on campus or during an approved study away semester at one of the University's Global Academic Centers,

including those they need or wish to take during the summer. Exceptions are granted only rarely and only for good academic reasons. Requests for a waiver should be made by submitting a petition to the NYUSH Committee on Academic Standards.

### **III. Examinations**

#### Preamble

The policy on examinations represents an understanding between faculty and student concerning an important but often stressful period, especially at the conclusion of each academic semester and at mid-semester. There should be no expectation that the following points will cover every conceivable situation. The student should anticipate the demands of the exam schedule, plan accordingly and early, and be prepared. The faculty recognize that the student is encumbered with many tightly orchestrated and intensive obligations during this period over which he or she has no control: expectations are reasonably consistent with the number of course points and made known to the student well in advance of the final examination period, typically as part of the course syllabus.

In order to help students plan their time and study optimally for examinations, this section lays out in some detail the policies regarding final and in-term examinations. Instructors provide notification of the major in-term examinations in the course syllabus. The final examination date is posted early in the semester. It is the responsibility of the student to give his or her instructor sufficient notice of a potential conflict and to work with the instructor to reschedule examinations if this is needed.

#### Definitions

- NYUSH's official final examination period begins on the Monday immediately following the last day of classes and continues through the last day of scheduled final examinations, with the exception of reading day(s).
- Scheduled final examinations are those scheduled by the registrar. An instructor may choose not to fix a schedule for final examination, but instead allow each student to choose the examination time; such exams are called self-scheduled examinations.
- Final examinations can either be comprehensive, covering all course materials, or noncomprehensive, covering only a part of the course.
- Major examinations during the semester are referred to here as in-term examinations.

#### In-term Examinations

In-term exams may only occur during regularly scheduled class hours. This means that exams may not run longer than the 50-minute or 75-minute class period for the course and that instructors may not schedule alternative exam times. It is possible to administer an in-term exam that takes longer than scheduled class times if the instructor divides the test into two parts and students take them over different class dates.

The only exception to the in-term examination policy is for students with identified learning disabilities that cause them to need additional time for tests.

No student will be required to take more than two full-period in-term examinations on the same day. It is the responsibility of the student to notify the instructor in a timely manner of his/her circumstance so that appropriate accommodations can be made.

#### Final Examinations

- 1) All scheduled final examinations are held at the end of the semester during NYUSH's official final examination period. The last day of a class is not normally



used for a final examination. Comprehensive final examinations are not required for each course, but are given at the option of the major or instructor. The reading day and weekend preceding the examination period will not be used for examination purposes of any kind, unless a student chooses to take a self-scheduled examination during this time. Non-comprehensive final examinations or final projects (but not both) are allowed during the final examination period only in courses that do not give a comprehensive final examination.

- 2) Instructors return all assigned work no later than the last regular day of classes in courses for which there is a final examination. In cases when this is not possible, an answer key, solution sets or equivalent feedback is provided unless the final examination will not cover material in assigned work that has not been returned.
- 3) No other coursework, including laboratory or studio work, is due during the final examination period unless it is assigned in advance and in lieu of the course's final examination. Regardless of whether there is a final examination in the course, no classes other than review sessions are held during the final examination period. Review sessions are scheduled for optimal attendance, and a serious effort will be made to accommodate students who cannot attend. In appreciation of the time required to prepare for final examinations, no other examinations, portfolio reviews, critiques or juries are scheduled for the last class day of a course with a final examination.
- 4) Instructors never exert or submit to pressures to move an examination so that people can leave earlier nor do they pressure students to take an examination on a reading day or weekend preceding examinations.
- 5) No student is required to take more than two scheduled examinations that start within a 25-hour period. A student who has more than two examinations scheduled within a 25-hour period or has two examinations scheduled at the same time should first contact the instructors of the courses for assistance in resolving the conflict. If the problem cannot be resolved by that means, the student should contact the Associate Dean for Academic Affairs.
- 6) Take-home final examinations are given for any 24-hour period of the student's choosing during the final examination period.
- 7) Students are expected to present themselves at the place assigned at the start of the examination; late arrival reduces the total time a student has to complete the examination, unless the instructor's course policy indicates otherwise. Instructors reserve the right to require attendance within a specific time period. Students who miss an examination with a reasonable excuse and wish to petition for a make-up final examination should check with the instructor.
- 8) Any student may review his or her corrected, graded final examination in the presence of an instructor or a teaching assistant. Any controversy arising from this review is dealt with in accordance with the NYUSH procedure for the appeal of grades and academic actions. A final examination that is not returned to a student will be kept available for a year for review. In the event that the instructor or teaching assistant is not available for the review, the responsibility will rest with the major leader of the instructor offering the course or his or her designee. Since instructors return all work assigned before the final examination, they are not responsible for retaining unclaimed coursework.
- 9) Concerns related to a final examination, complaints about violations of the final examination policy or alterations of the final examination schedule should be directed to the students' advisor or to the Associate Dean for Academic Affairs.

### Makeup Examinations

When final examinations are missed because of illness, a doctor's note must be presented to the instructor, who may give a grade of Incomplete. See below for an outline of procedures for taking makeup examinations.

As noted under "Grades Policies," below, a student who cannot take the final examination in a course at the regularly scheduled time may be given the grade of Incomplete. The student must discuss the reasons for missing the examination with the instructor and, in the case of illness, must submit a doctor's note to the instructor. The student must ask the instructor to give a grade of Incomplete. Incompletes are not awarded automatically. The time and place of any makeup examinations are set by the instructor or the major leader.

Incomplete grades received because of a missed final examination must be removed within the semester following the one in which the Incomplete was received. In the case of students who are out of attendance, such grades must be removed within one year after the end of the course concerned. A grade of Incomplete that is not removed within this time limit becomes an F and is computed in the grade point average. (Regarding the removal of Incompletes received for missed work other than final examinations, see under "Grades Policies" and "Incompletes," below.)

#### **IV. Academic Standards and Discipline**

##### **Academic Standards**

The NYUSH Committee on Academic Standards reviews student records throughout the academic year. All of its actions are based on the grades to date at the end of the term.

##### **Academic Alert**

Students with cumulative grade point averages of 2.0 to 2.25 will receive an academic alert letter reflecting the committee's specific recommendations for achieving an appropriate standard for academic performance.

##### **Academic Probation**

Any student whose record is deemed unsatisfactory will be placed on academic probation and will be so informed by letter. A record will be deemed unsatisfactory if, in any semester, the cumulative or semester grade point average falls below 2.0 or if it fails to show steady and substantial progress toward the degree. Steady and substantial progress toward the degree entails the completion, with satisfactory grades, of more than half of the courses (and points) for which a student registers in any semester. In addition, it entails satisfactory progress in the student's major.

Failure to satisfy the conditions of probation will result in further academic sanctions and possibly dismissal from [the University]. The conditions usually require that the student (a) achieve a grade point average of at least 2.0 during the term he or she is on probation, (b) not receive any grade below a C or any grade of I, and (c) not withdraw from any course without securing the permission of the NYUSH Committee on Undergraduate Academic Standards prior to the withdrawal. Students on academic probation are also required to have a special probation interview with their advisor to receive registration clearance for the next semester. More specific requirements may be imposed.

The NYUSH Committee on Academic Standards may summon students with unsatisfactory records to discuss their problems and to determine whether and under what conditions they may continue at [the University]. In special circumstances, the committee may recommend to the relevant Dean that students be placed on leave for a period not to exceed two semesters.

Students on academic probation may not engage in any extracurricular activities (except for major clubs) and may not hold office in these clubs without the approval of the NYUSH Committee on Academic Standards. Students on academic probation should be aware that they are usually ineligible for financial aid.

#### Academic Dismissal

Students dismissed from the University for poor academic performance will be informed via e-mail two to three weeks after their most recent grades are posted for the enrolled semester. Students who have paid tuition for the next term at the time of dismissal will receive a full refund of tuition and fees.

### V. Academic Integrity

NYU is a "community of the mind." Its students, faculty, and staff all share the goal of pursuing truth through free and open inquiry, and we support one another's endeavors in this regard. As in any community, membership comes with certain rights and responsibilities. Foremost among these is academic integrity. Cheating on an exam, falsifying data, or having someone else write a paper undermines others who are "doing it on their own"; it makes it difficult or impossible to assess fairly a student's interest, aptitude, and achievement; and it diminishes the cheater, depriving him or her of an education. Most important, academic dishonesty is a violation of the very principles upon which the academy is founded. For this reason, violations of these principles are treated with the utmost seriousness.

#### NYU Policy on Academic Integrity for Students at NYU

Students at NYUSH are subject to the NYU Policy on Academic Integrity for Students at NYU, which is available [here](#). This policy sets forth core principles and standards with respect to academic integrity for students at NYU.

#### NYUSH Honor Code

As a student at NYUSH, you belong to a community of scholars who value free and open inquiry. Honest assessment of ideas and their sources is the foundation of what we do.

Our University is a community of mutual trust and respect in which personal prejudice has no part in the critical evaluation of ideas. It is a place where differences of opinion can be subjected to deliberate and reasonable examination without animus.

As scholars, it is therefore as a matter of honor and good repute that we each commit ourselves to assuring the integrity of our academic community and of the educational pursuits we undertake together.

*As a student in NYUSH, I pledge that:*

- I will perform honestly all my academic obligations. I will not represent the words, works, or ideas of others as my own; will not cheat; and will not seek to mislead faculty or other academic officers in their evaluation of my course work or in any other academic affairs.
- I will behave with decorum and civility, and with respectful regard for all members of the University—faculty, staff, and fellow students—our guests, and members of our wider communities.
- I will abide by NYUSH and by the University rules of conduct and policies on academic integrity and by the special requirements of any individual course of study or other academic activity.
- I will endeavor earnestly to uphold the values, standards, and ideals on which our University community depends and call on others to do so.

### Procedures and Sanctions

The penalty for academic dishonesty is severe. The following are the procedures followed at NYUSH:

- 1) If a student cheats on an examination or in laboratory work or engages in plagiarism, appropriate disciplinary action should be taken. The following actions may be taken:
  - a. The faculty member, with the approval of the Associate Dean for Academic Affairs, may reduce the student's grade or give the student an F in the course.
  - b. If after lowering the grade or assigning an "F", the faculty member or the Associate Dean for Academic Affairs believes a more severe penalty (i.e., probation, suspension, or expulsion) is warranted, they can refer the case to the Dean or his or her representative for further action.
- 2) In all cases of either (a) or (b), the Associate Dean for Academic Affairs will inform the student of any action in writing and send a copy of this letter to the Dean. The letter will include the nature of the offense, the penalty, and the right of the student to appeal such penalty. A copy of the letter will be kept in a confidential file and not in the student's major file. The Dean's office copy will also be kept in a confidential file. (The professor and/or the Associate Dean for Academic Affairs will meet with the student and discuss the nature of the offense and the action taken.)
- 3) For cases involving a first offense at NYUSH, the Dean will send the student by e-mail and first-class mail a notice that a second offense will result in a one-semester suspension or a more severe penalty. (The student is also called in to discuss the offense and review the consequences of the disciplinary action.)
- 4) For cases involving a second offense, the Dean will proceed as follows:
  - a. Upon receiving a second Associate Dean for Academic Affairs letter concerning a given student, the Dean will convene a three-member ad hoc committee, with no member being from the major involved, to examine the evidence. This ad hoc committee will consider if there are reasonable grounds to believe that cheating/plagiarism has occurred and if so, will affirm the suspension penalty. It will report its conclusion to the Dean within three business days.
  - b. If the committee affirms the suspension, the Dean will send the student by registered mail the suspension letter within two business days of receiving the report. The letter will advise the student of his or her right to appeal. The student will have two business days from the letter's delivery to request an appeal of the suspension as provided in Section 5 (below). The suspension will ordinarily be stayed during the pendency of appeal.
  - c. If the committee does not affirm the suspension, the report will be kept on file for a one-year period.
- 5) The student in all cases has the right to appeal to the Dean. In the event of an appeal, the Dean will elicit a written complaint from the faculty member and proceed as described above.

### Discipline

Students are expected to familiarize themselves and to comply with the rules of conduct, academic regulations, and established practices of the University, NYUSH, and any study away site or portal campus as stated in the Discipline Procedures available here . If, pursuant to such rules, regulations, or practices, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds. Below is a summary of the offenses for which students may be subject to disciplinary charges by the NYUSH Committee on Student Discipline:

- 1) False representation or forgery of academic documents

- 2) Deliberate destruction, theft, or unauthorized use of laboratory data, research materials, computer resources, or university property
- 3) Disruption of an academic event
- 4) Actual or threatened violence or harassment

Depending on the seriousness of the offense, the following penalties may be imposed after a hearing by the NYUSH Committee on Student Discipline:

#### **Censure**

Written reprimand for violation of a specified regulation, including the possibility of more severe disciplinary sanction in the event of a subsequent violation of any University or NYUSH regulation within a period of time stated in the letter of reprimand.

#### **Disciplinary Probation**

Suspension of privileges or exclusion from participating in extra-curricular University activities as set forth by the NYUSH Committee on Student Discipline for a specified period of time.

#### **Suspension**

Exclusion from classes, as well as suspension of privileges and exclusion from other activities, as set forth in the notice of suspension for a definite period of time. A student who has been suspended and who is found "not guilty" will be allowed full opportunity to make up whatever work was missed because of the suspension.

#### **Dismissal**

Termination of student status for an indefinite period. The conditions for readmission, if any are permitted, will be stated by the committee in the order of dismissal.

If, as a result of disciplinary action, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.

#### **Student Grievance**

Students in NYUSH are referred to the "Student Grievance Procedure" applicable to all the schools of NYU as found in the NYU Student's Guide. NYUSH adheres to all articles of the Student Grievance Procedure.

## **VI. Freedom of Expression**

NYU values the freedoms of speech, thought, expression and assembly - in themselves and as part of our core educational and intellectual mission. If individuals are to cherish freedom, they must experience it. The very concept of freedom assumes that people usually choose wisely from a range of available ideas and that the range and implications of ideas cannot be fully understood unless we hold vital our rights to know, to express, and to choose. The University must be a place where all ideas may be expressed freely and where no alternative is withheld from consideration. The only limits on these freedoms are those dictated by law and those necessary to protect the rights of other members of the University community and to ensure the normal functioning of the University.

#### **Rights**

On NYUSH's campus, any member of the NYUSH community may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations outside NYUSH buildings. All such activities must be lawful and peaceful, avoiding acts or credible threats of violence and preserving the normal

operation of NYUSH. No event will infringe upon the rights or privileges of anyone not in sympathy with it, and no one will be permitted to harm others, damage or deface property, block access to NYUSH buildings or disrupt classes. The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event. When guests are invited by a recognized campus organization, they may express their ideas not because they have a right to do so, but because members of the campus community have a right to hear, see, and experience diverse intellectual and creative inquiry. Defending that right is a fundamental obligation of NYUSH. Controversy cannot be permitted to abridge the freedoms of speech, thought, expression or assembly. They are not matters of convenience, but of necessity.

### Responsibilities

Freedom of expression must be at once fiercely guarded and genuinely embraced. Those who exercise it serve the NYUSH community by accepting the responsibilities attendant to free expression. NYUSH and University organizations that sponsor invited guests to campus are expected to uphold NYUSH's educational mission by planning carefully to create safe and thoughtful experiences for those involved. Hosts are responsible for the behavior of their guests and should exercise due care to ensure that all participants abide by relevant laws and University policies.

## **B. Registration**

The Registrar's office provides academic services and information on registration throughout the year. Any student with a question or problem is invited to come to the Registrar's office for assistance. Office hours are weekdays from 9 a.m. to 5 p.m.

Students can complete their initial registration through Albert, the University's web registration system, at [www.home.nyu.edu](http://www.home.nyu.edu). Students can also use Albert to make later adjustments to their schedule.

### Continuing Students

Students currently enrolled in NYUSH register early for the following semester—in November for the spring term and in mid-April for the fall term. Students who are currently enrolled or on an official leave of absence receive notification of the date and time when they can register. Before registering, students plan a provisional schedule and put it in the "shopping cart" function of Albert. They also discuss their program and courses with their advisor, who then clears them for registration. At the appointed time or thereafter, students access Albert to finalize the course enrollment process. Students should complete registration by paying their tuition and fees. Online tuition statements and payment options are available through the Office of the Bursar.

### New Students

Newly admitted students receive detailed instructions during orientation and have an adviser to assist in academic planning, course selection, and registration.

### Health Insurance and Immunization Policy

All full-time students must be in compliance with NYUSH's health insurance and immunization requirements. For preregistration immunization requirements, please review the Student Policy on Immigration in the University Policies section of this Handbook. If a student fails to comply, the student will not be allowed to register for classes until he or she is in full compliance. If the student does not receive clearance to register before the registration deadline for the semester, he or she will not be able to register and take classes until the next semester that they are in compliance. This policy includes first semester freshman entering NYUSH.

## **C. Transcripts & Certification**

## **I. Degree Requirements**

NYUSH confers the following degrees on candidates recommended by the faculty of the majors and approved by the trustees of New York University:

### Bachelor of Arts (B.A.)

B.A. programs include Global China Studies, Economics, and Humanities.

### Bachelor of Science (B.S.)

B.S. programs include Biology, Business and Finance, Chemistry, Computer Engineering, Computer Science, Electrical Engineering, Interactive Media, Mathematics, Neural Science, and Physics. The general degree requirements are the same for the B.A. and the B.S.

To be eligible for the bachelor's degree, students must complete 128 points with a cumulative grade point average of at least 2.0. Within these points, students must fulfill the requirements of both a major and the Core Curriculum.

The degree requirements to be fulfilled are those in effect during the term of the student's first registration in NYUSH. Registration in another division of New York University does not constitute a registration in NYUSH.

Readmitted students must fulfill the requirements as listed in this Handbook published during the year of their readmission, unless their readmission letter states otherwise.

In very exceptional cases, a student may petition the NYUSH Committee on Undergraduate Academic Standards for approval of a change in the requirements as stated in this Handbook.

### Conferring of Degrees

Degrees are conferred in September, January, and May. The NYUSH graduation ceremony occurs in May and the formal conferring of degrees by the president of the University takes place annually at Commencement in May.

Students receive three confirmations of their graduation: a New York University Diploma, a Chinese diploma, and a Chinese graduation certificate.

### The Major

Major requirements, varying from subject to subject, are specified in the sections devoted to the course listings of individual majors. Generally, one-third to one half of the total points are earned in the major concentration.

Every student must complete a major with a cumulative grade point average in the major of at least 2.0. At least one-half of the courses (and in some departments, at least one-half of the points) used to complete the major must be taken in the disciplinary area. A student may not register for courses in the major outside of NYU. The student must be accepted as a major in the department and must review his or her program with a department advisor each term.

### Declaration

Students go to the office of the major leader to declare a major and have it posted in the Student Information System (Albert). Students who have earned 64 or more

points must declare a major. Those with fewer than 64 points are strongly encouraged to declare a major in their second year.

### Double Major

Students may take a double (second) major. The same requirements, including the maintenance of a minimum grade point average of 2.0, apply to the second major as to the first. In some cases, courses may be applicable to both majors. Students must then obtain the written approval for the shared course(s) from the Associate Dean for Academic Affairs. Normally no more than two courses may be approved for double counting. The second major is declared in the same way as the first (see above).

Students should consult with their advisor before attempting a double major as the requirements of the first major and the second limit the options for students to complete two majors in the standard 128 credits. In addition, in some cases the Chinese language requirement, which consists of the equivalent of four semesters (the “Chinese Language Requirement”), further limits the ability to complete two majors. Requirements for completing a major as a double major are detailed in the same section as the major requirements.

The ability to satisfy the requirements for an additional major cannot be guaranteed for any student and will be based upon course availability and the time the student is willing to invest to satisfy all of the requirements of the additional major. In some cases this might require more than 8 semesters of undergraduate study.

### Minors

Students may minor in subjects outside their major or disciplinary area. A minor in a secondary subject enables a student to acquire a useful understanding of concepts and analysis without the same degree of coverage as would be obtained in a major. A grade of C or better is required for a course to be counted toward a minor. If a student fails a course required for the minor, the course must be retaken at NYUSH; a course taken outside the University will not normally be allowed to substitute for a minor requirement. No course for the minor may be taken as pass/fail. Student may not use Core Curriculum classes to fill minor requirements and may only double count one course used for minor requirements for their major or an additional minor requirement.

Students interested in one of the minors offered at NYUSH should consult the major leader for that minor as early as possible to plan a course of study that meets their needs. Each minor track consists of at least four 4-point courses. Prerequisite and disciplinary requirements cause some minors to require more than four classes. In general, all minors outside of their major are open to all students. Students who will meet the Chinese Language Requirement by taking four semesters of Chinese language and who are STEM majors may limit their ability to take minors.

### Regulations Pertaining to both Major and Minor

The major and minor requirements to be followed are those stated in the departmental sections of this Handbook in effect during the semester of the student's first registration in NYUSH. No credit toward the major or minor is granted for grades of C- or lower, although such grades will be computed into the grade point average of the major or the minor, as well as into the overall grade point average.

No course to be counted toward the major or minor may be taken on a pass/fail basis. (See “Pass/Fail Option” under Grade Policies below)



### Time Limit

All requirements for a degree at NYUSH must be met within a period of eight years from the date of matriculation. For students who are readmitted to NYUSH, the length of time is proportionately reduced.

### Residence Requirement

All course work used to satisfy the 128-point degree requirement must be completed at NYU. One-half of the courses used to complete the major or the minor must be taken in that disciplinary area.

## **II. Placement Examinations, Degree Progress, and Transcripts**

### Placement Examination for Chinese Language

#### *Testing and Placement*

Most entering students take a written proficiency/placement examination test in Mandarin Chinese prior to their first registration in NYUSH. Tests can result either in an exemption from the Chinese-Language Requirement or in placement into the appropriate-level course. Placement into a lower-level course means that the student must continue his or her studies of Chinese until completion of the intermediate two level or achievement of equivalent competency. In some cases, adjustments in placement may be made during the first weeks of class. Information on placement testing can be obtained from the Academic Resource Center.

#### *Testing Exemptions*

The proficiency/placement test is required of all entering students with the following exceptions: students who have not previously studied Chinese and students whose secondary schooling was in Mandarin.

### Quantitative Reasoning and Writing

All students will take math and writing placement tests or submit writing samples prior to registration. These tests and samples will help determine the proper course level and support needs for math and writing.

### Degree Progress

All students have access to their Degree Progress Report, as generated by the Office of the University Registrar, on Albert via NYUHome at [home.nyu.edu](http://home.nyu.edu). The Degree Progress Report is a Student Information System (SIS) accounting of completed and remaining degree requirements.

### Transcripts of Record (subject to change based on new electronic transcript)

Unofficial transcripts are available on Albert, NYU's web-based registration and information system. Albert can be accessed via [NYUHome](#).

Students requiring a stamped and sealed copy of their NYU records should request an official copy of their University transcript from the Office of the University Registrar. Requests for official transcripts require the signature of the student/alumnus requesting the transcript, unless the student/alumnus has a valid NetId.

Current students and graduates with a valid NYU NetId (able to access NYUHome/Albert) can request an official transcript from the Albert Student Center. The Official Transcript form can be found under the My Academics section of the Student Center.

Before completing their transcript request, current students should check to ensure that all their grades have been posted. Recent graduates should check to ensure that their degree has been recorded.

Any transcript request that requires any special handling must go through the Secure Online Transcript Request Form and cannot be requested on Albert. Special handling includes: (a) sending transcripts by express mail; (b) sending transcripts to the student or alumnus in separate sealed envelopes addressed to admissions offices of other universities; (c) including additional documents to be sent along with the NYU transcript.

Former students who no longer have a valid NetId (unable to access NYUHome/Albert) must complete the Secure Online Transcript Request Form and mail/fax the signature page to the Office of the University Registrar. Alternatively, they may write a letter to request transcripts and send this to the Registrar. A signed consent form is required. The request letter must include all of the following information:

- University ID number
- Current name and any other name under which the graduate attended NYU
- Current address
- Date of birth
- School of the University attended (*i.e.*, NYUSH)
- Dates of attendance
- Date of graduation
- The full name and address of the person or institution to which the transcript is

to be sent

The request may be faxed to 212-995-4154 or mailed to NYU, Office of the University Registrar, Academic Records, P.O. Box 910, New York, NY 10276-0910.

There is never any charge for academic transcripts. Transcripts cannot be produced for anyone whose record has been put on hold for an outstanding University or NYUSH obligation.

### Requesting Enrollment Verification

Students can view/print their own enrollment certification directly from Albert using the integrated National Student Clearinghouse student portal. This feature can be accessed from the "request enrollment verification" link in the My Academics section of the Student Center. Eligible students are also able to view/print a Good Student Discount Certificate, which can be mailed to an auto insurer or any other company that requests proof of status as a good student (based on the cumulative GPA).

Verification of enrollment or graduation may also be requested by submitting a signed letter with the following information:

- University ID number
- Current name and any name under which the student or graduate attended NYU
- Current address
- Date of birth
- School of the University attended (*i.e.*, NYUSH)
- Dates attended
- Date of graduation
- The full name and address of the person or institution to which the verification is to be sent

The request may be mailed to NYU, Office of the University Registrar, Enrollment Verification and Graduation, P.O. Box 910, New York, NY 10276-0910. Alternatively, signed requests may be faxed to 212-995-4154. The Registrar also accepts requests for certification by e-mail coming from the student's NYU account.

### **Arrears Policy**

The University reserves the right to deny registration and withhold all information regarding the record of any student who is in arrears in the payment of tuition, fees, loans, or other charges (including charges for housing, dining, or other activities or services) for as long as any arrears remain.

### **Diploma Arrears Policy**

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

### **Diploma Application**

Students may officially graduate in September, January, or May. The all-University Commencement ceremony is held in May. NYUSH holds a baccalaureate ceremony in May. Students must apply for graduation on Albert, and they must be enrolled for either course work, leave of absence, or maintenance of matriculation during their final semester.

To graduate in a specific semester, students must apply for graduation within the application deadline period indicated on the calendar available at the Office of the University Registrar. It is recommended that students apply for graduation no later than the beginning of the semester in which they plan to complete all program requirements. Students who do not successfully complete all academic requirements by the end of that semester must reapply for graduation for the following cycle.

## **D. Grade Policies**

### **Grades**

Students may obtain their final grades for each semester on Albert via NYUHome at home.nyu.edu. The parents or guardian of a student who is a minor (under 18 years of age) may obtain the student's grades at any time by submitting a written request to the Office of the University Registrar.

The following symbols indicating grades are used: A, B, C, D, P, F, and W. The following symbol indicates incomplete work: I. Only grades of A, B, C, D, or F earned in any NYU course while matriculated in NYUSH, or earned in any of NYUSH's courses (courses suffixed by "-SH") while matriculated in another division, Global Academic Center, or portal campus of the University, are computed in the average. The following grades may be awarded: A, A-, B+, B, B-, C+, C, C-, D+, D, F. In general, A indicates excellent work, B indicates good work, C indicates satisfactory work, and D indicates passable work and is the lowest passing grade. F indicates failure. The weights assigned in computing the grade point average are as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0

B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

### Computing the Grade Point Average

The grade point average can be obtained by determining the total of all grade points earned (quality points) and dividing that figure by the total number of credit hours completed (quality hours). For example: A student who has completed 8 points of A (4.0), 4 points of B (3.0), and 4 points of C (2.0) has a grade point average of 3.25. This is obtained by adding 8 (points of A) x 4.0 (point value of A), 4 (points of B) x 3.0 (point value of B), and 4 (points of C) x 2.0 (point value of C), which totals 52 (the total of all grade points earned), and then by dividing 52 by 16 (the total number of credit hours completed). This gives the grade point average of 3.25.

### Policies on Assigned Grades

Once a final grade has been submitted by the instructor and recorded on the transcript, the final grade cannot be changed by turning in additional course work.

To appeal an assigned grade, the student should first consult with the instructor who assigned the grade to discuss the grading requirements for the course and how the grade was determined. If the student is not satisfied with the outcome of the discussion and wishes to appeal the grade further, a formal written appeal should be submitted to the Associate Dean for Academic Affairs. An independent review of the grade will be undertaken. All of the student's work will be reviewed to clarify how the grade was determined and to ensure that the grade is consistent with the academic guidelines and policies of the department. The decision of the ADAA in matters related to a course grade is final.

In the case of a course that has been repeated, both grades will be recorded on the transcript and both grades will be computed in the grade point average.

The grades for courses taken away in one of NYU's programs or at one of the University's Global Academic Centers are recorded on the transcript and are also included in the grade point average. The grades for graduate and professional courses taken at other divisions in the University are included in the grade point average, provided that permission to enroll is obtained prior to registration for the courses.

Not included in the undergraduate grade point average are grades for work done at institutions outside NYU's Global Network .

### Grade of P

The grade of P (Pass) indicates a passing grade (A, B, C, or D) in a course taken under the pass/fail option. It is also used to indicate nongraded courses. The grade of P is not computed in the average. The grade of F under the pass/fail option is computed in the average. For more information and procedures to obtain the pass/fail option, see the section "Pass/Fail Option," below.

### Grade of W

The grade of W indicates an official withdrawal of the student from a course in good academic standing (See "Change of Program" and "Withdrawing from Courses," above, for information on the regulations and procedures for withdrawing officially from courses).

### **Grade of I**

The grade of I (Incomplete) is a temporary grade that indicates that the student has, for good reason, not completed all of the course work but that there is the possibility that the student will eventually pass the course when all of the requirements have been completed. A student must ask the instructor for a grade of I, present documented evidence of illness or the equivalent, and clarify the remaining course requirements with the instructor.

The incomplete grade is not awarded automatically. It is not used when there is no possibility that the student will eventually pass the course. If the remaining course work is not completed after the statutory time for making up incompletes has elapsed, the temporary grade of I will become an F and will be computed in the student's grade point average.

### **Incompletes**

All work missed in the fall term must be made up by the end of the following spring term. All work missed in the spring term or in a summer session must be made up by the end of the following fall term. Students who are out of attendance in the semester following the one in which the course was taken have one year to complete the work. Students should contact their advisor for an Extension of Incomplete Form, which must be approved by the instructor. Extensions of these time limits are rarely granted.

### **Independent Study**

Most majors offer independent study courses for students with exceptional qualifications. In these courses, the work is planned specifically for each student.

Independent study courses allow the student to work independently with faculty supervision and counsel. The courses typically carry variable credit of 2 or 4 points per term. They are normally limited to upper-class majors but may be open to other well-qualified students. To register for independent study, a student must have written approval of the Associate Dean for Academic Affairs. The result of the independent study course should be a paper or objective, tangible evidence of completion of the work. The individual majors may grant credit for not more than 8 points of independent study for work approved in advance. In general, students are not permitted to take more than 12 points of independent study and/or internship, and no more than 8 points may be taken in any one major. Internships and/or independent study courses taken in other divisions of the University or at other universities do not count toward the degree. More specific information can be found under the individual major descriptions.

### **Leave of Absence**

#### **General Leave**

If a student and his or her advisor agree that a leave of absence is the best way to proceed given the student's situation, the advisor will assist in the withdrawal from the semester and applying for extended time for a leave of absence. A student needs to make an appointment with his or her advisor to discuss the student's particular situation and review the terms of the leave of absence.

A student may request a leave of absence for the fall/spring semester, and must make his or her request prior to the end of the third week of the semester he or she wishes

to be on leave. A student who requests a leave after that deadline or who has been out of attendance without first being granted a leave must apply for readmission. Also note that leaves are not granted retroactively for past semesters.

There are no leaves of absence for the summer and January terms, as enrollment during these terms is not required to maintain matriculation in NYUSH.

A student granted a leave does not have to make a formal application for readmission as long as he or she returns to NYUSH within the agreed-upon time (a maximum of two semesters during a student's academic career). Students who attend another college during the leave may not transfer the credit to NYUSH.

Students are advised to inquire how the leave of absence may affect their scholarship and financial aid award and should contact the Financial Aid Office. If students are on probation when the leave is granted, they will return on probation. Students out of attendance who did not apply for a leave and who wish to return to NYUSH must apply for readmission.

### **Psychological and Medical Leave**

If a student and a counselor or physician agree that a psychological or medical leave of absence is the best way to proceed given the situation, the counselor or physician should make a recommendation to the Associate Dean for Academic Affairs. A student needs to complete the Leave of Absence Petition form, which can be obtained at the Office of Academic Affairs. Leave of absence petitions are accepted and reviewed on a rolling basis throughout the academic year.

A Certification of Readiness to Return to School from a Leave of Absence form should be completed by the counselor/therapist or physician, who needs to state clearly that the student is ready to return and that NYUSH is a suitable environment in which to continue his or her academic work. The student must also schedule an appointment with a counselor/therapist or physician at the NYUSH Student Health Center prior to receiving approval to return. A student granted a leave does not have to make a formal application for readmission as long as he or she returns to NYUSH within the agreed-upon time (a maximum of two semesters during a student's academic career). Students who attend another college during the leave may not transfer the credit to NYUSH.

Students are advised to inquire how the leave of absence may affect their scholarship and financial aid award and should contact the Office of Financial Aid. If students are on probation when the leave is granted, they will return on probation. Students out of attendance who did not apply for a leave and who wish to return to NYUSH must apply for readmission.

### **Pass/Fail Option**

Students may elect one pass/fail option each term, including the summer sessions, for a total of not more than 32 points during their college career. The choice must be made before the completion of the fifth week of the term (second week of a six-week summer session); after that time, the decision cannot be initiated or changed. No grade other than P or F will be recorded for those students choosing this option. P includes the grades of A, B, C, and D and is not counted in the average. F is counted in the average.

The pass/fail option is not acceptable in the major, the minor, or any of the courses taken in fulfillment of the Core Curriculum requirements. Students considering the pass/fail option in their area of study or in required preprofessional courses should consult with their adviser about the effect of such grades on admission to graduate

and professional schools. Students who change their majors may not be able to use courses taken under the pass/fail option to satisfy the requirements of their new majors. The form for declaring the pass/fail option may be obtained from the student's adviser.

### **Petitions**

The NYUSH Committee on Academic Standards will consider petitions of students to waive requirements or modify policies and regulations of NYUSH. Students should be aware that only very exceptional cases, supported by valid and documented reasons, will be considered. After deliberation, the Committee's decisions on such matters are final. Petition forms may be obtained in the Office of Academic Affairs.

## **E. Academic Advising**

### **Advising**

Academic advising is the process through which NYUSH provides the necessary resources for students to make good choices. The primary purpose of academic advising is to assist students as they develop meaningful educational plans compatible with their life goals. Although the NYUSH curriculum is well defined, there will be opportunities, both within and beyond curricular constraints, for students to participate in courses and activities that support their academic and personal development.

While the ultimate responsibility for making decisions about life and educational plans rest with each individual student, an academic advisor assists them by suggesting options and by discussing possible outcomes of the choices they make. Students can expect that their academic advisor will help them:

- define academic, career and life goals;
- evaluate progress toward goals;
- understand curricular requirements, provide guidance during course selection, and help them identify other meaningful educational experiences;
- determine whether or not they need assistance with study skills (time management, organizing course information, stress management, etc.), and, if necessary, refer them to institutional and community support services;
- monitor their progress as they move through the undergraduate program.

Students are required to meet with their advisor at least once each semester to ensure that they are making normal progress towards their degree. It is the individual student's responsibility to make certain that he or she fulfills the requirements for graduation.

Advisors offer a wide range of services and programs designed to meet the needs of a diverse student body. The advisors serve as a basic source of information about the degree requirements, policies, and procedures of the Campus. Students are able to get advice as well as secure tutorial support. Academic workshops are sponsored to assist students in planning academic programs, choosing a major, and negotiating registration.

A freshman advising program provides individual advising for new students entering in September. Each student is assigned an advisor who can provide information and support during the transition to college and with whom the student meets throughout his or her first year to discuss academic as well as career and other issues. Students needing additional assistance may, throughout the year, make an individual appointment with the Assistant Dean for Academic Affairs.

Advisors also meet individually with students who want to discuss concerns or questions they may be having about the University. The advisors serve as a liaison with other offices and can make referrals when appropriate. The advisor then is the best source for students to visit when they are unsure of where to go for help.

Office hours for major advisors are maintained in the Assistant Dean for Academic Affairs office.

### **Major Advisement**

Students who have declared a major go to their major's faculty for their primary advisement. All declared majors must have their registration approved by a major advisor. Major advisors can also be consulted throughout the academic year about graduate study and career opportunities.

Office hours for major advisors are maintained in the Assistant Dean for Academic Affairs office.

### **The Academic Resource Center**

The Academic Resource Center provides extensive academic support services to all students. It represents an important partnership between Academic Affairs and the Division of Student Affairs and serves to link the academic and residential lives of students. Services offered by the Center include the following:

- Individual and group tutoring sessions
- Core Curriculum study groups
- Examination review sessions
- Study skills assessment
- Workshops on academic effectiveness and time management
- Computer-assisted tutoring

### **Counseling and Behavioral Health Services**

Counseling and Behavioral Health Services (CBH) are available for all students and no appointment is necessary. Counseling services are free on a voluntary basis for any full- or part-time student enrolled in NYUSH. When necessary, medication and outside referrals are available. All conversations are kept strictly confidential. CBH counseling staff members provide assistance in workshops, as well as in group and individual psychotherapy.

The social and emotional conflicts that occur in a person's life occasionally prevent him or her from functioning optimally. Concerns about interpersonal relationships, poor grades or other academic problems, feelings of inadequacy, anxiety, loneliness, sexual problems, eating disorders, substance abuse, and family and/or marriage conflicts are difficulties any individual might encounter. CBH counselors provide an atmosphere where personal concerns can be examined and discussed freely and confidentially.

## **F. Academic Accommodations for Students with Disabilities**

### **Learning Disorders and Physical Disabilities**

NYU is committed to providing equal educational opportunity and participation for students with disabilities. It is the University's policy that no qualified student with a disability be excluded from participating in any University program or activity, denied the benefits of any University program or activity, or otherwise subjected to discrimination with regard to any University program or activity.



The Henry and Lucy Moses Center for Students with Disabilities (CSD) determines qualified disability status and assists students in obtaining appropriate accommodations and services. CSD operates according to an *Independent Living Philosophy* and strives in its policies and practices to empower each student to become as independent as possible. Their services are designed to encourage independence, backed by a strong system of supports.

Any student who needs a reasonable accommodation based on a qualified disability is required to register with the CSD for assistance.

### 3. Student Affairs Policies, and Procedures

#### A. NYUSH Policies and Procedures

- I. Rights and Responsibilities. *By enrolling in NYUSH, a student assumes both the rights and privileges of membership in this unique academic community and the duties and responsibilities of citizenship.* Each student is expected to conduct his or her academic and non-academic life in a manner that demonstrates consideration for the well-being of other community members; consideration for the policies, services, property, and interests of the University and NYUSH; and awareness of and respect for the culture, customs and laws of the People's Republic of China. NYUSH has a duty to address behavior that violates these expectations, as circumstances warrant, through the student conduct process. Where activities sponsored by student organizations constitute violations of NYUSH rules or of public laws and regulations, sanctions may be imposed on such organizations as well as on individual students.
- II. Departmental Administrative Policies. Students are also expected to adhere to the policies and procedures of specific offices or other administrative units of NYUSH. Such policies may be based upon formal agreements with students and/or requirements that are imposed by external agencies associated with the student's utilization of that particular office or service. Examples of offices or departments, which have such policies and procedures include Athletics, Career Development, Financial Aid, Information Technology Services, Research Laboratories, Student Activities (i.e. club and organization recognition, funding, and operating policies), and the NYUSH Library. Students are urged to consult the specific office/service to obtain a copy of the regulations concerning access to, and utilization of, the services rendered by that unit.
- III. Use of NYUSH Facilities. *NYUSH administration necessarily has the right to control access to and use of designated institutional facilities.* If, in the judgment of an official administrative officer of the University or a member of the faculty who has responsibility for a particular activity, a student or group of students or other persons are interfering with the rights of other individuals or groups, as above, said official has the right to ask the student or group of students to leave the room, hall, or building. Refusal of a student or group to do so after warning will be considered a sufficient basis for referral to the student conduct review process, subject to the defense that the order to leave was unreasonable or ultra vires (beyond the authority of the person involved).
- IV. Orderly Operation of NYUSH. *In order to function effectively, the regular and essential operations of NYUSH must be protected from disruption or interference.* The disruption or unreasonable interference with the workings of NYUSH's regular processes of education, administration or service will not be tolerated. The orderly and respectful presentation of concerns is encouraged, and dialogue is NYUSH's preferred means of consideration and the exchange of ideas. No individual, group or organization has the right to disrupt or interfere with the functioning of NYUSH or the rights of other members of the community, no matter how sincere their moral intention or how strong their conviction.
- V. Protest and Demonstration. Consistent with the laws of the People's Republic of China, organized protests and demonstrations are allowed in public areas only with a valid governmental permit having been obtained in advance. NYUSH may take steps to discourage or restrain any protests or

demonstrations, which are not consistent with the laws of the People's Republic of China.

## VI. Bullying, Threatening, and Other Disruptive Behavior Guidelines

- **General** Academic communities exist to facilitate the process of acquiring and exchanging knowledge and understanding, to enhance the personal and intellectual development of its members, and to advance the interests of society. Essential to this mission is that all members of the University Community are safe and free to engage in a civil process of teaching and learning through their experiences both inside and outside the classroom. Accordingly, no student should engage in any form of behavior that interferes with the academic or educational process, compromises the personal safety or well-being of another, or disrupts the administration of University programs or services.
- **Examples of Disruptive Behavior** Examples of disruptive behavior (collectively “Disruptive Behavior”) include, but are not limited to, the following:
  - **Academic Disruption/Interference:** Behaviors that interfere with an academic activity (e.g., class, advising session, lecture, workshop) such as: persistently talking without being recognized; creating noise that obstructs the learning process; repeatedly interrupting others; maliciously or inappropriately mocking or ridiculing another’s work or comments; speaking in an abusive or derogatory manner; engaging in acts of physical aggression (e.g., causing or threatening injury, physical or verbal intimidation, damaging personal/University property, throwing items), or deliberately engaging in other behaviors that have the effect of compromising the learning process.
  - **Behaviors Targeted at Individuals:** Behaviors that compromise the safety or well-being of others, such as
    - bullying, threatening, tormenting, defaming, intimidating, stalking, exploiting known psychological or physical vulnerabilities or impairments, or other similar acts that a reasonable person would consider objectionable by its severity, pervasiveness, or persistence;
    - maliciously or inappropriately mocking or ridiculing a person;
    - engaging in acts of physical aggression (e.g., causing or threatening injury, physical or verbal intimidation, damaging personal/University property, throwing items); unauthorized photographing or filming of another or, without the person’s consent, the malicious use of that media to embarrass, socially ridicule, or defame that person;
    - directing social media or other forms of electronic communication toward an individual in violation of NYU’s Electronic Communication and Social Media Policy ;
    - engaging in conduct that unreasonably interferes with a person’s academic or work performance, opportunities or

benefits, or a person's mental, emotional, or physical well-being;

- inciting or attempting to incite violence; or
- engaging in any other conduct prohibited by applicable law or NYU policy.

- **Disrupting the Administration of NYU Programs or Services:** Behaviors that interfere with the effective delivery of administrative programs or services, or create a foreseeable risk of material and substantial disruption of NYU's programs or services, such as persistently or obstructively talking, yelling, screaming, or making noises; speaking in an abusive or derogatory manner; maliciously or inappropriately mocking or ridiculing persons who provide or use/seek to use the program & service; or engaging in acts of physical aggression (e.g., causing or threatening injury, physical or verbal intimidation, damaging personal/University property, throwing items); or refusing to adhere to the established procedures associated with the delivery of such programs or services.
- **Guidelines for Response and Enforcement** Disruptive Behavior also may violate paragraphs B.1 and B.2. of the University's Rules for the Maintenance of Public Order, or other University policies. Should the Disruptive Behavior be related to a characteristic of a targeted person that is a legally protected status, the person engaging in the Disruptive Behavior also may be violating the University's policies on Sexual Assault, Harassment, and other forms of Sexual Misconduct or the University's Anti-Harassment Policy.

Students alleged to have engaged in Disruptive Behaviors, or to have knowingly or negligently facilitated the Disruptive Behavior of others, will be subject to review and the possible imposition of penalties in accordance with the standards, practices, and procedures of the University and its Colleges/Schools/Institutes, and/or divisions.

- **Academic Disruption/Interference:** If a student has engaged in Disruptive Behavior, the faculty member is urged to ask the student to cease the behavior and warn the student that failure to do so can result in removal from the class, as well as disciplinary action. Should the student continue the Disruptive Behavior, the faculty member is authorized to ask the student to leave the classroom and, where deemed necessary, to call the NYUSH Department of Public Safety to assist in the student's removal from the premises. Should the faculty member believe the circumstances are such that a danger exists that could reasonably be expected to cause death or serious physical harm, the faculty member should call the NYUSH Department of Public Safety for assistance. Whenever a student has been so removed from the classroom, the faculty member should immediately inform the Associate Dean for Academic Affairs so that appropriate disciplinary action can be considered. The Associate Dean for Academic Affairs may temporarily suspend the student, exclude that student from the classroom, or exclude the student from accessing certain campus facilities or prohibit him/her from having contact with other designated individuals pending resolution of the matter. Should such an action be taken, the student should be informed of the exclusion and offered an expedited review of the matter through the applicable student conduct process.

- **Behaviors Targeted at Individuals:** Any student, faculty member, staff member, or administrator who believes that he/she is the target of Disruptive Behavior by a student should ask that student to cease the associated behavior. Should the targeted person believe the Disruptive Behavior creates a danger of death or serious physical harm, he/she should call the NYUSH Department of Public for assistance. The targeted person may file a complaint with the Office of Dean of Students and/or the Associate Dean for Academic Affairs to initiate applicable disciplinary action. The Dean of Students or the Associate Dean for Academic Affairs may temporarily suspend the student or exclude the student from accessing certain campus facilities or prohibit him/her from having contact with other designated individuals pending resolution of the matter. Should such an action be taken, the student should be informed of the exclusion and offered an expedited review of the matter through the applicable student conduct process.
- **Disrupting Administration of NYU Programs or Services:** If a student engages in Disruptive Behavior that interferes with the effective delivery of NYU's administrative programs or services, an involved administrator should ask the student to cease the Disruptive Behavior and warn the student that failure to do so can result in removal from the office, as well as disciplinary action. If the student persists in the Disruptive Behavior, the administrator is authorized to ask the student to leave the office/service and, if deemed necessary, to call the NYUSH Department of Public Safety to assist in the student's removal from the premises. Should the administrator believe the Disruptive Behavior creates a danger of death or serious physical harm, the administrator is urged to call the NYUSH Department of Public Safety for assistance. Whenever a student has been so removed, the administrator should immediately notify the Office of the Dean of Students so that appropriate disciplinary action can be considered. The Dean of Students or the Associate Dean for Academic Affairs may temporarily exclude that student from the office/service pending resolution of the matter. Should such an action be taken, the student should be informed of the exclusion and offered an expedited review of the matter through the appropriate student conduct process.

## VII. Disciplinary Policies and Procedures

**General:** The following policies and procedures are those by which most complaints of student misconduct alleging a violation of University policies that are filed with the Office of the Dean of Students will be reviewed and resolved. Please note that there are a few exceptions, as noted below, to these procedures that are associated with complaints concerning sexual harassment/assault.

### **A. The Complaint:**

Any member of the faculty, administration, or staff or any student may file a complaint against any student for a student offense with the Dean of the school in which the student complained of is enrolled or with the Dean of Students. Although a complaint may be filed at any time, it is strongly preferred that the complaint be submitted as soon as possible after the reporter/complainant became aware of the matter. A complaint should include a description of the incident giving rise to the complaint, the identity of the accused student(s), and the names of others who may have been present, observed the incident, or who otherwise have information related to the matter.

Notice of the filing of a formal complaint shall be mailed to the student within 48 hours.

**B. Consideration of Interim Suspension:**

The Vice Chancellor or the Dean, or their respective designees may determine to suspend the student who is accused of having violated University policy pending consideration of his/her case through the disciplinary process. In matters of Student Affairs jurisdiction, the Vice Chancellor's designee shall be the Dean of Students. A student should not be summarily suspended either completely or for certain purposes, except for reasons relating to his/her physical or emotional safety and well-being, the safety and well-being of students, faculty, or staff, or University property, the maintenance of public order, or the effective continuation of the education process. When this occurs, the student shall be afforded the opportunity to expedite disciplinary proceedings so as to enable the determination of the appropriate resolution at the earliest possible time. Any period of interim suspension shall be deducted from any ultimate sanction involving suspension. A student who has been subject to interim suspension and who is found "not responsible" shall be allowed full opportunity to make up whatever work was missed due to the suspension.

**C. Preliminary Investigation:**

A staff member in the Office of the Dean of Students will commence the process of reviewing the complaint, report and other materials associated with the matter by contacting the Complainant or the person filing the report. The Dean of Students or designee will also notify the student(s) named in the complaint or report to inform the student(s) of the filing of the complaint/report and request to meet with those individuals. During the respective meetings/discussions, the students (Complainant and Accused) shall be informed of their rights and responsibilities within the student conduct process, be apprised of the University's related procedures, and asked to discuss the incident giving rise to the report/complaint. The students may also be asked to submit (by a designated date) a written statement about the incident and to provide the name and contact information of any witnesses/others who might be able to offer information regarding the matter.

**D. Disposition:**

Based upon the preliminary investigation, the Office of the Dean of Students, at its sole discretion, will make the determination as to the appropriate disposition of the matter through one of the following courses of action:

**1. Dismissal:** The report/complaint will be dismissed if it appears not to have merit or even if the facts alleged in the complaint are true there would be no violation of a University policy.

**2. Referral:** The matter will be referred to another University office or process if that office or process is thought to be the more appropriate venue through which to address the matter.

**3. Non-Judicial Intervention:** At the discretion of the Office of the Dean of Students, the matter may be resolved through a non-judicial intervention (e.g. mediation, educational interventions, administrative actions) if it is deemed to be of a minor nature that is appropriately addressed in such a manner.

**4. Review Under Residence Life Student Conduct Process:**  
<http://www.nyu.edu/life/living-at-nyu/on-campus-living/get-to-know-yourhome/judicial-information.html>

a. If the matter involves only alleged violations of Residence Hall policies, the matter will be adjudicated through the appropriate administrator on the Office

of Residence Life, acting under the guidance/supervision of the Office of Dean of Students using the Residence Life disciplinary policies and procedures. A summary of this process is as follows:

- The administrator in the Office of Residence Life reviews the report and investigates the matter to determine if there is any alleged violation of residence hall policy.

- The administrator in the Office of Residence Life will meet with the student who is alleged to have violated the residence hall policies and with others who have knowledge of the matter.

- The administrator in the Office of Residence Life will make a determination as to whether the student is responsible for the alleged violations and make a determination as to student conduct interventions/sanctions, if any, that are to be imposed.

- The student is notified in writing of the outcome, including any sanctions imposed.

b. If the matter involves alleged violations of Residence Hall policies as well as University policies, or if the behavioral record of the student alleged to have engaged in the volatile action is such that the resolution of a matter could involve a sanction of dismissal from University Housing, the matter may be referred directly to the Office of the Dean of Students. In such cases, the matter will be addressed utilizing the Residence Life Student Conduct Process.

**Review Under Office of the Dean of Students University Student Conduct Process:** Matters involving alleged violations of University policy and/or other matters referred to the Office of the Dean of Students addressed by the Office of the Dean of Students will be addressed as follows:

**a. Phase #1: Consensual Resolution:** Formal disciplinary charges will be issued and, if appropriate based upon the circumstances, there will be an attempt to resolve the matter through a set of terms by which the University is willing to resolve the matter without a formal hearing. A consensual resolution is an agreement between the accused student and the University that is considered to be a formal student conduct action, the terms of which shall be considered “disciplinary sanctions”. There are two forms of consensual resolution which may be utilized at the discretion of the Office of the Dean of Students:

- Through a consensual resolution -- an agreement between the student and the Dean of Students or their designee provided that suspension, withdrawal or dismissal from the University is not among the terms.

- Through an informal (judicial) consensual resolution between the student and the Dean of Students.

*[NOTE: The Family Educational Rights and Privacy Act (FERPA) permits a school to disclose to the harassed student information about the sanctions imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall. Further, when the conduct involves allegations of a crime of violence or a non-forcible sex offense, FERPA permits a postsecondary institution to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed. Disclosure of other*

*information in the student's "education record," including information about sanctions that do not relate to the harassed student, may result in a violation of FERPA.*

**b. Phase #2: University Judicial Board:** If, for any reason, the Office of the Dean of Students deems a consensual resolution (described in paragraph 4. e.) unattainable or inappropriate, the case will be referred to the University Judicial Board for a formal hearing.

## **II. THE UNIVERSITY JUDICIAL BOARD HEARING PROCESS**

**A. General:** A University Judicial Board hearing is an internal administrative process through which those involved in a matter before the board are afforded an opportunity to present information and perspectives on the event/s in question so that the hearing panel can come to a decision as to whether the student against whom a complaint has been filed should be held responsible for a violation of University policy. A Judicial Board hearing is not tantamount to a criminal or civil hearing and fundamentally differs in terms of purpose and procedures. Some examples of such differences are:

1. The standard of evidence utilized in decision-making is that of "preponderance", whether it is more likely than not that the student is responsible for engaging in behavior that violates University policy.
2. The panel prefers to hear directly from the students involved in a matter and the procedures utilized by a panel should afford students to opportunity to do so. However, a student cannot be compelled to testify.
3. The role of the panel is to listen and to ask questions to clarify what has been said or to elicit additional information from witnesses. The panel expects those appearing before it to be forthcoming and honest in their presentations. The panel should not be expected to engage in concerted efforts to discredit the testimony or integrity of any witness and, likewise, participants are expected to refrain from engaging in questioning of another that the panel deems to be irrelevant, harassing, or unnecessarily repetitive.
4. The panel will consider the totality of the evidence/information presented in the hearing including statements that might be considered "hearsay" and/or evidence that might be construed as circumstantial in a civil or criminal proceeding.

**B. Panel Composition:** A University Judicial Board panel consists of representatives appointed by the respective governing bodies of the University. It shall include one student, one faculty member, and, one administrator.

### **C. General Practices and Guidelines:**

1. A University Judicial Board hearing will be scheduled for no sooner than seven days after the sending of a written notice to the student advising him/her of the date, time and location of the hearing except upon the consent of the student.
2. If despite being notified of the date, time and location of the hearing, the student is not in attendance, the hearing may proceed as scheduled and sanctions may be imposed in his/her absence. In doing so, the Board will consider the available testimony, evidence, and materials. Only if there is clear evidence that emergency circumstances beyond the control of the accused



student or the complainant prevented either from being present, will the decision be set-aside pending a reconvening of the hearing.

3. Permission to postpone a hearing may be granted provided that the request to do so is based on a compelling emergency and is presented in writing to the Office of the Dean of Students for Judicial Affairs at least 24 hours prior to the time of the hearing.

4. It is the responsibility of the accused student and the complainant to contact and ensure that all witnesses on their respective behalves are present at the hearing. The Office of the Dean of Students should be given the names of all such witnesses who are expected to present information at the hearing as well as any available written statements from those witnesses at least 48 hours prior to the hearing.

5. All evidence in the form of written statements or other physical evidence should be provided to the Office of the Dean of Students at least 24 hours prior to the scheduled hearing so that the evidence may be made available to the accused student, the complainant, and the Judicial Board members, should they so desire.

6. The accused student and the complainant have the right to have an advisor at the hearing. This person, who may be an attorney, can assist the accused student in understanding the process, responding to questions, or formulating questions. He/she may also (at the discretion of, and through a process to be determined by, the Panel) examine and cross examine witnesses either directly or through members of the panel. If the complainant is a faculty or staff member, and if the student against whom the complaint has been filed has retained an attorney as his/her representative, the complainant may be provided with an attorney through the University Office of Legal Counsel. *[NOTE: In cases involving complaints of sexual harassment/assault, the victim has the same right to representation as the accused student and each party will be so informed if either plans to have an attorney as his/her adviser. If the victim is not serving as the Complainant, he/she still has the right to be accompanied by an adviser during the hearing process.]*

7. Each Judicial Board Panel will be chaired by one member who has been selected by the Panelists themselves to serve in that capacity, typically the Dean. The Chairperson will conduct the hearing in an orderly manner, state the charges, rule on the relevancy of matters discussed and evidence presented, coordinate the questioning process, be sure that the accused student has been provided with a summary of any written statements made by witnesses, call witnesses, lead the questioning process, and prepare a summary of the hearing and report of the findings. *[NOTE: In cases involving complaints of sexual harassment/assault, should the University deem the presence of the victim/complainant in the same room as the accused to present a reasonable concern for his/her physical or emotional well-being, the victim/complainant may be allowed to provide testimony to the Panel via video conferencing, telephone, or a similar alternative process. In such cases, the accused or his/her adviser would still retain the right to ask questions of the victim/complainant.]*

8. The Panel has the authority to determine the format of hearing and the manner in which all advisors, if they wish to do so, are to conduct the questioning of witnesses.

9. The purpose of the hearing process is to elicit relevant information, to afford the participants an opportunity to express their perceptions, and to allow the panelists to compare and contrast the various points of view and information.

10. The role of the Panel is to reach a decision as to the degree of responsibility of the student for each of the violations with which he/she has been charged and to determine sanctions, as appropriate and necessary.

11. At the end of the hearing process, a final written report will be prepared and submitted to the Dean of the School/College in which the accused is enrolled, the student against whom the complaint was filed, and the Secretary of the University within seven (7) calendar days. The report shall state the Board's finding of fact and the reasons for its decision in accordance with the Family Education Rights and Privacy Act (FERPA), a complainant is not notified of the outcome of a hearing unless there are sanctions of which that person needs to be aware in order to take an action. (e.g. the accused is ordered not to contact the complainant/victim and would be required to be aware of that and to report any further violations; the complainant/victim is to be reimbursed for damages, etc) *[NOTE: The Family Educational Rights and Privacy Act (FERPA) permits a school to disclose to the harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall. Further, when the conduct involves allegations of a crime of violence or a non-forcible sex offense, FERPA permits a postsecondary institution to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed. Disclosure of other information in the student's "education record," including information about sanctions that do not relate to the harassed student, may result in a violation of FERPA.*

12. The University Judicial Board may be advised/assisted by the Dean of Students or his/her designee in the preparation and administration of the judicial hearing process.

13. The University Judicial Board may be advised/assisted by the Office of Legal Counsel in the preparation and administration of the judicial hearing process.

14. If either the accused or complainant intends to use audio or video or other such forms for presentations at the hearing, it is his/her responsibility to provide such equipment. If the student is unable to provide such equipment and wishes to request assistance by having the Judicial Board make such equipment available, he/she should make such a request at least 3 days prior to the date and time of the hearing. Although every effort will be made to do so, the Judicial Board cannot guarantee the availability of requested audio, video, or other such equipment at the hearing.

15. Judicial Hearings are considered as confidential matters and as such are open only to the accused, the complainant, witnesses and designated staff members from the Office of the Dean of Students, the Office of Legal Counsel, and the Office of the Dean of the School in which the students involved in the matter are enrolled. Witnesses will be called to present their testimony and will be asked to leave the hearing room after doing so. They are not allowed to remain in the hearing room to hear testimony from other witnesses.

16. An audio recording will be made of the hearing. The recording will be preserved by the Secretary of the University until the appeal period has elapsed or until all appellate procedures have been completed. A written transcript of the hearing will not be prepared.

**D. The Hearing Process:** As noted above, a Judicial Panel is empowered to conduct hearing proceedings as the panelists deem appropriate. The following is presented only as an example of a typical format. It should not be construed as the process that a panel is obliged to follow.

1. Call to Order: The Chairperson will formally call the hearing to order.
2. Introductions: The Chairperson will introduce the members of the Panel and ask others in the room (e.g. accused student and adviser, complainant and adviser, media assistant, University representatives) to introduce themselves.
3. Description of the hearing process and procedures. The Chairperson explains the process by which the hearing will be conducted.
4. Reading of the Charges: The Chairperson will read a copy of the official charges and ask the accused if he/she understands the nature of those charges.
5. The Complaint: The allegations will be presented as follows:
  - The complainant will be asked to present his/her information
  - The accused, or his/her advisor (in accordance with the process established by the Panel), may ask questions of the complainant.
  - The Panelists may ask questions of the complainant.
  - Each witness who has information supporting the allegations is called in sequence to provide his/her information and to respond to questions from the accused (or his/her advisor) and Panelists.
6. The Response: The accused student responds to the allegations as follows:
  - The accused will be asked to present his/her information
  - The accused student's advisor, (in accordance with the process established by the Panel), may ask questions of the accused student.
  - The Panelists may ask questions of the accused student.
  - Each witness (if applicable) who has information supporting the accused student's response is called in sequence to provide his/her information and to respond to questions from the accused student, his/her advisor, and the Panelists.
7. Re-examination: The Panelists may request to re-question any of those who have provided information at the hearing. If that is done, the accused and the complainant (or their respective advisors) will also have an opportunity to re-question in accordance with the process established by the Panel.
8. Final Statements: The complainant or his/her advisor, the accused student or his/her advisor may be allowed to make a brief summary statement. The terms of such statements may be set forth at the discretion of the Panel.
9. Adjournment: The Chairperson formally declares the hearing to be adjourned.

**E. The Post-Hearing Process:**

1. **Deliberation:** The Judicial Board Panelists will consider the evidence presented at the hearing and will make a determination as to whether the student against whom the complaint has been filed is responsible for the policy violation(s), as charged. Although this phase will typically occur immediately subsequent to the hearing, the Board may decide to meet at a later time.
2. **Sanctioning:** The sanctions available to the Judicial Board include:
  - a. **Warning:** A notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.
  - b. **Censure:** A written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of a University regulation within a period of time stated in the letter of reprimand.

c. **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time. [A student on Disciplinary Probation is ineligible to participate in the University Study Abroad program].

d. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

e. **Monetary Fine:** For any offense.

f. **Suspension of Privileges:** Exclusion from extracurricular activities or other privileges as set forth in the notice of disciplinary probation for a specified period of time. (this may include restrictions on access to certain areas of campus or suspension of other rights and services typically afforded University students).

g. **Suspension from the University:** Exclusion from the University, in full or in part, and all related student privileges as set forth in the notice of disciplinary probation for a specified period of time.

h. **Dismissal from the University:** Termination of student status for an indefinite period. The conditions for readmission, if any are permitted, shall be stated by the Panel in the order of dismissal.

i. **Transcript Notation:** A notation affixed to a student's internal or external transcript indicating his/her involvement in a disciplinary proceeding. May be permanent or for a designated time period.

**3. Written Report:** At the end of the hearing process, a final written report will be prepared and submitted to the Dean, the student against whom the complaint was filed, and the Secretary of the University within seven (7) calendar days. The report shall state the Board's finding of fact and the reasons for its decision.

#### **4. Appeal Process:**

a. An accused student shall have the right to appeal the decision of the hearing panel in any case involving Senate jurisdiction on the ground that the decision or the proceedings at the hearing were arbitrary or unfair. In cases of faculty jurisdiction, the right of appeal shall be that provided by the rules of the particular faculty. The complainant does not have the right to appeal the decision. *[NOTE: In cases involving complaints of sexual harassment/assault, the victim has the same right to appeal the outcome as the accused.]*

b. In Senate cases the following appeal procedures shall apply.

- Whenever the sanction of suspension or dismissal shall have been imposed in a Senate case, the appeal shall lie to the faculty of the school in which the student is enrolled.

- Any appeal must be taken within fifteen (15) calendar days from the date on which the final report of the hearing body was sent to the student. The appeal shall be taken by the filing of a written notice requesting an appeal with the Dean of the school in cases involving the imposition of the sanction of suspension or dismissal or with the Chairman of the University Judicial Board in other cases.

- The hearing body that has imposed a sanction may stay the sanction pending an appeal. The appellate body shall have the power to stay the sanction imposed by the hearing body but may not vacate the stay granted by the hearing body.

- The appellate process shall not consist of a new hearing and shall be limited to a review of the report of and proceedings before the hearing body. The appellate body may accept the report without modification; accept the

report but reduce the sanction imposed; dismiss one or more of the charges entirely; or remand the case for further proceedings. When the appellate body accepts the report, the matter shall be deemed finally decided without further recourse as of right.

- Upon the discovery of new previously unavailable evidence, which might have had a substantial bearing on the decision rendered, the hearing body may reconsider the case.

VIII. **Family Educational Rights and Privacy Act of 1974 (FERPA).** As an academic unit of the University, NYUSH is subject to the Family Educational Rights and Privacy Act of 1974 (FERPA), which was enacted in the United States to protect the privacy of students' education records, to establish the rights of students to inspect and review their education records, and to provide students with an opportunity to have inaccurate or misleading information in their education records corrected. FERPA also permits the disclosure by an institution without a student's prior consent of so-called directory information about that student. Students have the right to file complaints with the U.S. Department of Education's Family Policy Compliance Office concerning alleged failures by an institution to comply with FERPA.

IX. **Guest Policies for Residence Halls:** Violation of the NYU SH residence hall Guest and Visitation Policy as set forth below:

**Short-Term Guests:** A resident is permitted to have a short-term guest (whose stay is for a few hours, but not overnight) at any time, provided that there is no interference with the rights of a roommate. The following procedures and conditions must be met:

- A resident may sign-in no more than four (4) short term guests at the same time unless prior permission is obtained from the Office of Student Life
- Guests must present a valid passport/citizenship ID in order to be signed in to NYU SH residence hall
- There may be certain times of the year, when visitation policies may be restricted or modified. Students will be notified in advance when these changes occur.

**Overnight Guests:** Overnight guest is not allowed in the NYU SH student's room of the residence hall.

- An overnight visit is defined as a stay of seven hours or more, which includes any of the hours between 11:00 pm and 8:00 am. However, other visits not meeting these exact criteria may also be considered overnight, and may be left to the discretion of the residence hall staff.

**Non-visitation Areas:** Particular areas within the residence hall have been designated as a "non visitation area". Residents and guests of the opposite sex may not visit the floor between 8pm and 8am.

**Quiet Hours:**

- All residents must observe quiet hours from 11:00pm to 8:00am, Monday through Sunday
- Residents must observe 24-hour quiet hours during University designated examination periods. No excessive or intrusive noise at any time. Musical instruments may be played only in designated practice areas.

NYU SH residence hall consists of NYUSH students, staff, faculty, administrators, as well as individuals and families not affiliated with NYUSH. Therefore, students are restricted to the student residents' floors and the

facilities. No student(s) should visit a member of the faculty and staff without a prior invitation.

- X. **Service Animal Guidelines.** NYUSH seeks to accommodate persons with disabilities who require the assistance of a qualified service animal, Some students may request the use of a service animal to assist them in performing daily life tasks, including academic and other campus activities.
- XI. **Study Away Standard** By enrolling in an Academic Center, a student assumes not only the rights and privileges of membership, but also the duties of citizenry associated with maintaining the values of New York University and respect for the culture, customs and laws of the nation in which the student is a guest. Each student studying away is expected to show both within and without the University such respect for order, morality, personal integrity, and the rights of others as is expected of good citizens. Failure to adhere to this Standard will be sufficient cause for disciplinary action and possible removal from the University and Study Away Programs.

The Study Away Standard is applicable in a variety of situations. Actions which may be in violation of it include, but are not limited to:

- Behavior which causes injury to one's self or others or creates a condition that presents a credible threat to the health and safety of one's self or others;
- Behavior which unduly compromises the psychological or academic well-being of others;
- Property damage and attempts to damage University, third party or public property;
- Theft of University and non-University property, such as street signs, furniture or personal belongings;
- Forgery, plagiarism or cheating;
- Sexual harassment and other sexual misconduct;
- Harassment or other misconduct predicated upon the victim's gender, gender identity, race, religion, ethnicity, marital status or another protected status;
- Misrepresentation in seeking financial aid, University housing, or other University benefits;
- Misuse of University computer equipment or systems;
- Behavior which reflects negatively upon the University or compromises the University's interest and/or relationship with the host community in which it is located;
- Behavior involving the misuse or abuse of alcohol or drugs;
- Sending threatening or obscene messages to another student via the Internet, e-mail, telephone or voice-mail;
- Behavior that represents a serious affront to the culture, laws, or customs of the host community in which the site is located.

Because of the global nature and individual customs of NYU Study Away Programs, there is no absolute common response or penalty which applies to violations of the Study Away Standard. Infractions may lead to penalties ranging from formal warning and community service to dismissal from the site. In each case the determination as to the appropriate intervention may take into consideration the following: the nature and seriousness of the offense not only

in terms of University policy but also with respect to the laws and culture of the community in which the site is located; the impact of the behavior upon the campus and local community; the motivation underlying the offense; precedents in similar cases; the behavioral record of the student(s) involved; and any unique mitigating and/or aggravating factors associated with the matter.

- Students who are involved in incidents at an academic center may be charged with violating not only the applicable site specific policies but also with violating the fundamental principles of the Study Away Standard. Students determined to have violated the Study Away Standard, whether or not expelled from the site at which the violation occurred, may have admission offers to future study abroad sites rescinded at the sole discretion of the University.

XVII. **Substance Abuse and Alcoholic Beverages.** NYUSH is committed to maintaining a campus environment that is free of alcohol and substance abuse. NYUSH views the abuse of alcohol and drugs as being antithetical to the pursuit of educational excellence and the realization of one's full potential as a student and member of this community. Students at NYUSH are subject to the University policy on **Substance Abuse and Alcoholic Beverages**, subject to the clarifications and modifications set out below.

#### Alcohol

Alcohol may not be consumed in any NYUSH academic facilities, including the Student Center, under any circumstances. Likewise, students may not attend any NYUSH events while intoxicated, or bring any alcoholic beverages to any such events.

Students who are of legal drinking age may possess and consume alcohol within NYUSH residence halls in accordance with the following:

- Alcohol may be consumed only within assigned rooms or suites. Open containers of alcohol are prohibited in common spaces such as hallways and lounges, in public areas such as lobbies, or in outdoor areas adjacent to residence halls.
- Alcohol must be consumed responsibly. Excessive drinking will not be tolerated, and those who are found to be highly intoxicated in any NYUSH facility will face sanctions.
- Students who bring alcohol into a residence hall or possess alcohol in a residence hall are responsible for its legal use.
- Kegs or devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited. Devices or mechanisms that facilitate rapid consumption (funnel bongs, etc.) are also prohibited. Participation in activities that facilitate or promote the rapid, dangerous, and/or forced consumption of alcohol (i.e. drinking games) is also prohibited.
- Alcohol may not be sold or distributed in the residence halls.
- University funds allocated for hall government or programming activities may not be used for the purchase of alcohol.
- Students are responsible for the behavior of their guests, including any violation of the alcohol or any other policy.
- Students found to be in a highly intoxicated state in a residence hall may be subject to mandatory medical or psychological evaluation as well as appropriate disciplinary action.
- A resident may be consuming no more than one open container of alcohol at a time.

- Apart from those who reside there, no more than two people may be consuming alcohol at one time in any residence (dormitory room or apartment). More than two guests consuming alcohol constitutes a party, which is a policy violation.

#### Marijuana and Other Drugs

Any illegal substance, including marijuana, is prohibited in any NYUSH facilities. Any student who is found to be in possession of any illegal substances or any narcotics without a valid prescription will face disciplinary action and possible criminal charges. Water pipes, bongos, hookahs and other paraphernalia commonly associated with drug use are also prohibited. Students must obey local laws regarding the use, sale, and distribution of controlled substances.

**XVIII. University Smoke Free Campus Policy.** NYUSH is a smoke-free campus. Consistent with the goal of creating a healthful and comfortable environment for all members of the NYUSH community, smoking is prohibited at all times on the NYUSH campus, including in all of its buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, vestibules, loading docks, and on any other campus property. This success of policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. It is the responsibility of all members of the NYUSH community to comply with this policy. Members of the NYUSH community alleged to be smoking in violation of this policy may be subject to disciplinary action through the applicable process.

### **B. University Policies and Procedures**

All NYUSH students are expected to comply with all NYUSH and University Student Affairs policies and standards of conduct and to refrain from behaviors that are prohibited by NYUSH or University policy or departmental regulations. The University's Student Affairs policies are available at [www.nyu.edu/policies](http://www.nyu.edu/policies) and are subject to the modifications and clarifications included for NYUSH.

- I. Academic Integrity for Students at NYU
- II. Affirmative Action/Equal Opportunity.
- III. Bullying, Threatening, and Other Disruptive Behavior Guidelines
- IV. Disciplinary Policies and Procedures
- V. Eligibility for Financial Aid
- VI. Family Educational Rights and Privacy Act of 1974 (FERPA).
- VII. Global Academic Centers: Conduct Process and Procedures
- VIII. Guest Policies for Residence Halls
- IX. Library Conduct Code
- X. Library Food, Drink, and Cell Phone Policy
- XI. Policy on Personal Identification Numbers
- XII. Policy on Photocopying Copyrighted Materials
- XIII. Refund Policy for the University
- XIV. Resources Available to Victims/Complainants of Assault, Harassment and Other Forms of Sexual Misconduct
- XV. Responding to the Use, Possession, and Distribution of Alcohol and Other Drugs Within the University's Wellness Paradigm
- XVI. Responsible Use of Computers and Data.
- XVII. Rules for the Maintenance of Public Order
- XVIII. Satisfactory Academic Progress
- XIX. Service Animal Guidelines.
- XX. Sexual Assault, Harassment and Other Forms of Sexual Misconduct
- XXI. Statement of Policy on Intellectual Property



- XXII. Student Leave Policy
- XXIII. Student Policy on Immunization
- XXIV. Study Away Standard
- XXV. Substance Abuse and Alcoholic Beverages.
- XXVI. Marijuana and Other Drugs
- XXVII. University Policy on Student Conduct
- XXVIII. University Smoke Free Campus Policy.
- XXIX. Weapons, Simulated Weapons, and Theatrical Use of Weapons

### C. Policies Applicable to Students Who Are Citizens of the People's Republic of China

- I. Military Service According to the Military Service Law of the People's Republic of China and National Defense Education Law of the People's Republic of China, the citizens of China have the responsibility and obligations for national defense education. All the colleges and universities in China should organize military training activities as well as other national defense education activities, whose purpose is to improve students' political consciousness through rigorous military training, to inspire students' patriotic sentiment, and to move forward the revolutionary heroism. Through these activities Students should learn how to work hard, develop a good life style, understand the organizational discipline well, and have a basic knowledge of national defense skills. Shanghai New York University will be in accordance with these laws, organizing relevant activities requested in the future.
- II. Hu Kou/Household Registration
  - Relocation of Hu Kou  
All admitted freshmen whose household registration is not Shanghai, can choose whether to relocate their household registration (Hu Kou) into the NYUSH account, but not required. The window of opportunity to transfer the Hu Kou must be completed during the same year as enrollment before 12/31 of that year. If they wish to relocate, the student should take their national ID card and the Hu Kou transferring notice provided by their local police bureau to the NYUSH Office of Student Life upon registering with the university. Students are advised to keep a copy of the transferring notice in case of future need or when asked by local authorities. Once the transfer is complete, the student will not be able to transfer their Hu Kou from the university except, when withdrawal, dismissal, or under extra ordinary situations.
  - Hu Kou Change of Status \*For individuals who hold a migrant household registration in Shanghai seeking to convert to an ordinary Shanghai household registration. The admissions office of NYUSH will be able to issue a verification of enrollment and provide documentation to begin the process of the change. Students will take all necessary documentation to the local police bureau to officially make the change.
  - Exceptions According to the policies of the Shanghai Municipal Education Commission, there is no need for the students who are Shanghai registered residence to do the Hu Kou Migration. The students who are not Shanghai registered residence but took the national university entrance exam(Gao Kao) at Shanghai are not allowed to transfer their Hu Kou based the SMEC policy.

- [ID card/Passport/Pass to Hong Kong and Macau area](#) Students who transfer their Hu Kou into the NYUSH account will need to apply for a new Identification card. During this time, if students lose their ID card, they will need to contact NYUSH Public Safety office to get a replacement card. In addition, for new and replacement passport or other government issued documents, they must first contact NYUSH Public safety office to get a proof of their registered residence status. Upon receiving the necessary documents, students will begin the process of application with the Exit-Entry administration Bureau of Shanghai.

#### Teacher Certificate

If students wish to pursue employment as a teacher in Shanghai, they are required to transfer their Hu Kou to Shanghai. A Shanghai Hu Kou is required in order to take the Shanghai Teacher Certificate examination. It is highly recommended that students who would like to apply for the Shanghai Teacher Certificate in the future should follow the procedure to transfer their Hu Kou to the NYUSH account.

#### III. [Communist Party of China and Youth league membership](#)

Students who have the CPC or the Youth League membership should also plan to transfer their membership upon registration at the NYUSH. Students should follow the CPC and Youth League policies and other relevant laws during their enrollment. Participation in CPC and Youth League events or activities will be requested.

#### IV. [Dang An / Personnel Files](#)

Based on China's laws and policies, NYUSH is authorized to be responsible for transferring, keeping, and managing all the students' personnel files. If students are transporting their own personnel files to university, these files must be sealed. Personnel files should be handed to the Office of Student Life upon registration.

### D. Policies Applicable to Students Who Receive U.S. Federal Funding

- I. [Eligibility for Financial Aid](#)
- II. [Lenders and Guarantors](#)
- III. [Loan Deferment](#)
- IV. [Preferred Lenders](#)

### E. Housing Policies

- I. **Residence Hall Conduct.** NYUSH is committed to the overall educational and personal development of its students and views the residence halls as an important environment for learning and personal growth. Every member of the residence hall community is expected to uphold certain general responsibilities to ensure that the residential environment is a safe, respectful and constructive venue for living and learning. Every member of the community is expected to uphold certain general responsibilities to ensure the growth and development of NYUSH 's mission, including but not limited to:
  - Respecting all members and policies of the NYUSH and Shanghai communities.

- Respecting the customs, culture and laws of Shanghai and the PRC.
- Respecting the physical facilities of NYUSH including the furnishings, equipment, and grounds.
- Respecting the diverse lifestyles, opinions, and pursuits of the individual members of the community.
- Informing NYUSH Administrators or the Department of Public Safety about behavior that is disrespectful to community standards as well as situations that infringe on the safety of the community.

To achieve this goal, NYUSH reserves the right to review all alleged violations of the following Residence Hall Conduct Policies and to initiate disciplinary action and impose sanctions when appropriate. Residents will be held accountable for violations of the following policy whether committed by themselves or by their guests. Students found to be present while a violation is occurring may be considered participants and may also be subject to disciplinary action. Prohibited items described in this section will be confiscated and discarded.

## **II. Health and Safety Violations**

- Tampering with fire safety or other safety equipment.
- Possessing flammable decorations, appliances, or other property that may be deemed a fire hazard.
- Causing a fire or false alarm.
- Failing to respond and evacuate if required at the sounding of the fire alarm system.
- Possessing or storing a gas engine vehicle or any form of combustible fuel.
- Possessing weapons, including, but not limited to knives, mace, explosives, fireworks, firearms, or ammunition.
- Throwing and/or causing objects or any substance to be directed from, into, or onto residence hall windows, doors, terraces, ledges, roofs or other areas.
- Possessing, using or distributing an alcoholic beverage in violation of alcohol policies as established in this document.
- Being in the presence of a violation of the alcohol policies as established in this document.
- Possessing, using, or distributing an illegal or controlled substance and/or related paraphernalia in violation of substance policies as established in this document.
- Being in the presence of a violation of the substance policies as established in this document.
- Possessing unauthorized furniture.
- Tampering with devices and furnishings in a residence hall room.
- Installing an unauthorized lock on a bedroom, bathroom, or suite door.
- Inadequately securing one's residence hall room and/or failure to lock room doors.
- Failure to present a valid ID card or properly identify oneself when entering a residence hall or when requested to do so by any authorized staff member.
- Unauthorized access or use of restricted areas in or about a residence hall, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits.
- Unauthorized entry into any part of a residence hall, or contributing to such unauthorized entry of another individual. This includes fraudulent attempts (misrepresentation, using false identification, etc.) to enter or to allow another individual to enter any part of an NYUSH residence hall.

## **III. Administrative Violations**

- Moving to another room or residence hall without authorization.

- Occupying residence hall space assigned to another resident.
- Subletting a residence hall room, suite. Allowing an individual to reside in a residence hall without authorization.
- Failing to abide by or fulfill terms of a sanction issued by the Student Life Department.
- Failing to properly complete the check-in/out procedure.
- Unauthorized possession or use of a key to property or premises owned, used, and/or operated by NYUSH.
- Unauthorized painting, construction, or other modification in a residence hall room or common area.
- Violating any stipulation of the student housing license during the license period.
- Failing to comply with the authorized request of any administrative representative of NYUSH.

#### **IV. Community Standards Violations**

- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of the residence hall community, and/or the regular operation of NYUSH.
- Harassment or abusive behavior toward another by any means for any reason.
- Physical violence, actual or threatened, against any individual or group of persons.
- Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person or oneself.
- Vandalism or damage to personal or NYUSH property.
- Theft or unauthorized use or possession of personal or university property or services.
- Excessive noise as established in this handbook.
- Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member or members of the residence hall community.
- Keeping or caring for pets or animals in any residence hall.
- Unauthorized solicitation, recruitment for membership, subscription, polling, posting, canvassing or commercial sale of products, services, or tickets in the residence hall.
- Smoking in the residence halls. Smoking devices, including but not limited to pipes, bongs, and hookahs, are not permitted in the residence halls.
- Conducting any business for profit from any residence hall.
- Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room.
- Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of a residence hall.
- Filming or videotaping in or into any area of a residence hall without authorization.
- Gambling in the residence hall.

## 4. Student Life Resources

### A. Health Insurance for International Students

HTH Worldwide ([www.hth.org](http://www.hth.org))

HTH is a global specialty health insurance and service company serving over 400,000 students, travelers, and multinationals/expatriates – collectively “globalists.” Helping identify, access and pay for quality healthcare anywhere in the world, HTH is differentiated by global health and safety databases/online tools and a proprietary, qualified international community of nearly 11000 provided in 180 nations.

About Your Coverage as an NYUSH Student

100% Coverage for all reasonable expenses associated with physician office visits, inpatient hospital services, and hospital and physician outpatient services with no deductible and cashless service

Items that are not covered by HTH

- Elective plastic or cosmetic surgery
- Expenses incurred as a result of a pregnancy in which conception occurred before coverage began.
- Elective termination of pregnancy
- Care of the teeth, gums, jaw or structures directly supporting the teeth, unless they result directly from an Injury which necessitated medical treatment. Except for congenital condition or anomaly.
- Expenses incurred in connection with weak, strained or flat feet, corns or calluses.
- Participation in a felony

Getting Started: REGISTER WITH HTH ONLINE AND PRINT OUT YOUR ID CARD ASAP using these three steps:

- 1) Find the email from HTH in your NYU mailbox which contains your “Certificate Number.”
- 2) Go to <https://www.hthstudents.com/login/step1.cfm> , enter your NYU email address and “Sign In”. Fill in the appropriate information on the next page.
- 3) After you have completed your registration, click on the “My Benefits” tab and print out your ID Card.

Once you have registered at [hthstudents.com](http://hthstudents.com), visit the site to:

- Review your insurance plan benefits
- Review your emergency assistance brief
- Download claim forms and instructions: check claims status
- Search for doctors, hospitals, or clinics in your area
- Review health and safety information about Shanghai or other travel destinations
- Translate medication names, medical phrases and terms
- Review recent health and security news and sign up to receive personalized email alerts

**B. Health Insurance for Chinese Nationals:** All Chinese Nationals while in China must maintain a local government sponsored plan or commercial plan. When students study away outside of China, they will automatically be enrolled and will pay the cost of the HTH Worldwide plan.

### **C. Wellness Counseling**

Wellness counselors will also be available for one-on-one counseling sessions and will provide tools and resources through workshops and programs to help students maintain a healthy and positive balance. Student can access a 24-hour wellness hotline should they find a need to speak with a counselor at any point of the day to help address any questions, concerns or challenges

### **D. Visa/Hukou Information**

Students must hold a valid visa at all times while in China. International students will be issued a F visa for 6 months or less or an X visa for those here for more than a year. The visa can be converted to a resident permit after completing a medical examination and submitting additional paperwork.

### **E. Scholarship & Student loan Information**

Students who receive scholarships will have the money applied to their bursar's account. NYUSH will be offering students financial aid based on information filed in the PROFILE. This also includes federal and private loans (See "Eligibility for Financial Aid" above).

## **5. Campus Living Information**

### **A. What to Do if You Get Sick**

1. Make an appointment at Shanghai United Family or Parkway Health. Phone numbers are listed below. Upon request, they will send the appointment information to your cell phone number, in English and Chinese, so you can show the cab driver; and
2. Call (001-610-254-8772) or e-mail (GlobalHealth@HTHWorldwide.com) HTH in advance of your visit so that you don't have to pay for your visit. Provide HTH with your name, date of birth and policy number as well as the reason for your visit, the name of the clinic and its address and the date and time of your visit. HTH will send a "guarantee of payment" to the clinic, so that the clinic will bill HTH directly.
3. Take your passport/Identification with you when you go.
4. Get a doctor's note if you're missing class.

Shanghai United Family Hospital 2216-3900	1139 Xian Xia Lu Changning District
Parkway Health	Multiple Locations 6445-5999
HuaShan Hospital 3986	12 Wulumiqi Zhong Road 6248-
Rui Jin Hospital	197 Rui Jin Er Road 6437-0045

### **B. Sports & Recreation Information**

The Center for Student Involvement/Athletics located in Science Building Room A302 will provide support for students looking to engage in recreational

sporting activities. This includes the fitness center, intramural sports, and equipment that students can check out.

### **C. Eating on Campus**

There are three cafeterias on the campus, but the closest to the Geography Building and the biggest one is the HeXi Cafeteria. There is also a small food court called Gourmet next to the cafeteria, all the counters can be paid by cash.

### **D. Transportation**

Getting around in Shanghai is very easy, with 12 subway lines and hundreds of bus lines, you can basically go anywhere in Shanghai by public transit.

#### Transportation Cards

Transportation cards can be used on all buses, subways & taxis in Shanghai. Transportation cards are sold at the help desk in any subway station. There is a 20 to 30 RMB returnable deposit. Money can be added to the transportation card in any subway stations, spdbank and convenience stores such as Kedi.

#### Bus

Bus fare in Shanghai is normally 2RMB, but some of the extra long lines have bus fare up to 4RMB. For 2RMB buses, there will be no ticket seller, so make sure to bring change or your transportation card.

From the Main Gate

- Bus 765| Zhongshan Park/Haifang Lu/ Xikang Lu | Attraction: Jade Buddha Temple
- Bus 67 |Cloud Nine Shopping Center/ Zhongshan Park

#### Taxi

There are various taxi companies in town, but it is always safer to take taxis from the bigger taxi companies such as 大众 (Dazhong) (turquoise), 强生 (Qiangsheng) (yellow or green), 巴士 (Bashi) (green) & 锦江 (Jinjiang) (white). The basic fare starts at 14RMB from 3KM, but from 11pm to 5 am, the fare starts at 16RMB. Be sure to keep the receipt, in case you lose anything in the cab.

#### Metro

Shanghai currently has 12 metro lines, which take you most places in Shanghai. Line 2, which passes through Hongqiao Airport, Zhongshan Park, People's Square, Lujiaai, and Pudong Airport, is the main line in the city. Both buses 765 and 67 can take you to Zhongshan Park station.

### **E. Phone information**

#### International Phone Calls

From China to the US: 001-area code—#

From US to China:

011-86 + Chinese cell phone

011-86- 21 + Shanghai landline number

#### Cell Phones

Mobile phones can be purchased at electronics stores, shopping malls, and mobile phone stores. They are relatively easy to find. They operate on pre-paid SIM cards. You simply have to purchase pre-paid cards from a telephone card stand or convenience store and then load the phone with money.

## **F. Currency**

### Basics

Local currency: Renminbi or RMB

Units: Yuan (usually called “kuai”). One Yuan = 10 Jiao (usually called “mao”) = 100 Fen.

Denominations: Coins come in 1, 2, and 5 Fen (rarely used these days), 1 Mao & 5 Mao.

Notes come in 2 Mao, 5 Mao, and in 1, 2, 5, 10, 20, 50, and 100 Yuan denominations.

### Carry Cash

Although more shops, hotels, and large restaurants in Shanghai now accept major credit cards, you should plan on making most of your purchases using cash. Please note that some stores require a six-digit security pin rather than four (meaning that they don't accept foreign credit cards).

### Exchanging Money

Banks are the best places to exchange money for reliable and reasonable rates. Usually Bank of China or ICBC are the best place to exchange money. The closest exchange center to campus is at the front gate of ECNU.

### Debit Cards & ATMs

Having a Bank of America account in Shanghai can be beneficial as Bank of America now controls a portion of China Construction Bank and as per their agreement you can use Versa-teller ATM cards at China Construction Bank for no additional fees to withdraw RMB from US-based B of A accounts.

For others, you can use an international ATM card at many of the larger branches of Chinese banks. Some of the most reliable banks include: Bank of China, Bank of Communications, China Construction Bank, Bank of Shanghai, and Shanghai Pudong Development Bank. Also note that Capital One credit cards charge no foreign conversion fee when used abroad. This could cut out some of the stiff fees other cards charge when used abroad.

If an ATM machine keeps your debit card, you should take down all of the information about the ATM machine, including the name of the bank, the location/address, and any phone number listed on the ATM machine. Also note the day and time your card is taken by the machine. If you need assistance in contacting the bank, please reach out to The Office of Student Life.

## **G. Spiritual Life**

Students who wish to find a place of worship will be happy to know that there are a number of growing religious services and communities in Shanghai. While you will find that the city is typically less religious than in some parts of the world, or perhaps your home, the Student Life staff understands the importance of religious and spiritual development and will assist you in finding both religious services and support during your time here in Shanghai.

## **H. LGBTQ Resources**

Students who are seeking support for sexual orientation or gender identities should contact the Office of Student Life. Staff members are happy to provide up to date information on resources, support and information about the LGBTQ community in Shanghai. Shanghai is quite a modern city and is fairly supportive of LGBTQ persons with a good number of social venues to engage with the LGBTQ community. Speak with the Office of Student Life about specific questions and help! The Office of



Student Life is considered a “Safe Zone” where staff members are both supportive and specially trained to speak to any students questioning his/her/ze sexual or gender identity. You may also want to participate in the NYU LGBTQ Student Center’s Q-Chat program, an online discussion forum for those questioning their sexual and/or gender identity as well as those thinking of coming out or who have come out. Check it out at: <http://www.nyu.edu/lgbt/qchat.html>

### I. Useful Contact Information

American Consulate General	3217-4650 ext.2102/2103/2114
Police	110
Ambulance	120
Fire	119
Taxis	[●]
Dazhong	96822
Qiangsheng	6258-0000
JinJiang	96961
Bashi	96840