

NEW YORK UNIVERSITY

TischAsia
SCHOOL OF THE ARTS

**NYU TISCH SCHOOL OF THE ARTS ASIA
STUDENT HANDBOOK**

ACADEMIC YEAR 2011 – 2012

ABOUT THIS HANDBOOK

The purpose of this handbook is to help familiarize you with the policies and procedures of NYU Tisch School of the Arts, Asia Ltd. (“Tisch Asia”). Much of the information contained here will affect you on an ongoing basis – matters such as academic standards, grading policies, registration regulations, degree requirements, etc. We expect you to become conversant with the policies and procedures that affect your life as a student of this school and as a student of a particular department.

The Tisch Asia Student Handbook (“Handbook”) should be used in conjunction with any specific departmental guidelines and degree requirements that may be issued from time to time. You should keep these texts in an accessible place and consult them as needed throughout your career at Tisch Asia.

This Handbook is an official publication of Tisch Asia and New York University (“NYU”). If you do not find the answer to your questions in this handbook please contact the Senior Director of Administration, Tisch Asia. You are also encouraged to visit our website, <http://tischasia.nyu.edu.sg>, or to address your questions to us by email at tisch.asia@nyu.edu.

Tisch Asia’s mission is to provide educational services and programs for NYU. As a student enrolled in Tisch Asia, you will be conferred a degree from New York University. Therefore, you are an NYU student and as such, you may be directed in this Handbook to comply with the laws of the United States of America (“**U.S. laws**”). Thus, where appropriate, relevant U.S. laws will be incorporated in the policies set out in this Handbook. You are also a student studying in Singapore and are required to observe Singapore laws, customs, and practices.

We hope that Tisch Asia provides you with a rewarding educational experience.

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1. DIRECTORY OF ADMINISTRATIVE OFFICES AND PERSONNEL

DEPARTMENT	NAME	OFFICE	PHONE
	Kartini Rahman, Senior Director of Administration	#04-17	6500-1702
	Timothy Tan, Director of Public Affairs & Marketing	#04-36	6500-1705
	Juanita Rodrigo, Director of Faculty Affairs and Special Projects	#04-16	6500-1706
FINANCE	Chua Yong Heng, Director of Finance	#04-18	6500-1708
	Alice Jacqueline, Finance Coordinator	#04-18	6500-1735
CONTINUING EDUCATION	Azliana Abdullah, Associate Director of Marketing and Recruitment, CCE	#04-35	6500-1733
	Wai Xiao Wen, Associate Director of Marketing and Recruitment, CCE	#04-35	6500-1707
	Catherine Ling, CCE Coordinator & Assistant to the President	#04-28	6500-1704
STUDENT AND ACADEMIC SERVICES	Jocelyn Chng, Senior Manager, Student and Academic Services	#04-15	6500-1701
	Theeba Rani, Assistant Manager, Student and Academic Services	#04-21	6500-1715
	Fauzana Sulaiman, Administrative Assistant, Student and Academic Services	#04-21	6500-1734
PRODUCTION/ POST-PRODUCTION	John Burkhart, Director of Production & Post-Production	#04-19	6500-1722
	Amos Katz, Associate Director of Production	#02-05	6500-1728
	Production Center	#01-10	6500-1723
	Post-Production Center	#03-25	6500-1724
ACADEMIC DEPARTMENTS	Dhushanthini, Assistant to Chair, Film	#03-06	6500-1709
	Drayton Hiers, Production Coordinator & Administrative Assistant, Dramatic Writing	#03-06	6500-1761
	Vaani B, Assistant to Chair, Animation & Producing	#03-06	6500-1718
	Andrew Jordan, Assistant Director, Animation & Digital Arts	#02-25	6500-1713
	Suharni Sarni, Administrative Assistant, Admin/Library	#04-21	6500-1755
	Nurbilla Hamid, Receptionist		6500-1717
	Ricardo Rosco, IT Coordinator	#02-25	6500-1792
	Security		6500-1777
	NYU Wellness Exchange (toll-free)		6500-1767
	NYU ITS Helpline (toll-free)		800-181-1101

2. ACADEMIC CALENDAR FOR 2011 - 2012

This calendar applies to all Tisch Asia students, irrespective of program. Please note that individual departments may post separate program calendars as well. Students should check with their department regarding program-specific dates and events.

Semester 1: Fall 2011

August 24 – September 2, 2011	Orientation Week
August 30, 2011	Hari Raya Puasa (Singapore Holiday – No Classes, Building closed)
September 2, 2011	Deadline to make amendments to Health Insurance enrollment
September 5, 2011	Fall Semester Begins - First Day of Classes
September 21, 2011	Fall Semester Tuition Payment Due
September 21, 2011	Last day to drop/add classes on Albert
October 26, 2011	Deepavali (Singapore Holiday – No Classes, Building closed)
November 6 – 7, 2011	Hari Raya Haji (Singapore Holiday- No Classes, All offices closed)
November 14, 2011	Registration for Spring 2012 semester begins (Estimated Date)
November 24, 2011	Thanksgiving (No classes, All offices closed, Limited Student Spaces Open)
December 16, 2011	Last Day of Classes
December 24, 2011	Christmas Eve (Building Closed)
December 25, 2011	Christmas Day (Building Closed)
December 26 – 31, 2011	Winter Break (Building Closed)

Semester 2: Spring 2012

January 1 – 2, 2012	New Year's Day (Building Closed)
January 3 – 22, 2012	Winter Break
January 23 – 24, 2012	Chinese New Year (Singapore Holiday – No Classes, Building Closed)
January 25, 2012	Spring Semester Begins – First Day of Classes
February 1, 2012	Tuition Payment Due
February 5, 2012	Last Day to Drop/Add courses on Albert
March 12 - 17, 2012	Spring Break (No Classes, Building Open)
April 6, 2012	Good Friday (No classes, All offices closed, Limited Student Spaces Open)
April 23, 2012	Registration for Fall 2012 semester begins (Estimated Date)
May 1, 2012	Labor Day (No Classes, All offices closed, Limited Student Spaces Open)
May 5, 2012	Vesak Day (Singapore Holiday – No Classes, All offices closed)
May 7, 2012	Last Day of Classes
May 8 - 11, 2012	Final Shows, Presentation, Make-up Classes take place
May 10 or 11, 2012	NYU Tisch School of the Arts Asia Graduation (Singapore) (<i>To be Confirmed</i>)
May 16, 2012	Tisch School of the Arts Salute (New York) (<i>To be Confirmed</i>)
May 17, 2012	New York University Commencement (New York)

3. DESCRIPTION OF PROGRAM AND DEGREES CONFERRED

A. Master of Fine Arts in Film

Curriculum

The Master of Fine Arts (M.F.A.) program in film production is a concentrated three-year course of study integrating theory and practice in an effort to develop individual creative filmmaking potential. It provides detailed instruction and practical experience in the various aspects of film production, including writing, directing, acting, cinematography, editing, sound recording and applied aesthetics. The program also seeks to educate students in the workings of the industry and the demands of a career in film.

The M.F.A. program features award-winning faculty and outstanding production facilities, all situated against the backdrop of Singapore, one of the most exciting and dynamic regions in Asia.

Three-Year Progression

First-year students are immersed in all aspects of film production, attending classes that explore aesthetic principles as well as technical applications. In addition to their course work, students write and direct three short productions, working on each other's projects by rotating crew positions. The projects focus on visual storytelling, dramatic structure, cinematic technique, and working with actors.

During the second year, students are introduced to more advanced aspects of film production, both inside and outside the classroom. Each student creates a 10-minute film that builds on the principles established during the first year. Every aspect of this project, from the writing of the script through pre-production, production, and editing is executed with the highest level of craft and creativity. In addition, students may choose to begin work on a feature-length script to be completed by the end of the third year.

The third year of the program is more self-designed. From a wide range of classes, students look to expand their work in areas of particular interest. Advanced courses are offered in cinematography, producing, postproduction, directing actors, and feature script writing. In the third year and beyond, the program offers support for students who seek help in entering the industry. Most students complete the requirements for their M.F.A. by directing a thesis film. Each thesis film is reviewed by a faculty board, which then recommends the student for graduation. Students may also satisfy their thesis requirement by achieving a level of proficiency in producing, cinematography, or editing and by functioning in that capacity on a number of thesis projects.

B. Master of Fine Arts in Dramatic Writing

Curriculum

The Master of Fine Arts (M.F.A.) program in Dramatic Writing is a two-year sequence of full-time study with concentrations in Playwriting, Screenwriting, or Television Writing.

Two-Year Progression

At the beginning of the program, students enroll in the Division of Playwriting and also in the Division of Film and Television Writing. As their studies advance, students select one medium for concentration.

Graduate seminars in theatre and film require students to write an original 10-minute play, a one-act play, a full-length play, and a full-length screenplay. Individual workshops give students the opportunity to try out ideas and assess their suitability for writing for television, film, or theatre. Just as an artist uses

a sketchbook to work out an idea for a painting, graduate students in the Dramatic Writing Program use film, videotape, or staged readings as a means of seeing how well their work holds up in the medium for which it is intended. In special seminars on contemporary theatre, students meet with visiting playwrights, directors, and literary managers to discuss current topics in the theatre.

Students meet in weekly workshops with faculty, whom are professional writers. At times, when the faculty feels it would be of benefit to student work, they call on outside writers to act as consultants and critics. In each student's last semester, when the graduate thesis project is completed, a group of professional advisers to the program --all prominent producers, directors, and writers – view the student work and discuss their reactions with the writer. These "crit sessions" mark the writer's readiness to have their work shown to the public.

C. Master of Fine Arts in Animation and Digital Arts

Curriculum

The Master of Fine Arts (M.F.A.) program in Animation and Digital Arts is a two-year sequence of fulltime study where students are immersed in a unique creative environment that teaches the traditional forms of the art of animation and explores a sandbox of advanced techniques and digital technologies. From capturing the motion of a dancer to animating facial expressions following a human voice, students will explore ways to re-create motion and to create relationships through storytelling.

Two-Year Progression

At the beginning of the program, students dabble in both the art and craft of animation. Classes focus on working with traditional media – hand drawing, painting, sculpture – and according to traditional forms of arts. Students also learn how to master digital animation and video techniques for observation, capture, analysis, visualization of motion from real life. Students complete a short animated film project each semester.

Second year courses include a thesis workshop, for thesis research, and a thesis class, for the production of an animated short film or an interactive installation. Classes cover the development phase and how to draw the map of a story, how to design animated characters and how to transform a story into spatial experiences. Students may also learn how to produce animation for the web in order to promote and broadcast a professional portfolio.

As students progress in the program, they are involved in more collaborative projects. Students explore new perspectives for animation in close relationship with professionals from the industry. Classes also cover advanced animation topics including animation for interactive storytelling and gaming, animation for specific fields (i.e. scientific visualization), procedural animation and programming for animation.

D. Master of Fine Arts in International Media Producing

Curriculum

The Master of Fine Arts (M.F.A.) program in International Media Producing is a two-year sequence of fulltime study in all aspects of producing, finance and marketing as well as the art and craft of media production. Fundamentally, all students will be trained in multiple artistic mediums, but they can concentrate on a track of their choice [from one of the following four media: film/TV, theater, new media or music] and become skilled and intelligent producers who can identify and produce worthy projects in the world market.

This is a specialized program designed to provide graduate students with a framework for understanding the dynamics of producing as an art form and a business profession. MFA in Producing students will be required to

complete a minimum of 68 credits that deepen their understanding of the interdisciplinary, global and creative dimensions of producing.

Two-Year Progression

Students will take a total of 38 credits in required courses, 18-20 points in one of the following tracks – Film and Television, New Media, Music or Theater – and 10 and 12 credits in elective credits [including their 4 point thesis work]. For the elective credits, students can choose to continue to focus on a particular industry and layer courses focused on that discipline, or explore complimentary courses in another track.

E. Time Limit for Completion of Degree Requirements

The time limit for completing all requirements for all MFA programs is 5 years from the date of matriculation. For students granted official leaves of absence, the length of time will be extended by the length of the leave granted. Completion of degree requirements is contingent upon meeting all Singapore immigration regulations.

4. TUITION

Tuition rates for NYU Tisch School of the Arts Asia will be the same as tuition rates for Tisch School of the Arts in New York. Fees for registration, services, and equipment insurance will be different.

Tuition and Fees for Tisch Asia, 2011-2012

	Tuition (USD)	Registration & Services Fees	Equipment Insurance Fees	Total* (USD)
Animation and Digital Arts	\$44,616	\$1,516	\$350	\$46,482
Dramatic Writing	\$44,616	\$1,516	-	\$46,132
Graduate Film	\$44,616	\$1,516	\$1090	\$47,222
Producing	\$44,616	\$1,516	\$350	\$46,482

***Additional Health and Insurance Fees Apply**

Enrolled students must have health insurance and choose from two providers, HTH or CHP. Depending on the carrier and plan chosen (HTH, CHP Basic, or CHP Comprehensive), health insurance fees range from \$482 to \$2,513.

Mandatory Dental Insurance is \$190.24.

5. IMMIGRATION REQUIREMENTS

Any student who is not a Singapore citizen or Singapore Permanent Resident is required by law to obtain a valid Student Pass before commencing classes. Your Student Pass should be valid for the duration of your program in Singapore.

Tisch Asia will assist you in applying for a Student Pass from the Immigration & Checkpoints Authority (ICA) of Singapore, and you are required to provide Tisch Asia with a copy of your Student Pass once you have collected it from the ICA. All students must provide Tisch Asia with a copy of their Student Pass before the start of the academic year.

If you have a Dependent's Pass or a Long-Term Social Visit Pass, you must nonetheless submit an application for a Student Pass in order to study at Tisch Asia. However, upon approval of your application, you may then choose to receive either a Letter of Consent, or to complete formalities should you decide that you would like to receive a Student Pass. If you choose the former option, you must provide Tisch Asia with a copy of your Letter of Consent before the start of the academic year.

Students who are maintaining matriculation on a full-time basis may apply for a Student Pass, or apply to extend their current Student Pass, from the Immigration & Checkpoints Authority (ICA) of Singapore. Application and issuance fees will need to be paid to the ICA. Note also that the approval of these applications is at the sole discretion of the ICA.

If you lose your Student Pass, you are required to file a police report and apply for a replacement from the ICA within 7 days from the date of loss. If, at any time, you cease to be a student of Tisch Asia, or if you go on a Leave of Absence, you must return your Student Pass to ICA within 7 days. You will then be issued with a Social Visit Pass. It is your responsibility to ensure that your stay in Singapore is legal at all times.

6. REGISTRATION AND MATRICULATION

A. Definition of Registration, Matriculation, and Full-time Status

This section is meant to help you understand the difference between “being registered” and “being matriculated,” as those terms are commonly used. The distinction is an important one because many aspects of your student life are affected (e.g., matriculate status affects financial aid, housing, and, in some cases, your insurance coverage).

You are considered registered when you have completed the registration process and when you have fulfilled your financial obligation to the satisfaction of the Bursar (in most cases, this involves full payment of tuition).

Matriculation means:

- you have satisfactorily met all Admissions Office requirements for acceptance into a degree or certificate program (that usually includes, but is not limited to, evidence of secondary school graduation and final official transcripts of all college work); *and*,
- you are enrolled in course work leading to a degree (for an exception, see Leave of Absence).

You are not matriculated until you have met all requirements for admission. In some cases, students are admitted to the School (with the expectation on the part of the Admissions Office that requirements will be met), register, and are not yet matriculated. You must establish matriculate status immediately upon entering school if you were accepted as a degree or certificate student.

You are considered a full-time student if you register for 12 or more credits in a semester.

Note: At NYU, “points” and “credits” should be considered inter-changeable terms.

B. Maintenance of Matriculation

Graduate students who have completed all course work, but have yet to complete final thesis requirements, must maintain matriculation each fall and spring semester until all degree requirements are fulfilled. To maintain matriculation, students register online on Albert. In addition to the maintenance of matriculation fee, the

University charges students a registration and services fee. Student health insurance fees are charged for those who opt to enroll in one of the available plans.

Special note to Graduate Film and Animation & Digital Arts students:

If students are eligible to use equipment while maintaining matriculation to complete their thesis, a fee will be charged.

C. Equivalency

Certification of equivalency status is important for one or more of the following reasons: a) eligibility for financial aid; b) renewal or fulfillment of the terms of a student visa; c) deferral of student loan repayments; d) eligibility for certain health insurance plans.

Full-time equivalency: a student may be judged by her or his department as full-time equivalent if she/he is engaged in at least forty (40) hours of work on the thesis project each week of the semester.

Half-time equivalency: a student may be judged by her or his department as half-time equivalent if she/he is engaged in at least twenty (20) hours of work on the thesis project each week of the semester.

Time limits on equivalency: a student maintaining matriculation may be certified as full-time equivalent for a maximum of two consecutive semesters or half-time equivalent for a maximum of four consecutive semesters.

For example, a student maintains matriculation for two semesters and is certified full-time equivalent for both semesters. If the student does not graduate at the end of this period, then an extension must be applied for through the department. Any student being certified full-time or half-time equivalent is either registered for course work or maintaining matriculation.

D. Special Note on Maintenance of Matriculation in General

Maintenance of matriculation is **mandatory** for any graduate student still working toward his/her degree. If a student neglects to register to maintain matriculation and thus does not have a status with the school for more than three (3) consecutive semesters, the student will be deemed to have withdrawn and will have to apply for readmission in order to graduate. If a student does not register to maintain matriculation for three (3) consecutive semesters or less, he/she will be retroactively charged the relevant fees for the respective number of semesters, and will be liable to pay them in order to graduate.

Procedure for Maintaining Matriculation and Establishing Equivalency:

To maintain matriculation, students must **register themselves on Albert**. To establish equivalency, the student must also complete the **Full-Time/Half-Time Equivalency Form (To Maintain Matriculation)**, available from the Tisch Asia SAS Website, the Department Assistants, or room #04-21. The student must submit the form to the department chair for approval, then to Student and Academic Services in room #04-21. Registration for maintenance of matriculation and equivalency must be completed no later than the third Monday of the semester.

Failure to register to maintain matriculation and to establish equivalency status will affect the student's ability to take out loans and to register for health insurance for the relevant semester.

Important notes on equivalency:

- A student employed full-time MAY NOT request full-time equivalency.

- The department chair must authorize and sign equivalency certification.
- Students taking leaves of absence or receiving waivers of matriculation fees are not eligible for full-time equivalency.
- Extensions beyond the two-semester limit for full-time equivalency are granted only under exceptional circumstances. They will be given only when a compelling case can be made to the Senior Director of Administration that the student has been working steadily on the thesis and has a valid reason for the extension.

E. AUDITING

Students are not able to audit, or sit in on classes for which they are not officially enrolled. Students may only attend those classes for which they have registered.

F. NON-MAJOR COURSES

Students in Tisch Asia MFA programs can register for a maximum of 8 points' worth of courses from programs outside their degree/major. This is on the condition that they fulfill their degree requirements and complete all required courses from their major.

7. DROP/ADD

There may be a number of reasons why you would need to change your course of study, or change course sections, before or during the semester. Be sure to read and follow these procedures carefully.

The following information applies only to Semester 1 (*fall*) and Semester 2 (*spring*).

There are a number of regulations and a strict calendar of deadlines governing changes in your program. Please consult the drop/add and refund schedule. You will see that your refund and the notation appearing on your transcript are affected. For a calendar of drop/add dates, and a calendar of the refund schedule, visit the registrar's calendar webpage at <http://www.nyu.edu/registrar/calendars>.

The process of changing your program or course section begins in your department. Although you can drop/add using Albert (home.nyu.edu) during the first two weeks of classes, you are responsible for adhering to the academic program approved by your department.

Albert registration ends after the second week of the term. After this time, if you wish to drop or add any courses, or to switch sections within the same course, you must fill out a PROGRAM CHANGE FORM and obtain the signatures of:

- 1) the instructor (if you are adding a course);
- 2) Chair of the department

The form is to be submitted to Student and Academics Services in room #04-21.

Note: Incomplete forms will be not processed

Courses cannot be dropped after the 9th week of the semester.

Remember that if you stop attending a class, or if you switch sections without having gotten the Program Change Form approved and signed, it is not an official withdrawal; if you do not officially withdraw, you will be graded accordingly, and may be assigned a permanent failing grade.

Restrictions and Notes on Registration:

- Late registration: If you register after the first week of classes, you are registering late. A late

registration fee goes into effect one week after the start of classes.

- If you drop a class during the first three weeks of a term, it will not appear on your record. After the 3rd week, the grade recorded will be a *W*. **There are no exceptions to this rule.**
- You may not drop a class after the 9th week of classes.

8. TRANSFER CREDITS

Transfer credit is evaluated by the department head in consultation with the Director of Graduate Admissions. Tisch Asia does not accept transfer credit from New York University or any other institution.

9. REFUND POLICY

Please remember that the refund schedule defined below applies only to fall and spring semesters. For summer information, see the All-University Summer Bulletin, or online at <http://www.nyu.edu/bursar/refunds/schedule.html>.

A refund of tuition will be made by the Bursar's Office after an Albert program change or presentation of a Program Change Form accompanied by the appropriate approvals. The refund will be automatically calculated according to the schedule published below. **The date on which the Program Change Form is processed by Tisch Asia Student and Academic Services, not the last date of attendance in class, is considered the official date of your withdrawal. It is this date that serves as the basis for computing any refund granted.** The refund period is defined as the first TWO calendar weeks of the term for which application for withdrawal is filed. No application that is filed after the second week will be considered. The processing of refunds takes approximately six weeks.

REFUND SCHEDULE	Refund Amount	Semester 1 (Fall)	Semester 2 (Spring)
Courses dropped during first two weeks of the semester	100% of both tuition & fees	Prior to September 20, 2011	Prior to February 6, 2012
After first two weeks of the semester	NO REFUND	September 20, 2011 forward	February 6, 2012 forward

It should be noted that the registration and services fee is in no case refundable once the semester begins. Special fees (e.g., lab, ticket and projection fees) are also non-refundable in all cases. Only under extraordinary circumstances are exceptions to the above schedule granted. Appeals should be made, in writing, to the Senior Manager of Student and Academic Services and should be supported by appropriate documentation regarding the circumstances that warrant consideration of an exception.

10. GRADUATION REQUIREMENTS

A. Expected Date of Graduation

The term in which you expect to graduate is a very important part of your student record. This is particularly true if you have financial aid of any form, including loans.

B. Applying for Graduation

Students may officially graduate in September, January or May. The Commencement ceremony for all schools is held in May. There are no ceremonies held in September or January.

You must apply for graduation on Albert. In order to graduate in a specific semester, you must apply for graduation within the application deadline period. It is recommended that you apply for graduation no later than the beginning of the semester in which you plan to complete all program requirements. Waiting to receive end of term comprehensive exams, thesis or final project results before you apply for graduation will result in a delay of your graduation date.

See <http://www.nyu.edu/registrar/graduation/deadlines.html> for Graduation Application Periods and Deadlines. See <http://www.nyu.edu/registrar/graduation/apply.html> for How to Apply for Graduation.

Once you have submitted your application, be sure to contact Tisch Asia Student and Academic Services to schedule a Graduation Check.

If you do not successfully complete all academic requirements by the end of the semester, you must reapply for graduation for the following cycle.

Please refer to the specific deadlines for the completion of requirements for each graduation available in the Graduation Deadlines Calendar link above. This information, as well as updated deadlines for application for graduation can be found on the Registrar's website at <http://www.nyu.edu/registrar/graduation>.

C. Diplomas

Diplomas are mailed to the permanent address on file approximately eight weeks after the degrees have been awarded. Please be sure to verify and update your address in the system, since diplomas are held only one year from the date of conferment. You may update your address on the ALBERT website <https://home.nyu.edu>

Diplomas of students in arrears will be held until their financial obligations to the University are fulfilled and they have been cleared by the Bursar. You may contact the Bursar's Office at +1-212-998-2806 to clear arrears or to discuss your financial status at the University.

Diplomas are issued only once. In order to ensure the absolute integrity of the document, the University will not, under any circumstance, issue a duplicate of an outstanding original. In the event of loss or damage, however, the University will supply, upon proper deposition and the payment of a fee to cover the cost, a Certificate of Graduation to serve as a legal substitute for the original document.

D. Deletion from Graduation

If the Registrar finds that you have not met all criteria for graduation, you will be sent a letter stating that you have been deleted from graduation and the reason for your deletion. The letter is sent after the actual day of graduation due to the strict schedule to which the Registrar must adhere; grades are submitted only days before graduation and final evaluation of student records and degree requirements occurs as graduation occurs. All correspondence regarding your degree is sent to the student's permanent address. If you are deleted, you should resolve your problem as quickly as possible. You will need to reapply for graduation.

11. OBTAINING AN OFFICIAL TRANSCRIPT

Transcript requests are handled by the NYU Registrar. Requests for official transcripts require the signature of the student requesting the transcript. Currently, the NYU Registrar does not accept transcript requests by e-mail. An official transcript may be requested via Albert, by selecting the "Transcript" option under the "Student Center" menu.

You can also request it in writing by either faxing a signed letter to +1-212-995-4154, or by sending a signed letter to:

New York University
Office of the University Registrar
P.O. Box 910
New York, NY 10276-0910
United States of America

You must include all of the following information:

- a. Student ID Number
- b. Current Name and any name under which you attended NYU
- c. Current Address
- d. Date of Birth
- e. School of the University attended and for which you are requesting the transcript
- f. Dates of Attendance
- g. Date of Graduation
- h. Full Name & Address of the person or institution to which the transcript is to be sent

The limit for official transcripts issued to a student is three. A request for more than three transcripts requires the full name and address of the college, University, prospective employer or scholarship agency to which the transcripts will be sent. You can indicate in your request if you would like the Registrar's Office to forward the transcripts to your home address, but they still require the name and address of each institution. There is no charge for academic transcripts.

Plan ahead. Make your transcript requests early and be sure to follow the instructions above. Unofficial transcripts and grades are available on the web via the ALBERT system: <https://home.nyu.edu/>. Grades are posted on ALBERT at the end of each term as they are received from the instructor of the course or the academic department offering the course.

The NYU Registrar can answer transcript questions at transcripts@nyu.edu.

12. GRADING SYSTEM

A. Grades

The following are terminal grades, i.e. grades that may not be changed once they have been recorded: A, B, C, D, P, F, W. The following is a provisional grade and cannot remain on the transcript: *Incomplete (I)*. An incomplete must be changed to a letter grade or will lapse to an F. For graduate students A indicates excellent work; B indicates good work and C indicates passable work. Instructors may give grades of plus and minus and these will be recorded and computed in your average. *There are no grades of A plus or D minus*. The grade of P or Pass indicates that you completed the work satisfactorily. Only certain courses in TSOA are graded using pass/fail grading. (See section titled "Pass/Fail Option".)

The grade of W indicates official withdrawal from a course. *Incomplete (I)* is a provisional or temporary grade indicating that you have, for a compelling reason, not completed all of the work for a course. An incomplete will lapse to the grade of F, a terminal grade, if outstanding work is not completed within the specified time limit. The specified time limit is established by the course instructor, not to exceed the end of the second semester following the course. Please see the section "Incompletes and Extensions" for further information.

As graduate students, it is your responsibility to check your grades each semester and to find out what outstanding work you need to submit, and the time limit for you to submit this work, in order to have your Incomplete (I) grade changed to a letter grade.

B. Calculating the Grade Point Average

The grade point average (GPA) is computed at the end of each semester by the Registrar's Office and appears on your transcript. The grade point average is calculated as follows:

Grades are assigned the following "weights":

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	F = 0
B = 3.0	C- = 1.7	

To calculate your GPA, multiply the "grade weight" listed above by the number of points the course was worth. Thus, an A- in a 4 point course equals 14.8. Add together all the values thus calculated and divide by the number of points completed.

C. Grading Policies

Except for *W* and *P*, all grades for courses taken for credit at Tisch Asia are computed in your GPA. If you repeat a course with a passing grade and it is a course that has not been designated as a course that can be repeated for credit, only the first grade will be computed in your grade point average. If you fail a course and wish to repeat it, only the second grade will be computed, although the first grade will continue to appear on your transcript. Notation will be made on your transcript indicating that course was repeated and the new grade will also appear.

D. Changing a Grade

Permanent grades may not be changed. In the case of error, and only in the case of error, a student may petition for a change of grade through his/her department head, subject to the approval of Tisch Asia Student and Academic Services. Additional work completed after a final grade has been entered does not constitute a valid reason for a grade change. Completion of work can result in a change of grade only when the grade initially given was "Incomplete."

E. Incompletes and Extensions

Students are expected to complete all coursework by the end of each semester. If, for compelling reasons, such as illness or a family emergency, a student is unable to complete coursework by the end of the semester, he or she may request a grade of Incomplete. To do so, the student must fill out an Incomplete Request Form, which can be obtained in his or her department's office, Student and Academic Services, or online at <http://tischasiasas.com/registration-info/forms/>, and bring it to the instructor for his or her approval before the last day of classes. The awarding of a grade of Incomplete is at the discretion of the instructor and is not guaranteed. If the instructor agrees that a grade of Incomplete is warranted, he or she will specify on the Incomplete Request Form the deadline by which outstanding work must be completed, not to exceed the end of the semester following the course, as well as the final grade the student will receive if the outstanding work is not completed by the deadline. The Incomplete Request Form will be registered with Student and Academic Services and a copy will be provided to the department sponsoring the course. If the incomplete work is not completed within the designated period, the grade will lapse to the final grade indicated by the instructor. Final grades cannot be changed except in cases of faculty or administrative error.

If a student has good reason for not being able to complete the outstanding work in the specified period, he or she may apply for an extension by the instructor. In order to receive an extension, the student must fill out an

Extension on Completion of Work Outstanding form, available in the department, or from Student and Academic Services, and submit the form to the instructor, who will then decide whether or not to grant the extension. Requests for further extensions must receive the approval of Student and Academic Services.

Please remember that it is the student's responsibility to request the grade of Incomplete and that instructors are not obliged to grant an Incomplete. Note that outstanding grades of Incomplete do not count as earned credit hours and therefore may affect registration time and/or eligibility for financial aid. Students with more than one grade of Incomplete in a semester may be placed on academic probation.

F. Appeal of Unfair Grades

Permanent grades may be changed *only* under the following circumstances:

- a) if there has been an error on the instructor's part in calculating your grade, or
- b) you have evidence that the instructor graded unfairly due to personal prejudice.

If you feel you have received a grade that you did not earn, you may appeal to the instructor for a change. If the instructor agrees, s/he must submit a *Change of Grade Form* with an explanation of why the change is being made. Such a change would need both department head's approval and the approval of Tisch Asia Student and Academic Services. If, after consulting with the instructor, you continue to feel that your grade is unfair, you may appeal your case to your department head who will make the final determination.

G. Academic Probation

Graduate students are required to maintain a grade point average of 3.0 to remain in good standing. Graduate students admitted on a probationary basis are expected to maintain the additional academic standards established by their departments. Student records are reviewed following the fall and spring semesters. Any student whose GPA falls below 3.0 in any one semester may be placed on *Academic Probation* for the period of the following semester. Students placed on probation will be informed of their probationary status by letter.

Furthermore, students whose records indicate that they are not making normal progress toward their degrees (i.e., are completing less than 32 points during the academic year) may be placed on probation. Students placed on probation will have their records reviewed at the end of the following semester. Should their records fail to meet the school minimum standards or departmental requirements for good standing after one semester of academic probation, they will be subject to dismissal.

A cumulative GPA of 3.0 is required for graduation with a master's degree. No graduate student will graduate with a grade point average below 3.0.

13. LEAVE OF ABSENCE

NYU expects its students to maintain continuous registration in an academic program with the exception of summer breaks. However, it is sometimes necessary or desirable for a student to take a leave from enrollment for a period of time. Such leaves may be voluntary or involuntary, and will be handled in accordance with the NYU Student Leave Policy. Students must also refer to the bulletins and websites of their specific programs and consult with Tisch Asia Student and Academic Services for additional information concerning the impact of a voluntary or involuntary leave and any additional requirements for such leaves. Please refer to NYU's [Student Leave Policy](#) for details.

In the event that you decide to request a Leave from Tisch Asia, please note that you are required to follow these procedures:

1. You must put your **request** for a leave of absence in writing. It should be addressed to the Chair of your Program, and cc'ed to the Senior Manager of Student and Academic Services. It is essential that you provide a detailed explanation, and also outline what you plan to do while you're away, and when you plan to return. The letter should include your Student ID# and all current contact information.
2. Once the request has been received, the Chair of your department will need to meet with you.
3. If and when your Chair grants your request for a leave, you need to submit a Leave of Absence Request Form (available from Student and Academic Services). You must also complete an online semester withdrawal on Albert. Please see the instructions at <https://www.nyu.edu/registrar/withdrawal/>
4. The President of Tisch Asia needs to grant the final approval. Without this, the leave of absence cannot be granted.
5. Once the President's approval is received, a letter will be sent to your mailing address to let you know.
6. You must return your NYU Student ID card to Tisch Asia and the Student Pass to the Immigration & Checkpoints Authority of Singapore.
7. Please stay in touch while you're away.

Please refer to the NYU Student Leave Policy at:

<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-leave-policy.html>

Please contact Tisch Asia Student and Academic Services for details on applying for a voluntary leave. Please note that students going on Leaves of Absence will face implications on their Student Pass.

14. UPDATING CONTACT INFORMATION

It is very important for you to maintain current contact information. The Student Address, Email/Cell Phone/Fax, and Emergency Contact Information features are located on the Albert Homepage, under "Student Center," in the "Personal" column.

Use the Student Address feature to verify and update your postal address and telephone information (permanent/local/next-of-kin/work). Students will have the ability to maintain both a permanent and a local address. Please make sure both are up to date and correct as various paper communications will be sent to these addresses.

Although it is possible to use Albert to initially enter a non-US address, you are not able to update a non-US address which is currently on your record. All non-US address maintenance should be handled via a request made through the **contact form** (<http://www.nyu.edu/registrar/contact/form.html>) or by emailing registration@nyu.edu. Note that you must send this email from your NYU email address.

The Email/Cell Phone/Fax feature allows you to maintain a second e-mail address and mobile phone information. A fairly new and equally important feature, Emergency Contact Information, allows for the input or update of a contact's name and a US telephone number.

15. READMISSION

Students seeking readmission to a graduate department in Tisch Asia should contact Tisch Asia Student and Academic Services, 3 Kay Siang Road, Singapore 248923, (tel) +65 6500 1700

16. IDENTIFICATION CARD

All students will be issued a Tisch Asia student identification (ID) card that must be carried with them at all times on Tisch Asia premises. The card must be used to gain access to the premises and to identify oneself as a Tisch Asia student upon request.

Students who lose their Tisch Asia student ID card must report the loss within seven days, and may put in a request for a new card, via Tisch Asia Student and Academic Services. A fee may be incurred for lost student ID cards.

The student pass provided to international students by the Immigration and Checkpoint Authority of Singapore will not be accepted in order to gain access to the Tisch Singapore premises.

17. SECURITY

Security cameras and electronic locks have been installed for the safety of the Tisch Asia community. Security officers will be present onsite and all students, staff, and visitors will be required to cooperate with the officers' requests to follow procedures, including sign-in procedures. First aid kits are available in case of an emergency and fire safety procedures have been implemented. Please see the Tisch Asia Administration for further details.

18. SMOKING, DRUGS AND ALCOHOL

Tisch Asia is a smoke-free campus, and smoking is prohibited in and outside of the Tisch Asia building and facilities, with the exception of designated smoking areas. Any student who is caught smoking on campus outside of the designated smoking areas will be subject to the Tisch Asia disciplinary procedures.

Possession, consumption, and trafficking of drugs are expressly forbidden and subject to Singapore law. Alcohol is only permitted during school-sanctioned events.

19. USE OF FACILITIES

A. LIBRARY AND VIEWING FACILITIES

Students have access to audition/rehearsal rooms, viewing stations and a collection of screenplays, books, and films. Students can also access NYU's Bobst digital library via their NYU Home accounts. Additionally, the library serves the classroom needs of our faculty, supporting with classroom assistance, projection, and check-in and check-out of DVDs, videos, films, screenplays, computer software and all pertinent screening equipment. No library materials are allowed off campus and all library materials are to be treated as reference materials. Students will be briefed on library check-out procedures during Orientation. Please refer also to <http://tischasiasas.com/tisch-asia-info/library-information/> for detailed library information.

B. PRODUCTION CENTER AND FACILITIES

The Production Center supports every aspect of student projects, with technical seminars, industry professional equipment, film stock and supplies, equipment repair services, and additional support for planning and development of student projects. The equipment packages vary by project based **on curricular requirements and should be made in consultation with your faculty**. For questions regarding equipment usage, please contact the Associate Director of Production.

a) Teaching Sound Stage (Stage 1)

The Teaching Sound Stage, located on the first floor of the Tisch Asia facility, serves as a location for

classes, allowing students a place to be trained in lighting and shooting scenes in a professional setting. **For scheduling and usage information, please contact** the Associate Director of Production.

b) Shooting Sound Stage (Stage 2)

The Shooting Sound Stage, located on the first floor of the Tisch Asia facility, serves as both a location for classes and a place for students to book time for production. Please refer to the Production Handbook for usage policy related to the Shooting Sound Stage.

c) Black Box Theatre

The Black Box Theatre, located on the second floor of the Tisch Asia facility, serves as both a location for classes and a place for rehearsals and staged readings.

d) Use of Equipment

Please refer to your program's Production Handbook for procedures on use, storage, and care of equipment.

C. BOOKING OF SPACES

If you wish to make a booking for certain spaces, you must complete a Space Reservation Form (available from #04-17 or #04-21, or downloadable at <http://tischasiasas.com/tisch-asia-info/space-bookings/>) and submit this to Suharni Sani/Fauzana Sulaiman at #04-21. You can also book spaces via email (tsoa.space@gmail.com). This policy applies to the following spaces only:

- Black Box Theatre
- Rehearsal Rooms 1 and 2
- Screening Rooms 1 and 2
- Classrooms 1, 2 and 3
- Conference Room
- The Tisch Asia Commons

Bookings should be made at least one week in advance.

Post Production will manage booking of computers in the Producing Labs and Editing Suites. The Production Center will manage specific production appointments for the Stages and Demo Tech Space.

D. SHARED SPACES AND FACILITIES

Please bear in mind that classrooms, labs, screening rooms and the 3rd floor library are spaces to be shared with other students. The furniture, microwave ovens, toaster oven and fridges on campus are for your enjoyment but are also to be shared by the Tisch Asia community. Therefore, students are entrusted to treat these spaces and facilities with care and respect.

E. FOOD AND DRINK

There is a strict “NO FOOD AND DRINKS”, policy in all the labs, screening rooms, library and classrooms on campus. Do refrain from eating and drinking in these spaces, in order to keep them clean and free from vermin.

20. INTELLECTUAL PROPERTY POLICY

The creative works produced by students at Tisch Asia in fulfillment of class assignments, or as individual study projects, whether made on Tisch Asia premises or elsewhere, with or without Tisch Asia equipment, and with or

without extra funds (hereafter called, “Student Works”), have a dual nature. First and foremost, the production of Student Works is intended as an educational experience. However, the product of that educational experience is an item of property that may have a market value for its creator(s).

The interest of Tisch Asia in any Student Work extends only through the completion of the educational experience associated with such Work—until its utility as an educational device or matrix has been exhausted. This is not necessarily the completion of the Work; many Student Works that are technically incomplete have nonetheless satisfied the educational purposes for which the creation of such Works was intended. But, if certain students were to market, distribute, or work for private profit on a Student Work prior to the termination of that Work’s usefulness as an educational device, it could deprive other students of the opportunity to work in or with such Work and hinder the exercise of proper faculty supervision of such work, thereby obstructing the educational purpose that the production of such Work is intended to serve.

Student Works are prepared for educational purposes, not as products for market, and the financial value of Student Works, if any, is at most a secondary benefit of their creation. Therefore, it is in the interest of the students at Tisch Asia and New York University as a whole that each Student Work remains subject to certain restrictions until the educational experience associated with such Work has been completed. Following the completion of such experience, Tisch Asia has no interest in the marketing of any Student Work or any income derived there from. Therefore, all Student Works are subject to the following ownership policy:

- a. All Student Works are owned by the student(s) who creates them.
- b. Any income from distribution of any Student Work shall be the property of the student(s) who creates such work. However, any distribution will be subject to the stipulations in this policy, particularly paragraph 4 below.
- c. All students who create or participate in the creation of a Student Work are jointly and severally responsible for such Student Work, including without being limited to, for determining and ensuring that such Student Work does not violate or infringe on any copyright, any right of privacy, or any other right of any person, and that such Student Work is not libelous, obscene, or otherwise contrary to law. Such students shall also be jointly and severally responsible for obtaining any necessary permission for the use of any copyrighted materials included in such Student Work.

Any advice or assistance given by any faculty member or other representative of Tisch Asia or of New York University to any student in relation to the foregoing responsibilities, or otherwise in relation to the preparation or production of a Student Work, shall not be construed (a) as the assumption of such responsibility or of any liability by such person, by Tisch Asia, or by New York University; (b) to deem the University, the School, or such person a joint venturer with such student; or (c) to grant such student the power, right, or authority to create any obligation or responsibility on behalf of, or otherwise, to bind the University, the School, or such person.

Each student who creates or participates in the creation of a Student Work agrees to indemnify and hold harmless Tisch Asia and New York University against any loss, damage, liability, or expense that they incur as a result of the preparation or production of such Student Work, or the use of such Student Work in relation to any educational process including, with-out being limited to, any material in such work that infringes or violates any copyright, right of privacy, or any other right of any person, or is libelous, obscene, or contrary to law.

- d. To ensure that each student and faculty member has a meaningful opportunity to participate in the educational process occasioned by the production of each Student Work, the student(s) who owns each Student Work agrees not to distribute such Work in any manner, whether by sale or other transfer of the ownership or other rights, license, lease, loan, gift, or otherwise, except for entering such Work in festivals or competitions, and further agrees to make such Student Work available to other students and to

faculty members of the Tisch Asia for any use relating to his or her education or to the education of such other students, until such student, or if more than one student owns such Student Work, until all such students have either graduated from New York University or are no longer matriculating at New York University. The Senior Director of Administration of Tisch Asia may, in his/her sole discretion, waive these restrictions for any reason satisfactory to the President.

- e. The student(s) who owns each Student Work grants New York University: (a) the right to purchase prints or other copies of such Student Work at cost, whenever, in the University's sole discretion, such prints or other copies are needed for any University use; and (b) the right to reproduce, display, or perform such prints or other copies in any medium anywhere and for any reason, including, with-out being limited to, publicizing the Tisch School Asia or New York University, without any royalty or other payment of any kind to the student(s), provided that such prints or copies may not be rented or sold by the University. Such student(s) also agrees that he or she will not make any contract or commitment regarding the Student Work contrary to this policy or in derogation of the rights granted to the University by this policy, and that he or she will sign any document reasonably requested by the University to confirm or enforce any of the rights granted to the University by this policy.
- f. Tisch Asia is entitled to and will decide whether or not to put its name on a given Student Work. If so requested by the President of Tisch Asia, the student(s) who owns each Student Work agrees to credit in such Student Work, in a manner satisfactory to the President, any donor to Tisch Asia whose donation contributed in any way to the production of such Student Work.

21. STUDENT CODE OF CONDUCT

The NYU Student Code of Conduct has been adopted by Tisch Asia and shall be modified as deemed necessary by Tisch Asia.

A. University Policy on Student Conduct

Preamble. The Bylaws of New York University, entrusting the "educational conduct" of each school to the faculty and officers of that school, provide that "subject to the approval of the Board and general University policy, it is the duty of each faculty member...to make and enforce rules for the guidance and conduct of the students." These Bylaws also authorize the University Senate to act upon such matters which affect more than one school, and in these instances, the Senate speaks for the joint faculties of the University. The University operates under a University common law, developed with respect to both substance and procedure over more than a century of existence, as well as under the University's Charter and Bylaws. In the past, questions of student conduct referred to disciplinary committees have generally concerned problems of academic honesty, such as cheating or plagiarism, and were properly dealt with by the single school involved. More recently, instances of questionable student conduct have involved problems such as the maintenance of order in University buildings and grounds in connection with protest demonstrations, and have frequently involved students from more than one school. In light of this development, the Senate believes that a statement of University-wide policies on student conduct, reflecting the University common law is necessary.

1. **Statement of Principles.** It is our judgment that the University, like other communities and organizations in our society, has an inherent right to require the cooperation of its members in the performance of its educational functions, and to control and regulate the conduct and behavior of such members which tend to impede, obstruct, or threaten the maintenance of order and achievement of the University's educational goals. We further believe that the relationship between the University and its students is a special educational relationship involving rights, and obligations, as well as considerations and procedures, which are distinct from those in the courtroom, the political arena, or the marketplace, and that from the very nature of the University as an educational community both the substantive rules and the procedural processes

related to student conduct must be equitable and just.

2. **Basic Rules of Conduct.** Students are expected to conduct themselves as mature and law abiding members of both the University community and the general community, and to comply with requests of the administrative authorities of the University for maintenance of order on University premises. Behavior which jeopardizes the health or safety of the University community, or disrupts the educational activities and supporting services of the University, is subject to review and possible penalty in accordance with the procedures and practices of the University and its colleges, schools, or divisions. Where activities sponsored by student organizations constitute violations of University rules or of public laws and regulations, sanctions may be imposed on such organizations as well as on individual students. The University should not use its powers to interfere with the rights of a student outside the University campus. In general, a student's off-campus activities should be subject only to sanctions of the public authorities. Where a student is convicted of a violation of law, he should not be subject to University discipline for the same offense unless his conduct seriously affects either his position as a member of the academic community, or the University's standing within the host country. Where a student's conduct on campus constitutes violations of both University rules and public law, he may be subject to both University discipline and public sanctions.
3. **Academic Freedom.** The University is a community where the means of seeking to establish truths are open discussion and free discourse. It thrives on debate and dissent. Free inquiry, free expression, and free association are indispensable to the purposes of the University, and must be protected as a matter of academic freedom within the University, quite apart from the question of constitutional rights. Accordingly, conditions must be such as to allow this freedom for all. Causes may be supported by orderly means; but the University cannot tolerate suppression of ideas, nor the forceful disruption of the regular and essential operations of the University community. Regardless of sincerity, no individual or group of individuals has the right to disrupt or to interfere unreasonably with the workings of the colleges, schools, or divisions of the University or with the regular processes of education and service to its members. Regardless of moral impetus, no student or group of students has the right to deny the freedom of other members of the University community.
4. **Invitations, Demonstrations, Protests.** Students are entitled to invite and hear persons of their own choosing. Since no outside person or agency has an independent right to use University facilities, each must be directly or indirectly invited through appropriate University channels, and each is entitled to the courtesy owed by the University to an invited visitor. It is improper for students to harass the visitor or impede the purposes of his visit by violent means or threats, or by any other method that is offensive or unacceptable to an educational community. Forums are to be encouraged, particularly on subjects where there are differences of opinion. Career counseling and job interviewing are also considered a legitimate part of the activities of the University in support of its educational program. Where counseling or recruitment is connected with a controversial issue, every effort should be made to allow a general discussion of the issue, but apart from the job interviewing. Such discussion of the issue should not be considered a necessary condition precedent to counseling or interviewing. It is improper, as inconsistent with the purpose of the University, to subject speakers, recruiters, job interviewers, or other official visitors to political, social, or moral sanctions or tests. It is expected that all such activities, whether forums, lectures, recruitment programs, job interviews and the like, will be conducted in a manner appropriate to an academic community. Freedom of discussion does not include the license to disrupt a meeting or interview. Demonstrations, including those which are described as peaceful, cannot be allowed to interfere with the rights of others to have normal access to the persons against whom the demonstration is addressed; nor can demonstrations be used to harass or intimidate other individuals or groups.

5. Use of University Facilities. The University administration necessarily has the right to control the access to and use of institutional facilities. If in the judgment of a University official, or an administrative officer of a college, school, or division, 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 shall be considered a sufficient basis for the institution of disciplinary proceedings, subject to the defense in such proceeding that the order to leave was unreasonable.
6. Disciplinary Proceedings. The University Bylaws provide that the power of suspending or dismissing a student in any school is lodged with the faculty of that school, but the President or the Senior Director of Administration may suspend a student pending consideration of his case by the faculty. Each faculty has the duty of enforcing not only its own rules of conduct but also, in appropriate cases, the University rules of conduct established by the Senate under the authority granted to it by the University Bylaws.

B. Plagiarism.

Plagiarism is a breach of academic honesty and integrity; it is considered among the most serious of offenses. When an instructor suspects plagiarism, s/he has several options. In most cases, the instructor will require the student to totally redo the assignment. The instructor may also consult the head of the department regarding disciplinary action and assign a grade of F for the work or, if the work is the main basis of the grade for the course, a grade of F for the course.

All cases of plagiarism will be reported to Tisch Asia Student and Academic Services. Repeat cases of plagiarism may result in dismissal from school.

Plagiarism is presenting someone else's work as though it were your own. More specifically, plagiarism is to present as your own:

A sequence of words quoted without quotation marks from another writer

A paraphrased passage from another writer's work

Facts, ideas or images composed by someone else

Students are expected, often required, to build their own work on that of other people, just as professional researchers and writers do. Giving credit to someone whose work has helped one is courteous and honest. Plagiarism, on the other hand, is a form of fraud. Proper acknowledgment and correct citation constitute the difference.

To publish plagiarized work might be against the law. People in the professions and in business who pass off other people's work as their own are liable to be discredited and ostracized. University students guilty of plagiarism are subject to disciplinary action ranging from failure in the course for which plagiarized work was submitted to expulsion from the University. It is crucial that acknowledgment of sources be accurate and complete. To avoid unintentional plagiarism:

- See a writing handbook or other standard guide for accepted forms of documentation.
- When you take notes, summarize, rather than paraphrase. If you quote anything, use quotation marks in your notes and take down the page number of the quotation to use in your footnote.

- All electronic sources of information must be properly cited.
- Use more than one source for information, if at all possible. Point out agreements and disagreements between sources on important points.
- Work out your own organization of material gleaned from research.
- When in doubt whether your acknowledgment is proper and adequate, consult your instructor. If possible, show the instructor both the sources and a draft of the paper in which you are using them.

22. DISCIPLINARY PROCEDURES

Disciplinary matters involving students enrolled at Tisch Asia will be addressed by the following policies and procedures.

A. Circumstances Giving Rise to Disciplinary Proceedings

Any student who is alleged to have committed any of the following conduct and any student who is responsible for causing any other student to commit any of the following conduct may be liable to disciplinary proceedings:

1. contravention of the regulations, rules, codes of conduct, or procedures as may from time to time be prescribed by Tisch Asia, New York University or as contained in this Handbook;
2. an offence involving or resulting in criminal activity;
3. theft, fraud, misapplication in connection with University funds or property of any kind;
4. damage to or defacement of any property of Tisch Asia or any employee or student of the Program;
5. falsification or misuse of Tisch Asia/New York University documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;
6. fraud, dishonesty, any act of bad faith, or impersonation of others, within or without the Program, in connection with the student's academic attainments or financial awards, the student's admission to Tisch Asia, or otherwise in connection with the University;
7. contravention of conditions stipulated or undertakings made by the student in connection with admission to Tisch Asia;
8. defamation of or assault, battery, or any physically threatening or intimidating behavior against any employee or student of Tisch Asia;
9. sexual, racial, or other kind of harassment of any employee or student of Tisch Asia as prohibited by the anti-harassment policy contained in the this Handbook, other polices, or law;
10. maliciously and without reasonable cause laying a complaint against any employee or student of Tisch Asia;
11. ragging, without prejudice to the generality of the term, "ragging" shall include conduct

intended: (i) to humiliate another student or hold such other student up to ridicule; or (ii) to interfere with another student's peaceable enjoyment of his/her privileges, benefits, rights or facilities ;

12. plagiarism, cheating, forging of academic documents, giving or receiving unauthorized assistance in academic work, or other forms of academic dishonesty;
13. disruption or improper interference with: (i) the academic activities or administration of the University; or (ii) the performance of duties by any employee of Tisch Asia;
14. refusal or failure to appear in person, answer questions fully, or produce any documents as may be required at or during the course of any disciplinary investigation or proceedings, or making a false testimony;
15. failure to comply with any disciplinary sanction or other requirement imposed on such student;
16. acting in a manner which is or may be detrimental to the reputation, dignity, interest, or welfare of Tisch Asia or that adversely reflects on fitness as a student; or
17. unlawful use, possession or distribution of drugs or other illegal substance.

B. Disciplinary Powers

Any of the following disciplinary powers may be exercised against a person in respect of any matter which may be the subject of disciplinary proceedings:

1. issuance of an order including, as appropriate, a requirement to comply with specified conditions and statement of the sanctions to be applied if such conditions are not met;
2. issuance of a reprimand that shall form part of such person's official record;
3. imposition of a fine;
4. restitution;
5. censure;
6. withdrawal and/or suspension of any academic or other University privileges, benefits, rights or facilities (other than the right to follow courses of instruction or attend examinations);
7. withdrawal and/or suspension of the right to follow courses of instruction or attend examinations;
8. expulsion; and
9. deprivation of any degree, diploma, certificate or other academic distinction to be conferred or previously conferred.

Any of the disciplinary powers provided herein may be exercised notwithstanding that the person who is the subject of disciplinary proceedings (the "person concerned") has ceased to be a student at the time the disciplinary proceedings are instituted or at the time the disciplinary matters are adjudicated either in the first instance or on appeal; *provided that* the circumstances giving rise to the disciplinary proceedings arose while the person was a student of the University or in connection with the person's

admission to Tisch Asia.

Any of the disciplinary powers provided for herein may be exercised without prejudice to the rights to exercise any of the other disciplinary powers or any other powers contained in other regulations, rules, codes of conduct or procedures as may from time to time be prescribed by the University.

C. Interim Suspension

Notwithstanding any other provisions herein, the Senior Director of Administration may summarily suspend or withhold any privilege, benefit, right, or facility or take any other summary action as the Senior Director may think fit against such student, if the Senior Director has reason to believe that such action is necessary to: (i) protect the interests of the University, any employee or student; or (ii) ensure the proper functioning of the University.

D. Investigation and Notice of Hearing

Whenever a student discipline matter has not been resolved by consent, the Tisch Asia Investigator shall investigate the matter and send written notice to the student informing him or her of the date and time of the hearing. The Hearing committee shall be made up of the Senior Director of Administration, the Senior Manager of Student and Academic Services, the Director of Production & Post Production, and two faculty members.

The Tisch Asia Senior Manager of Student and Academic Services shall conduct the hearing as they deem appropriate including:

1. Tape recording the hearings.
2. Prepare and submit a final written report to the President of Tisch Asia, the Senior Director of Administration of Tisch Asia, and the student within seven (7) calendar days of the end of the hearing. The report shall state findings of fact and the reasons for its decision.
3. The student may be accompanied by counsel or an adviser. The student or his counsel or adviser shall have the right to examine and cross-examine each witness by putting questions directly to the witness through members of the hearing body. The method shall be determined by the hearing body, and may be altered by it at any time.

E. Appeal

1. A student shall have the right to appeal the decision of the hearing panel in any case on the ground that the decision or the proceedings at the hearing were arbitrary or unfair.

2. The following appeal procedures shall apply.

- a. In all appeal cases, the appeal shall lie to the Tisch Asia Appeal Committee. A four-member panel consisting of, two faculty members, the President of Tisch Asia, and an Executive Director of Tisch Asia, none of whom shall have served on the panel that conducted the hearing in the case, shall hear the appeal.
- b. 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 Senior Director of Administration of Tisch Asia in cases involving the imposition of the sanction of suspension or dismissal or with the President of Tisch Asia in other cases.

- c. 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.
- d. 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 further recourse as of right.
- e. 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.

23. STUDENT GRIEVANCE PROCEDURES

These grievance procedures are available to any Tisch Asia student to resolve any grievance involving an alleged violation directly affecting that student, by any member of the University community while acting in an official capacity, of any of the written policies of the University or Tisch Asia. Grievances may include but are not limited to issues of conduct in classrooms, school facilities, or projects; or disputes that arise from supervisory relations or interpretation of school policy. Complaints of harassment are not handled under this procedure and should be referred to the Senior Director of Administration of Tisch Asia for investigation.

A. Informal Resolution

Students wishing to grieve an alleged violation of the University's policies shall first contact, within fifteen (15) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally. Students uncertain about how to proceed may consult the Senior Director of Administration of Tisch Asia.

At the request of the grievant or respondent, the Senior Director of Administration of Tisch Asia shall arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.

B. Formal Complaint

1. If the grievance is not resolved informally within fifteen (15) working days after the grievant contacted directly the appropriate person to attempt an informal resolution, a student may obtain review by submitting a written complaint within twenty (20) working days of the first direct contact to the Senior Director of Administration of Tisch Asia. The complaint should state the written policy that allegedly has been violated, describe the facts and evidence supporting the alleged violation, indicate what redress the grievant seeks, and provide a brief history of the attempts to resolve the grievance.
2. Upon receiving a complaint, the Senior Director of Administration of Tisch Asia shall promptly schedule a meeting of the Tisch Asia Student Grievance Review Panel to hear the grievance. The Panel consists of the Director of Production & Post Production, the Senior Manager of Student and Academic Services, a faculty member of Tisch School of the Arts Asia, and a student member of Tisch School of the Arts Asia, none of whom can be the subject of the grievance. In a case where members of the Review Panel are subjects of the grievance, the Panel will substitute another member from the staff or faculty. The meeting shall take place within fifteen (15) working days of the receipt of the written complaint. Both the grievant and respondent shall attend the meeting, and each may be accompanied by one other person who may advise the

grievant or respondent but may not directly participate in the meeting. The Senior Director of Administration may request that the meeting be recorded. The Senior Director of Administration may contact such other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and evidence in the case.

3. At the conclusion of the meeting the Student Grievance Review Panel shall meet to determine a resolution of the grievance. The Senior Manager of Student and Academic Services shall provide a written report of the Panel's determination to the grievant, the respondent, and, if the matter had been previously addressed to the department, to the department.
4. If the grievant or respondent is not satisfied that the Student Grievance Review Panel's procedures were properly and fairly executed, he or she may appeal the Panel's determination to the Senior Director of Administration of Tisch Asia within ten (10) working days of receiving the letter from the Senior Manager of Student and Academic Services. The Senior Director of Administration will not reevaluate the evidentiary record but will address only questions of whether the process resulting in the Student Grievance Review Panel's finding was fair and impartial and followed the rules and policies of Tisch Asia.

C. Final Review by the President

Any part of the Tisch School of the Arts Asia Disciplinary Process which calls for redress for the grievant shall be subject to review and change by the President of Tisch Asia. The President shall act on the remedial recommendations, if any, of the Disciplinary Committee and the Senior Director of Administration within fifteen (15) working days of receiving the decision. The President's decision as to the appropriate remedy and whether the disciplinary process has accurately determined University policy shall be in writing and final, and copies shall be sent to the grievant, the respondent, and the Senior Director of Administration of Tisch Asia.

D. Time Limits

The President of Tisch Asia may grant extensions of the time limits under this grievance procedure of up to ten (10) working days.

E. Record-keeping

The Office of the President of Tisch Asia shall retain a copy of the complaint, any amended complaint, any decision of the hearing committee, and any decision of the President for five full calendar years following the year in which the grievance is resolved.

24. ANTI-HARASSMENT POLICY

Tisch Asia is committed to maintaining a learning and working environment that is free of bias, prejudice, discrimination, and harassment and an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Any form of discriminatory, biased, prejudiced, or harassing behavior based upon race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, criminal record, maternity status, and any other legally protected status undermines the character and purpose of this organization. Such behavior is against Tisch Asia policies, and will not be tolerated.

This policy covers all members of the Tisch Asia community¹ and those who may affect the Tisch Asia

¹ This includes NYU students, staff, and faculty who may be visiting, matriculating, or working at Tisch Asia.

community such as vendors or visitors. Tisch Asia encourages everyone to report all incidents of discriminatory, biased, or harassing behavior regardless of who the offender may be.

A. Definition of Prohibited Harassment

Prohibited harassment (also known as discrimination, bias, prejudice, but will be referred to in this policy as “**harassment**”) is conduct based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, criminal record, maternity status, and any other legally protected status when:

1. submission to or rejection of the conduct is either an explicit or implicit term or condition of employment, basis for participation or advancement in an academic program, or basis for participation in a Tisch Asia activity or benefit; or
2. such conduct creates an intimidating, hostile or offensive work, academic or residential environment; or
3. such conduct otherwise adversely affects employment or academic opportunities.
Examples of such prohibited conduct include, but are not limited to:
 - Verbal abuse or hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group;
 - Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands;
 - Physical assault or stalking;
 - Displays or electronic transmission of derogatory, demeaning or hostile materials;
 - Unwillingness to train, evaluate, assist, or work with an employee, faculty member, or student.

Harassment is unacceptable in the workplace, classroom, student and faculty housing, sports, Tisch Asia facilities, and in other Tisch Asia -related settings, such as study-abroad programs and Tisch Asia and/or NYU -sponsored social functions and events. This behavior violates Tisch Asia policy even when it may not be sufficiently severe or pervasive to constitute a violation of the law.

B. Responsibilities to Report

All members of the Tisch Asia community should report incidents of harassment in order to support the Tisch Asia policy. In order to assure that Tisch Asia is free of prohibited harassment, Tisch Asia officers, deans, department heads, faculty members, directors, and supervisors are required to report all incidents of harassment that they may have witnessed or have been advised of.

The most appropriate recipients of reports are: The Senior Director of Administration or the Senior Manager of Student and Academic Services. If these persons are implicated in the offending conduct or if a conflict of interest arises, the report should be made to the Office of the President of Tisch Asia, New York University.

It is not always easy to interpret words or actions that may be ambiguous and one may think are inappropriate. Therefore, the officers noted above are available to discuss the circumstances and address matters before they become severe or pervasive.

C. Reporting a Harassment Complaint

All individuals who believe they have been harassed should file a complaint with the appropriate individuals or offices cited above. Verbal complaints should be reduced to writing by either the complainant or the individual who receives the complaint in order to preserve an accurate record. The written complaint should identify the parties involved, describe the harassing behavior, when and where it occurred and identify by name or description any witnesses.

Complaints should be promptly reported so that appropriate action may be taken in a timely manner. However, the late reporting of complaints may not prevent appropriate remedial action. Any conduct that may be in violation of this policy will be investigated, regardless of whether a complaint is filed by an individual or a group of individuals, and appropriate remedial action will be initiated.

Effort shall be made to complete the investigation of a complaint within thirty (30) days of the report of the harassment. Extensions of the time frame may be necessary in some circumstances. The complainant and alleged harasser will be notified of the extension.

D. Confidentiality

Tisch Asia will maintain the confidentiality of the complaint to the greatest extent consistent with our goal of conducting a thorough and complete investigation. Effort will be made to safeguard the privacy and rights of all persons involved.

E. Investigation and Disposition of the Complaint

The Investigator will conduct a prompt, thorough and impartial investigation of the complaint in the manner he or she deems necessary. The parties to the complaint will each have an opportunity to be heard during the investigation. The parties will also be informed of the status of the investigation as deemed appropriate. The investigation process is strictly internal to Tisch Asia so the presence of legal counsel or third parties is not permitted at any stage of the process unless otherwise required by law.

If it is determined that a violation of the Tisch Asia harassment policy has occurred, prompt remedial action shall be taken. The nature of the remedial action and the process for its implementation will depend upon the particular facts and circumstances. If remedial action involves the imposition of sanctions, appropriate disciplinary procedures will be used. Sanctions imposed may be appealed through the appeals process outlined in section 22 part E of this Handbook. The disposition of the complaint shall be communicated to the complainant and the alleged harasser.

If it is determined that no violation has occurred, such findings shall be communicated to the complainant and the alleged harasser. If the results of an investigation show that the complainant knowingly filed false accusations of harassment, or that a witness gave false statements, such individuals will be subject to the appropriate disciplinary action.

F. Retaliation

Tisch Asia will take every step necessary to protect the complainant, the accused, and any witness against retaliation for reporting the harassment or for participating in the investigation of a complaint.

Any employee, faculty member, or student who retaliates against an individual who complains of harassment, witnesses harassment, or participates in the investigation of a harassment complaint violates this policy and may be subject to sanctions. Complaints of retaliation should be reported as violations of this policy.

G. Sexual Assault

Sexual assault is a sexual act against the will and without the consent of the victim or where the victim is incapable of giving consent. This includes conduct that may be considered criminal under the laws of Singapore. Since the medical, emotional, and legal needs of a sexual assault complainant may differ from those of other harassment complaints, sexual assault victims should, in addition to filing an internal complaint, report the assault to the police and pursue counseling and other services available through your medical practitioner.

H. Consensual Relationships

Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, romantic relationships in situations where one individual has greater power or authority over another frequently result in claims of harassment when the relationship ends and a perception of favoritism while the relationship continues. Such relationships are inappropriate. A "consensual" relationship between a professor and his/her student or a supervisor and a subordinate are examples of inappropriate relationships. If a consensual relationship occurs, any situation of authority must be discontinued and appropriate action may be taken.

25. REASONABLE ACCOMMODATION

Requests for reasonable accommodation in order to carry out your academic responsibilities with a disability should be made to the Senior Director of Administration, Tisch Asia. You must provide documentation from your medical practitioner in support of your request for an accommodation. Your request will be assessed, taking into consideration the essential functions of your academic requirements, and the reasonableness of the request. Other relevant factors may be considered. You will be notified in writing of the approval or denial of your request.

26. COMPUTER and INTERNET POLICY

Access to and use of computing and networking resources at Tisch Asia and through NYU are for academic purposes only and limited to authorized users for approved purposes only. Such resources include electronic hardware and software; computer-based and electronic files and data; internal networks; and external networks accessed through the Tisch Asia or NYU servers.

“Approved purposes” are those purposes consistent with Tisch Asia’s mission to provide educational services and programs for NYU.

Each user of an authorized computer account at Tisch Asia has the responsibility to use the resources identified above in an ethical and legal manner and agrees to the following conditions:

- a. I understand that my access to Tisch Asia computing and networking resources is for the sole purpose of facilitating my work as a student, staff member, or faculty member of Tisch Asia. I will not use it for personal gain or enterprise.
- b. I understand that the computer hardware, software, networks, servers, and my Tisch Asia e-mail account are the property of Tisch Asia (and NYU if the networks and servers are connected) and that I have no expectation of privacy in the use of these items.
- c. I will respect the privacy and reasonable preferences of other users (both at Tisch Asia and elsewhere on all connected networks), including the privacy of their accounts and data.

- d. I will respect the integrity and security of the systems and network, and will exercise care to maintain their security.
- e. I will respect the shared nature of network and computing resources and will refrain from activities which interfere with the ability of others to use those resources.
- f. I understand that computer accounts are for the sole use by the account owner, and I will not share my account with other individuals or use an account assigned to another individual.
- g. I will take precautions to safeguard passwords and other privileged information to which I have been given access. Any passwords, verification codes or electronic signature codes assigned to me are for my individual use only. I will regard them as personal identifiers of my computer use, similar to my signature on a document.
- h. I understand that I am responsible for all actions performed from my computer account and my computer workstation.
- i. I will not attempt to monitor other individuals' computer or network use, nor will I attempt to obtain their passwords or any other private information.
- j. I understand that, in the course of my work, I may be given, or otherwise gain, access to confidential or privileged information relating to this or other institutions, or to Tisch Asia students, employees, patients or other individuals or groups. I will respect the confidentiality of all information to which I have access, neither divulging confidential information without appropriate consent nor seeking to obtain access to confidential information to which I am not entitled.
- k. I will respect the rights of copyright owners, and, when appropriate, obtain permission from owners before using or copying protected material, including, but not limited to, software, documents, images, and multimedia objects.
- l. I understand that my use of computing resources accessed via Tisch Asia's computer system - whether provided by organizations within or outside NYU - may be subject to additional norms of behavior or regulations specific to the resource, which I agree to follow.
- m. I understand that I am expected to communicate in an appropriate, business manner and refrain from using profanity, sexual language, discriminatory, or any other offensive language in my electronic communications and my use of the computing and networking resources.

Violation of this policy will lead to the immediate suspension of your computer access, your computer account and to discipline.

Please refer to <http://admin.tisch.nyu.edu/page/cit.html> for more information on Information Technology Services' (ITS) protocols and procedures, and to the NYU Tisch Asia website for further computer policies and guidelines.

27. FERPA

Annual Notice to Students

Annually, New York University informs students of their rights under the Family Educational Rights and Privacy Act (FERPA), a United States education law, and the regulations relating to FERPA promulgated by the U.S. Department of Education. Together, FERPA and the FERPA regulations provide that

- (a) each student has a right to inspect and review his or her education records;
- (b) each student may request that any such record be amended if he or she believes that it is inaccurate, misleading, or otherwise in violation of his or her privacy;
- (c) the University will obtain the student's written consent prior to disclosing personally identifiable information about the student from his or her education records, unless such consent is not required by FERPA and the FERPA regulations;
- (d) each student has a right to file a complaint with the Family Policy Compliance Office of the Department of Education if he or she feels the University has failed to comply with the requirements of FERPA and the FERPA regulations;
- (e) each student may obtain a copy of the University's Guidelines for Compliance with the Family Educational Rights and Privacy Act.

These guidelines are available from the Office of Academic Program Review, 194 Mercer Street, Room 403F, and at <http://www.nyu.edu/apr/ferpa.htm>. Mr. Barnett W. Hamberger, Assistant Provost and Director of the Office of Academic Program Review, is responsible for administering FERPA at New York University. His telephone number is +1-212-998-2310.

Access to Records

Except as noted below, requests to review records, for copies of the statute or its attendant regulations, or for additional information concerning FERPA should be directed to the Director of Tisch Asia.

NYU students who wish to review their records must complete a record request form in:

New York University
Office of Academic Program Review,
194 Mercer Street, Room 403F,
New York, NY 10012
USA

or of the appropriate school record review officer listed above. The request should specify what records are to be inspected. Students will be notified when the records are available for inspection.

Amendment of Records

If a student believes that any of the education records relating to her or him contain information that is inaccurate, misleading, or in violation of her or his rights of privacy, she or he may ask the University to correct or delete such information. The student may also ask that additional explanatory material be inserted in the record.

Requests for amendment of a record or the addition of explanatory material should be submitted at the conclusion of the record review on form PL 93-3803, available from the appropriate record review officer. The reasons for the request should be set forth on the form and should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. There is no obligation on the part of the University to grant such a request. If the University declines to amend the records as requested by the student, it will so inform the student, and the student may request a hearing. The right to challenge the contents of an educational record may not be used to question substantive educational judgments that have been correctly recorded. For example, a hearing may not be requested to contest the assignment of a grade. Grades given in the course of study include written evaluations that reflect institutional judgment of the quality of a student's academic performance. Information concerning hearing procedures is outlined in the University's FERPA Guidelines.

Disclosure of Personally Identifiable Information

Among other exceptions authorized by FERPA, prior consent of the student is not needed for disclosure of directory information (see next section) or for disclosure to school officials with a legitimate educational interest in access to the student's educational record. School officials having a legitimate educational interest include any University employee acting within the scope of her or his University employment, and any duly appointed agent or representative of the University acting within the scope of his or her appointment. In addition, the University may, at its sole discretion, forward education records to the officials of another institution (a) in which a student seeks or intends to enroll if that institution requests such records, or (b) if the student is enrolled in, or is receiving services from, that institution while she or he is attending NYU. Other exceptions are listed in the University's Guidelines for Compliance with FERPA.

Notice Designating Directory Information

Pursuant to FERPA and the FERPA regulations, New York University hereby designates the following student information as "directory information": name, dates of attendance, NYU school or college, class, previous institution(s) attended, major field of study, full- or part-time status, degree(s) conferred (including dates), honors and awards (including dean's list), and past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance).

Such information may be disclosed for any purpose, at the discretion of the University, except as provided below. Under federal law, address information, telephone listings, and date and place of birth are also considered directory information for military recruitment purposes. Address refers to "physical mailing address" but not e-mail address.

Currently enrolled students may refuse to permit disclosure of this information. To do so, a student enrolled in any school other than the College of Dentistry, School of Medicine, School of Law, or Stern School of Business—Graduate Division should complete a form requesting nondisclosure at the Office of the University Registrar, 25 West Fourth Street, and submit it to that office. A hold will be placed on the release of directory information filed with the University Registrar, which will remain in effect until the student files a written request to remove it. Students in the College of Dentistry, School of Law, School of Medicine, or Stern School of Business—Graduate Division should complete the nondisclosure form available in the Recording Office of the school in which he or she is enrolled. Students in these schools will be informed if they must file a new nondisclosure form each academic year.

If a student does not specifically request the withholding of directory information by filing the appropriate University form, as indicated above, the University assumes that he or she approves of the disclosure of such information. The University disclaims any and all liability for inadvertent disclosure of directory information designated to be withheld.

Complaints

A student who believes there has been a violation of the provisions of FERPA may file a complaint with:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S. W.
Washington, DC 20202-5920
USA

Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.