Academic Policies

ACADEMIC POLICIES

Given the diversified curriculum offered at TSOA, each department has its own degree requirements and its own standards for evaluating student progress. You are responsible for knowing your department’s regulations. Please note that in order to be eligible to participate in any position of leadership in student government or student clubs, a TSOA student must be in good academic standing in accordance with both departmental and school standards.

Attendance
You should use good sense in balancing your work load between academic, professional training, and production responsibilities. Preparation for or participation in any production does not excuse you from attending any class. Production privileges may be revoked if you are not attending, preparing for, or participating in any class. Attendance policies in academic classes are determined by the individual instructor. Studio attendance policies (which are included in this handbook) are created by the department in conjunction with the individual studios. In general, absences are excused only for serious illness, and you are still responsible for making up any work you miss. If you are having a problem that may affect your studio attendance, notify your advisor immediately.

Advance Placement (AP) and International Baccalaureate (IB)
The Advanced Placement Examination (AP) is administered by the Educational Testing Service. In most subjects, if the score received is 4 or 5, credit will be granted. No credit is granted for the English Language, Human Geography, Studio Art, or Music Theory exams. The standards for specific tests are published in the Admissions section of the Tisch Bulletin. Students receiving credit toward the degree may not take the corresponding college-level course for credit. If they do, they will lose the Advanced Placement credit. Under no circumstances may the Advanced Placement English exam be used to exempt a student from the Expository Writing requirement. A maximum of 8 AP credits may be applied to General Education requirements. Remaining credit will be applied to elective credit only.

For IB credit, the school recognizes higher level examinations passed with grades of 6 or 7. No credit is granted for standard level examinations. Official reports must be submitted to the Office of Undergraduate Admissions for review, and the same credit limit and distribution policies applying to the AP apply to the IB.

To receive AP or IB credit, you should request to have your scores sent directly to you – do not have your scores sent to NYU or they will most likely get lost. Once they receive their scores, DO NOT open the envelope. Bring them directly to your advisor.

Credits Earned Outside of NYU
Once you are a matriculated student at NYU, you will not be able to take classes outside of the institution and apply those credits to your transcript. Permission to register off campus (PROC) is granted only under rare circumstances when a subject of study is not available at NYU. (Please refer to the section on PROCs for more information.)

College Courses Taken While in High School
Credit for college courses taken while in high school is granted using a different set of criteria than that used for the evaluation of credit for students transferring from a two-year or four-year college. Credit for college courses taken while in high school is granted for courses in subject areas taught in the College of Arts and Science at NYU, providing the grade received is “B” or better. Credit will not be granted for courses taken on a pass/fail basis or for college courses that satisfied high school graduation requirements.

For students admitted to the Tisch School of the Arts as freshmen, no credit is given for courses in expository writing or college composition. The two-course Tisch core curriculum sequence is required of all entering freshmen, regardless of previous coursework in expository writing.

Tisch Summer High School Credits
In addition, students who completed the Tisch Drama Summer High School Program can apply those credits toward Electives. However, they are not automatically applied to your transcript. If you wish to apply those credits, you should request the official transcript from the NYU registrar in a sealed envelope (DO NOT open the envelope), and bring it to your advisor.

Double Major/Minor
Tisch Drama supports its students in their pursuit of Double Majors or Minors in other departments, as long as doing so serves their educational goals and does not prevent them from graduating on or close to schedule. If you are interested in pursuing double major or minor, first familiarize yourself with that department’s degree requirements either in person (by visiting the department and asking for a list of that department’s major/minor requirements) or on their website: http://cas.nyu.edu/page/ug.MajorsMinors. You are encouraged to meet with your Drama Advisor to discuss your interest in a double major or minor and how it will affect your overall course of study.

To declare a double major outside the Tisch School of the Arts or a minor within Tisch, please fill out the Declaration of a Second Major/Minor Form available online at www.nyu.edu/tisch/forms. Then, meet with someone from the secondary department to review and complete the form with you and submit the completed form to your primary advisor.

- Students are required to complete at least one course in their area of interest before declaring a double major.
- A second major outside of Tisch can only be pursued within the College of Arts and Science.
- Students who wish to complete a double major within Tisch should discuss this with their advisor as the number of double majors within the Tisch School of the Arts is limited.

With careful planning, some coursework towards your minor or double major could double count towards your General Education (Liberal Arts) requirement. After obtaining degree requirements, discuss with your advisor. For more information, visit: www.drama.tisch.nyu.edu/object/dr_doublemajorminor

Final Exams
All Academic courses in the Drama Department will hold final exams. If the Professor holds a two-hour final examination (instead of a take-home), the exam will be held at the day, time, and place assigned by the University (and published in the NYU Class Schedule used for registration). Please be sure to check the day of your final exam BEFORE making your travel plans for the break. Be advised: You will not be granted permission to take your exam early.

**Financial Aid & Eligibility**
In order to be considered for financial aid, you must be making satisfactory progress toward your degree and be in good academic standing. In general, this means that you must complete at least 32 points per academic year (fall, spring, and summer terms) with grades of A, B, C, D or P; maintain a cumulative grade point average of at least 2.0; and not be on probation. In addition, you generally must complete all degree requirements in eight semesters. Transfer students will be expected to complete degree requirements in less than four years, depending on the number of credits transferred. If you have questions about your financial aid, see a counselor at the Financial Aid Office. If, after that, you need more help, see Dory Smith-Wilson in Student Affairs on the 8th Floor of 719 Broadway. If you are having financial aid problems that may affect your enrollment, let your advisor know right away.

**Grading Policies**
Letter grades are final and cannot be changed unless your instructor made a clerical error when calculating or recording the grade. If you think such an error has been made, see your instructor. The grade of 'W' indicates official withdrawal from a course. Incomplete's are available only under extraordinary circumstances and must be requested in writing of the instructor prior to the end of the semester, complete with supporting documentation (doctor's notes, etc.).

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. For Studio grading policies, please refer to the appropriate section in this handbook.

**Leave of Absence**
If you're considering taking a semester off, speak to your advisor. Leaves are only granted to students in good standing. Please note: If you don't register for a semester and don't have an approved Leave of Absence, you will have to reapply to the Department (and there's no guarantee you will be re-admitted). The Leave of Absence Request Form may be obtained from Tisch departments, from the Student Affairs Office, or downloaded from the website at www.nyu.edu/tisch/forms.

The normal time limit for a leave is one academic year (or two consecutive semesters) in total. To request an extension of a leave, the student must write to the Associate Dean for Student Affairs. Be sure to include the reasons for the extension and the time period involved. An extension of the leave may be granted for good cause, but for no longer than an additional two consecutive semesters.

Students must notify the Office of Student Affairs of their intention to return from a leave of absence at least six weeks prior to the registration period for the semester of their intended return. In order to do this, the student must fill out a Return from Leave of Absence form, which may be obtained from the student’s department, the Office of Student Affairs, or online at www.nyu.edu/tisch/forms, and send it to the Office of Student Affairs. The student will then be reactivated in the Student Information System and permitted to register for courses.

**Part-Time Students**
Permission to attend part-time is generally granted only to final semester seniors. International students may be required, by federal law, to be full-time in all semesters. Please check with your advisor before making any plans.

**Probation**
Undergraduate students are required to maintain a GPA of 2.0 to remain in good standing. Undergraduate students are reminded that they must earn a grade of C or better in classes taken towards the major. Please refer to “Departmental Academic Standards.”

- Undergraduate students who have been admitted on a probationary basis are expected to maintain a 2.5 or better grade point average during the first two semesters of registration.
- Any student whose GPA falls below that requirement may be placed on Academic Probation. 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. Student records are reviewed following the fall and spring semesters.
- Students placed on probation will be informed of their probationary status by letter and will have their records reviewed the following semester. Students whose records fail to meet the school minimum standards or departmental requirements for good standing are subject to dismissal.
- A cumulative GPA of 2.0 is required for graduation with a bachelor's degree. No undergraduate student will graduate with a grade point average below 2.0.

**Withdrawals**
If you are considering withdrawing from school, please see your advisor immediately.