Mastering English: International Summer in New York City
Summer 2016 Handbook
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INTRODUCTION
Mastering English: International Summer in New York City is an academically rigorous program in which each student's active and supportive participation is highly valued. The program is intensive, involving a variety of classroom exercises, homework assignments, and program activities that are intellectually demanding and time consuming. Students in the program will have the opportunity to contribute to and benefit from participation in a unique community of peers and must be respectful of others and thoughtful about the impact of their actions upon their community. It is very important to understand that the dedication and focus upon one's academic work is what makes Mastering English: International Summer in New York City (International Summer in NYC) successful.

The rules and policies that follow have been established to optimize the academic, personal, and social experience of all International Summer in NYC students. Any questions about the rules, policies, and information included in the Handbook may be addressed to the NYU School of Professional Studies American Language Institute (ALI) at +1-212-998-7040 or alimasteringenglishnyc@nyu.edu.

PROGRAM POLICIES

ALI Academic Standards

Attendance
Students must attend and report on time to all of their classes as stipulated in their course syllabi. Coverage of course material will be intense, and even one absence may cause a student to fall behind in a course. Students will be expected to actively participate in class discussions and be in touch with faculty members, when needed.

Please note the NYU Student Health Center does not provide excuse notes for missed classes.

Course Workload
International Summer in NYC gives students the opportunity to experience life at NYU. It is the student’s responsibility to manage his/her own time and set priorities for homework and activities. Students are encouraged to ask faculty members questions when needed and to use academic support services and the resources available to them on campus should they need assistance with their studies or have difficulty managing stress or time.

Academic Honesty
Academic honesty is required of all students. Upon submitting academic work in writing, online, or in person, a student is declaring that work to be a product of his/her own thoughts and study, stated in his/her own words, and produced without assistance with the exception of proper citation of and reference to other sources. Engaging in academic misconduct may result in failing an assignment, failing a course, and/or possible dismissal from their program without refund.
The review of alleged academic violations and the imposition of any resulting disciplinary decisions are at the discretion and responsibility of the professor, academic department, and/or school of the course in which the misconduct takes place and may involve consultation with program and/or University staff.

**Academic Community Support**

Students are expected to respect the work of their fellow students; to refrain from soliciting or using the work of others (see Academic Honesty); and to afford their peers the time, environment, and space needed to study successfully. Students should not disrupt or interfere with the work of another student nor behave in a way that may negatively affect another’s ability to complete work.

**Student Conduct Standards**

Students and parents/guardians should discuss with each other the rules and policies set forth here, as well as those included in the International Summer in NYC Contract. Please be advised that, due to the particular nature of International Summer in NYC, certain student conduct policies are considered to be fundamental to the success of the program.

Failure to comply with the rules and policies of the University and/or of the program may lead to disciplinary action up to and including dismissal from International Summer in NYC with no refund of tuition or fees. Those policies are as follows:

**University Student Conduct Policies**

As NYU students, International Summer in NYC students are expected to follow the rules and policies for student conduct set forth by the University [online](#). Students also are expected to adhere to all program and University rules and policies while on campus or participating in university-sponsored events held off-campus. Volatile behavior occurring off-campus during the course of a program activity will be addressed as a student conduct matter.

International Summer in NYC staff reserves the right to judge the severity of any act of misconduct and to determine the appropriate disciplinary actions/consequences.

**Substance Abuse**

- The possession or use of cigarettes, electronic cigarettes, and other tobacco/nicotine products by students is strictly prohibited, regardless of the age of the student.

- The possession or use of alcohol by students is strictly prohibited.

- The possession or illegal use of a controlled substance or the possession of related paraphernalia by students is strictly prohibited.

- Smoking, consuming alcohol, illegal drug use, and the use of other abusive substances (e.g., nonprescribed medications) are strictly prohibited at any time during the program and at any location on or off campus.
Discriminatory Harassment
New York University and International Summer in NYC are committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment—an environment that supports, nurtures, and rewards educational advancement on the basis of ability and performance. Harassment based upon race, gender, gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited and undermines the character and purpose of the program. Any form of such harassment will not be tolerated.

Sexual Harassment
New York University and International Summer in NYC are committed to maintaining a safe learning environment that is free of acts of violence, harassment, and other forms of sexual misconduct that undermine the character and purpose of the University and to creating a campus and program climate that supports, nurtures, and rewards educational advancement on the basis of ability and performance. All students are subject to this policy and are strongly encouraged to report any incidents of sexual assault or harassment that they are made aware of. Failure to do so would compromise the well-being of the individuals involved and the entire International Summer in NYC community.

General Ethics and Community Responsibility
NYU is committed to offering each student a meaningful experience. International Summer in NYC expects all students to understand the difference between acceptable and unacceptable behavior and to be responsible for their actions. Students may not engage in disrespectful, exclusionary, discriminatory, or abusive behavior that disrupts and/or compromises the learning experience of others. Prohibited behavior includes, but is not limited to (a) community/social misconduct such as abusive use of social networking sites, verbal abuse, threats to injure or harm another or oneself, discrimination, or harassment; (b) academic misconduct such as lateness, disrupting another’s work, cheating, or plagiarizing; and (c) program misconduct such as breaking curfew or any other rules or policies of the program or the University.

Investigation and Adjudication of Alleged Violations
New York University assumes that all students are capable of accepting responsibility for their actions. Therefore, students will be held accountable for any violation of the program and University rules and policies. It is important to note that students found present while a violation is occurring may be considered participants and may be subject to disciplinary action along with the principal violator(s). The adjudication process is as follows:
Report or Formal Complaint
Students and program or University staff document what they observe, hear, smell, or are otherwise made aware of through an incident reporting process. Any person may file a report or discuss a complaint with staff.

Investigation
Program and/or University staff will review all such reports and may interview students connected with the case. Students are expected to cooperate with the interview process. Based upon the information available to the staff, should the staff determine that no violation occurred, the case will be closed. In the event it is determined that a violation did occur, the case will be referred to a senior program and/or University administrator for final review and a determination as to disciplinary actions that are deemed to be necessary and appropriate.

Final Review
The student will receive official notification of the final decision via NYU email. Serious violations will most likely lead to dismissal from International Summer in NYC without refund. Disciplinary decisions are final and cannot be appealed.

Zero Tolerance Policy
There is a zero tolerance policy with respect to the possession or use of cigarettes, alcohol, or illegal drugs and substances (including paraphernalia). Any student determined to have violated these policies will immediately be dismissed from International Summer in NYC without refund. As a reminder, it is important to note that students found present while a violation is occurring may be considered participants and may be subject to disciplinary action along with the principal violator(s). All other policy violations will be addressed in accordance with the program adjudication processes, and may result in a variety of sanctions ranging from a warning to dismissal from the program without refund, depending upon the circumstances of the violation.

PREDEPARTURE
Payment
Billing
The American Language Institute will notify students once they have been successfully enrolled and will provide a University ID number. To pay, students will call the NYU School of Professional Studies noncredit registration department at +1-212-998-7200. To pay over the phone, a credit card and University ID number (e.g., N12324324) are needed to complete the transaction. Discover, MasterCard, Visa, and American Express are accepted.

Refund Policy
International Summer in NYC takes place during the first and second three weeks of NYU’s second six-week summer session. If a student decides to drop out of the International Summer in NYC program, any tuition refunds for which the student may be eligible will be disbursed in
accordance with the refund schedule set by the NYU Office of the Bursar. After the first day of class, the student is responsible for covering any additional costs already incurred by ALI for excursions, reservations, hotels, bus fare, etc.

**Personal Expenses**
A great benefit of International Summer in NYC is the chance for students to experience life in New York City. The cost of living in the city is high. The program fee for International Summer in NYC covers only the primary cost of participating in the evening and weekend events and does not cover personal expenses. Students should budget accordingly, setting money aside that will cover their personal expenses throughout their time at NYU. Students are encouraged to discuss expenses and decide upon a budget with their families prior to the start of the program.

**Confidentiality and Parental/Guardian Notification**
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that establishes standards concerning the privacy of student education records and the rights of students to inspect and review their education records. As enrolled students in a postsecondary institution, International Summer in NYC students are entitled to the protection afforded them under FERPA, and the right of access to education records belongs to the student no matter the legal age or status as a minor.

Students may elect to sign a Consent to Disclosure of Student Information Form located on page 16 of this Handbook. The form permits the release of information to a student’s parents or guardians about the student while in the NYU program. Please be advised, however, that FERPA allows NYU to notify the parents or guardians of a student when there is a significant threat to a student’s health and safety or if a student has violated a University or program rule or policy or public law concerning alcohol or another controlled substance. The decision to notify parents or guardians in such situations will be made according to the professional judgment of appropriate staff and does not require prior consent of the student. Students may or may not be consulted in the notification process.

**Student Account**
**NYU NetID and Email**
After they are accepted to International Summer in NYC, students will receive their NYU NetID. NetIDs are the online identifier for each student and are made up from of the student’s initials followed by a series of numbers (e.g., abc2345). Students are expected to activate their NetID and set up their NYU email as soon as they are able. Instructions are online.

Once a student receives his/her NetID, all communications from NYU will take place directly with the student over NYU email. A student’s NetID is automatically deactivated at the end of the summer.
**Arrival**

**Program Regulations**

- Students must attend a mandatory orientation. The orientation for all students will take place the day before the start of classes or on the first day of class. If a student is unable to attend the scheduled orientation, he/she must attend a makeup session.

- Students are expected be on time. This applies not only to class time, but also to field trips, group excursions, projects, homework, use of equipment and space, etc.

- Students will take part in excursions and trips that are linked to their class time. *Participation in these field trips and tours is mandatory.*

- Outside of class time, students can participate in evening and weekend events that have been planned to enhance the students’ overall experience and are organized by the residential life staff. For participation in these events, students should anticipate the need for additional money to pay for any personal and related activity incidentals. At orientation, students will be provided with the schedule of activities and will be required to sign up for events in advance. Students who cannot participate in an activity for which they are scheduled must cancel their spaces within 24 hours of the event so that other students may attend. *Participation in these evening and weekend activities is strongly encouraged but not mandatory.*

**Registration**

The American Language Institute will enroll students in their selected course(s).

**NYUCard**

At the beginning of International Summer in NYC, students will be issued a student identification (ID), or NYUCard. This ID must be presented upon entering any NYU building or residence hall or at other times when asked by an authorized University representative. Students must carry their ID at all times. Commuter students should return their ID cards to the NYU Card Center (7 Washington Place) upon completion of International Summer in NYC. Residential student ID cards will be collected upon the students’ final departure from the residence hall. Students who do not return their ID card and later return to NYU as a student will be charged a $15 replacement fee.

**NYU Facilities and Services**

**Dining Services**

Residential students are required to have a meal plan of at least 10 meals per week. Students choosing to live on campus will automatically be enrolled in the 10 meals per week plan but may sign up for a higher plan. The meal plan cannot be dropped or modified to below 10 meals per week. Dining halls will be open Sunday–Saturday at hours that vary by location. Students are
expected to coordinate their course and activity schedules with dining hours in mind, so they can plan the times they should eat each day and whether or not they should make alternative arrangements for a meal (dining hall to-go meals, Dining Dollars, a neighborhood café, etc.).

Although meal plans are optional for commuters, some students may find that participating in a meal plan enhances their program experience and are welcome to sign up for summer dining. More information about dining locations, hours, and meal plans is online.

**Student Health Center**
The [Student Health Center](https://example.com/shc) (SHC) provides students with urgent medical, psychological, and support services, as well as crisis response measures. The SHC staff is available to meet the urgent health needs, such as illness or injury, of all students.

The Student Health Center is available to all students for urgent care, but its services may not be covered by a student’s private insurance policy. International students are required to have insurance during their participation in the program. Students will be provided with a list of insurance providers to choose from and are encouraged to check with their insurance provider in advance of the program to determine whether the SHC is within their approved network.

**Henry and Lucy Moses Center for Students with Disabilities**
The [Moses Center for Students with Disabilities](https://example.com/csd) (CSD) assists students in obtaining appropriate and reasonable accommodations and services. Accommodations are determined on a case-by-case basis; however, examples include extended time on exams, a smaller proctored testing environment, supplemental class notes, and housing accommodations.

Students are strongly encouraged to contact the CSD at least one month prior to the start of the program to allow necessary time to review disability requests and to implement accommodations.

**Health and Wellness Support**
International Summer in NYC is an intensive educational experience in which students will face academic and personal challenges that allow them numerous opportunities for self-discovery and growth. The experience may present potential stressors as well. Therefore, students and families are responsible for arranging for the support of medical or mental health professionals, as needed, prior to the start of the program.

**Residential Rules and Regulations**
For students choosing to live on campus, the residential component complements the academic program. A disciplinary action removing a student from a residence hall will result in dismissal from the program without refund.

**Statement of Principles**
International Summer in NYC views the unique experience of living in a residence hall as contributing significantly to a student’s personal and academic development. It is important to
maintain an appropriate residence hall environment. To facilitate this process, every residential student is expected to uphold certain responsibilities. These responsibilities include:

- Recognizing that one’s membership in a residential community not only affords the student certain rights, but also establishes a related set of responsibilities
- Cooperation in maintaining the physical condition of the residential hall by not engaging in actions that vandalize, destruct, or deface the facility, and by not creating conditions that compromise the safety or well-being of other residents
- Informing program and University staff about behavior that is disruptive or disrespectful to the community, as well as situations that infringe on the safety of the community
- Avoiding any behavior that indicates or could be perceived as retaliation for the reporting of potential violations

**Curfew**

Students must be checked in at their residence hall by 11:00 p.m. Sunday through Thursday, and by 12:00 a.m. on Friday and Saturday. By 1:00 a.m., students must be in their designated rooms. Program Assistants (PAs) will monitor the residence hall at these times. No exceptions or requests to extend curfew will be accepted unless the student is on a university-sponsored event.

**Guests and Overnight Stays**

Students are not allowed to have guests in their residence halls, including commuter students and family. Visitors are not permitted passed residence hall security and must meet residential students in the building lobby. No students are allowed to sleep over in other student rooms.

**Evenings and Weekends Away**

Students are not allowed to be away overnight or on weekends except for extenuating circumstances or emergencies. In such cases, students must provide an overnight leave form located on page 15 of this handbook. The form is to be completed by a parent or guardian authorizing any overnight leaves from campus. This form must be scanned and emailed to alimasteringenglishnyc@nyu.edu 48 hours prior to the leave and no later than 12:00 p.m. on Wednesdays.

**Leaving Campus**

One of the greatest benefits of International Summer in NYC is the opportunity to experience life in New York City. The city has much to offer students, and students will have opportunities to see different neighborhoods and sites under the supervision of staff on program-sponsored excursions. New York University, however, does not have an enclosed campus. Students are advised to stay within close proximity of the main Washington Square or Brooklyn campus, which is patrolled and serviced by the NYU Public Safety officers. Students who choose to leave the campus area at any time understand that the farther they are from the main campus area,
the more difficult it is for University and program staff to assist them should they need help. Students and their parents/guardians should discuss and decide upon appropriate boundaries and guidelines for travel off campus while attending the program.

**Sound Policy**
Residential students are expected to be mindful of the noise they create in the residence hall and to comply with requests to reduce sound levels. The use of amplifiers or similar equipment is prohibited. Musical instruments may be played only in designated practice areas. Residents are also responsible for complying with New York City ordinances that include additional restrictions on noise after 11:00 p.m. on weeknights and 1:00 a.m. on weekends.

**Fire Safety**
Students will receive specific information about fire safety and evacuation procedures at the start of the program. Students should familiarize themselves with all fire safety procedures. Students who fail to comply fully with fire safety procedures, such as those who fail to abide by building emergency evacuation procedures or who otherwise violate rules and regulations related to fire safety, will be subject to disciplinary action.

Students also are expected to maintain adequate standards of cleanliness to avoid fire hazards and must not obstruct sidewalks, entrances, passages, air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors, or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial evergreens
- Electric heaters, air conditioners, hot plate burners
- Halogen lighting equipment
- Candles, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition
- Any other object found to block easy egress from a resident’s room as deemed by University and/or program staff

**Furniture Policy**
No outside furniture is allowed in the residence hall. All rooms are furnished appropriately for students with a desk, dresser, and bed.
**Prescribed Medications**
Students currently taking prescribed medications (e.g., antibiotics, antidepressants, asthma medication) should bring enough medication to last throughout their program dates. Students are expected to be able to take medications on their own without the help of other students, PAs, or other program or University staff.

**Residence Hall Violations**
The following behavior is prohibited in the residence hall:

- Throwing and/or causing objects or any substance to be directed from, into, or onto residence hall windows, doors, terraces, ledges, roofs or other areas (This is considered a serious offence and will likely result in dismissal from the program without refund.)
- Tampering with or vandalizing devices and furnishings, such as window screens, cranks, stops, locks, door closing devices, or furnishings in a residence hall
- Installing an unauthorized lock on a bedroom, bathroom, closet, or suite door
- Inadequately securing one’s room and/or failure to lock room doors
- Unauthorized access or use of restricted areas in or about a residence hall, including but not limited to roofs, ledges, terraces, basements, storage areas, mail rooms, or emergency exits
- Moving into another room or switching rooms with another student
- Keeping or caring for pets in the residence hall
- Conducting business for profit or soliciting or recruiting for memberships, subscriptions, polls, or use of commercial services
- Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags, or banners that are inscribed, painted, or affixed to any part of the outside of a building or the inside of the building that may be viewed outside of one’s room
- Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of a residence hall
- Filming in or into any area of a residence hall without authorization
- Gambling in the residence hall

A full list of violations is included in the [Residential Life Student Conduct and Policy Process](#) information online. Residential students will also receive the full list of violations on move-in day.
Getting Around New York City

Transportation

Subway is the most common and convenient way to get around New York City. However, since there are frequent service changes, always remember to check the notices on subway stations to make sure your train is operating normally. You may also download apps like “New York Subway MTA” on your smartphone to plan your trips around the city.

Fees:

$2.75 for a single ride
$31 for a seven-day unlimited pass
$116.50 for a 30-day unlimited pass
OVERNIGHT LEAVE FORM

Students are not allowed to be away overnight or on weekends. In the case of extenuating circumstances or emergencies, students are required to notify summer program staff of any leave by submitting this form. The form must be complete and signed by the parent or guardian on record for the student.

Parents/guardians should submit this form at least 48 hours in advance of the leave and no later than 12:00 p.m. on Wednesdays for leaves during the weekend. The form must be emailed to alimasteringenglishnyc@nyu.edu (subject line: ALI High School Overnight Leave). Once the form is received and processed, the student will receive an email confirming permission to leave.

Students must be checked in to their residence hall by curfew on the day of their return (11:00 p.m. Sunday–Thursday, 12:00 a.m. Friday–Saturday). The overnight form is not intended as a means to stay out after curfew, and students cannot be on the NYU campus while on leave.

STUDENT INFORMATION (Please print clearly)

Name of student: __________________________________________________

Email: ___________________________________________________________

Residence room number: __________________________________________

Name of overnight host: ____________________________________________

Relation to student: ______________________________________________

Address where student will be staying: ________________________________

Telephone number where student can be reached: ______________________

Reason for leaving campus: _________________________________________

_______________________________________________________________

Date and time of departure: _________________________________________

Date and time of return (student must return before curfew): __________

PARENT INFORMATION (must be parent/guardian on summer program record, e.g., signed contract)

Parent or guardian authorizing permission: ____________________________

Home phone: ___________________________ Alternate phone: _______________

Signature: ___________________________ Date: _____________________________
CONSENT TO DISCLOSURE OF STUDENT INFORMATION

Please note that this form grants access to New York City Experience (NYCE) and American College Experience (ACE) parents and guardians to information about the student during his/her time with the program. It does not grant direct access to the student’s official academic record at NYU. Directions on how to access a student’s records are online at [http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/FERPA.html](http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/FERPA.html) (Click “Clarification for Parents”).

Directions on how to access a student’s billing information may be found in the Handbooks online.

In accordance with the Family Educational Rights and Privacy Act of 1974 (“FERPA”),

I, (NAME OF STUDENT) ________________________________________, hereby grant permission to American Language Institute staff and administrators at New York University to discuss and to share information concerning the following matters (check all that apply):

__ my academic progress
__ my personal behavior during NYCE/ACE
__ my health during Cyber for NYCE/ACE

with the following persons:

________________________________________________________________________________
Parent/Guardian Name
Relation to Student

________________________________________________________________________________
Parent/Guardian Name
Relation to Student

This consent will be valid until revoked by me in writing.

Student Signature: __________________________________________

Student Name: __________________________________________

Student Email: __________________________________________

Date: __________________________

Student Name: __________________________________________