Selected Stern School Administrative Policies

1. Class Time:  
   6:00-9:00pm

2. Being Late to Class:  
   Attend class on time.

3. E-mail Accounts for non-Stern Students:  
   All have a Stern e-mail, which is used for class mailing lists.

4. Course-Faculty Evaluations:  
   Should be done online prior to the final exam, to receive your grade without delays.

Since the above policies are not specific to the Foundations of Finance course, the following e-mail printouts clarify these points in detail:
1. Class Time

All evening classes meet **6:00 – 9:00 pm** with about a 10 minute break.

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2. Being Late to Class

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Stern School Policy on Lateness to Classes

Background

Over the past year there have been a growing number of complaints about the disruptive impact of lateness on the quality of classes in the full-time and Langone programs. Surprisingly, the vast majority of the complaints come from students, again, both full-time and Langone. In addition, visitors to our classes, such as outside experts and prospective students have commented on the unprofessional impression they get when students walk in and out at all times during a class. This is reinforced by similar complaints from Student Corps leaders urging the School to do something about the problem. Professors have complained about the difficulty of maintaining classroom continuity under such circumstances. We realize that there are rare occasions when lateness is unavoidable. Full-time students may be delayed by an interview they believe is very important for their careers. Langone students may face extraordinary work and commuting pressures. Nevertheless, it is the responsibility of the School to make policies that provides for the best educational experience for the most students. Individual problems cannot be allowed to disrupt the educational experience of the majority. Simple, professional courtesy demands that students who must enter or exit a classroom during a lecture be mindful of the disruption that this behavior causes. It is in this context that we delineate the School’s lateness policy and the parameters by which it should be administered:

The policy of the Stern School is that all students attend their classes on time.

Clarification and implementation

1. It is understood that under rare and unusual circumstances a student unavoidably may be late.
2. Students do not have the right to be late.
3. Professors are not obligated to admit late students.
4. Students, with the professor’s acquiescence, may enter late only if they can do so without disrupting their class.
5. Professors should implement policies and procedures for managing late students that are appropriate for the manner in which they teach. For example, a professor may opt to allow late students to enter only at a specific time.
6. Professors may enforce penalties for lateness including, in severe cases, the reduction of a student’s final grade.
3. Non-Stern Students and Class Mailing Lists

************** STERN IT ANNOUNCEMENT **************

Dear Stern Faculty, Administrators, and Staff,

With the new Fall 2003 semester starting I just wanted to remind you of two important items relating to your class:

1. Non-Stern Students and Stern accounts

   Problem: Some of your students may not be receiving your class related emails or are having problems accessing Stern only resources (computer labs, web sites, etc.)

   Reason: Some NON-STERN students taking Stern classes do not realize they have a Stern account (including email, lab and web access). And all Stern class mailing lists send email to the student’s Stern Email account.

   Recommendation: Please announce this in your next class:

   A. All students enrolled in a Stern class have a Stern account, including non-Stern students. This account will give them access to Stern email, Stern computer labs, and Stern only resources (like web sites, network drives, etc.). Initial password is their Student SID number.

   B. All Stern class email lists send to their Stern Email accounts.

   C. If they use another email account to read other than their Stern Email account they can log on to "SIMON" and "forward" their Stern email to their other account.

   If they need further assistance please send them to the Stern Student Helpdesk in Tisch UC49 or refer them to some links below.

   Stern How-To Guides:
   http://www.stern.nyu.edu/it/helpdesk/howto/index.html

   SIMON: Stern Intranet Mail account Manager link for Mail forwarding
   http://www.stern.nyu.edu/it/helpdesk/howto/docs/simon.html

2. Class Mailing List

   Problem: How to send an email to your entire class.

   Please go to http://w3.stern.nyu.edu/mlm to view your class mailing list.

************** STERN IT ANNOUNCEMENT **************
4. Course-Faculty Evaluations (CFE):

The quantitative CFE will be administered online at the end of each term in all MBA courses. Students should go to the Student Information System page (http://ais.stern.nyu.edu/) and click on the CFE link.

Here is the timing:

*Evening MBA sections, regular modules:*
Fall - CFE "turned on" two weeks before the last day of the module and "turned off" at midnight before your final class.

MBA students who do not complete their evaluations for a course within this time frame **will not have access to their grades** for the course for one month from the date on which the CFE was turned off. (This will likely result in a delay of 2-3 weeks at most, depending on when you submit your grades.) Special circumstances requiring exceptions will be handled by the MBA program advisors. If students approach you for their grades, please refer them to their advisors.

We will remind your students about the timing and consequences, but please
1) Include this information in your syllabus or handouts and announce it in class as well,
2) Assure your students that we have no way to connect their answers to their identities, and
3) Tell them that you will not have access to their responses until you have submitted their grades.

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