



NYU

Center for
Data Science

PhD Student Handbook

[1. Curriculum and Degree Requirements](#)

[1.1. Required Course Information](#)

[1.2. Elective Courses](#)

[1.3. Comprehensive Exam](#)

[1.4. Teaching Requirement \(for students starting Fall 2020 and later\)](#)

[1.5. Depth Qualifying Exam \(DQE\)](#)

[1.6. PhD Dissertation](#)

[1.6a. Dissertation Proposal Committee and Proposal Approval](#)

[1.6b. Dissertation Approval](#)

[1.7. Typical Schedule for Student's First 3 Years \(For students starting in Fall 2020 and later\)](#)

[1.8 PhD Candidacy](#)

[1.9. Milestones and Tracking Requirements](#)

[1.10. Yearly Review](#)

[2. Advising](#)

[2.1. Medical School Track Advising](#)

[3. Registration](#)

[3.1. Course Loads and Full-Time Status](#)

[3.1a. Residency](#)

[3.2. Maintenance of Matriculation](#)

[3.3. Policies](#)

[3.3a. Pass/Fail](#)

[3.3b. Internships](#)

[3.4. Inter-University Doctoral Consortium](#)

[4. Dissertation](#)

[4.1. Dissertation Proposal](#)

[4.1a. Dissertation Proposal Committee](#)

[4.1b. Dissertation Proposal Approval](#)

[4.2. Dissertation Defense](#)

[4.2a. Dissertation Defense Committee](#)

[4.2b. Dissertation Defense](#)

[Defense Scheduling](#)

[Dissertation Defense Approval](#)

[4.2c. Dissertation Submission](#)

[5. Graduation](#)

[6. Miscellaneous](#)

[6.1. Transferring Credit](#)

[6.2. Good Standing and Academic Probation](#)

[6.3. Leave of Absence](#)

[6.4. Internships](#)

[6.5. Parental Accommodation \(Effective Starting Fall 2024\)](#)

[7. Resources](#)

[7.1. CDS Staff \(as of September 2024\)](#)

[7.2. GSAS Policies and Procedures Manual](#)

[7.3. Important Websites](#)

[Questions?](#)

1. Curriculum and Degree Requirements

Degree requirements for the PhD in Data Science can be found at

<https://bulletins.nyu.edu/graduate/arts-science/programs/data-science-phd/>.

To be awarded the PhD in Data Science, students must, within 10 years of first enrolling:

- Complete 72 credit hours while maintaining a cumulative grade point average of 3.0 (out of 4.0).
- Pass the Comprehensive Exam.
- Pass the Depth Qualifying Exam (DQE) by May 15 of their fourth semester.
- Complete the Teaching Requirement by the end of the fourth year (for students starting in Fall 2020 and later).
- Complete all the steps for approval of their PhD dissertation.

1.1. Required Course Information

Students must successfully complete the following courses by the end of their third semester unless otherwise stated or show evidence that they have taken equivalent coursework elsewhere.

Course descriptions can be found in [NYU's Albert Course Search](#).

- DS-GA 2003 – Introduction to Data Science
- DS-GA 1002 – Probability and Statistics for Data Science
- DS-GA 1003 – Machine Learning
- DS-GA 1004 – Big Data
- DS-GA 1005 – Inference and Representation

- 18 credits of DS-GA 2001 - Research Rotation by end of 6th semester (for students starting in Fall 2020 and later)
 - The objective of the Research Rotation is to give PhD students as much exposure to the research being conducted by CDS faculty, especially in their first two years. The objective is to broaden their perspective and make them better rounded data science researchers. It is a semester-long guided research course in which all Data Science PhD students will design and carry out original research in a collaborative setting with assigned faculty who will monitor progress on a weekly basis and assign a pass/fail grade at the end of the semester and submit a brief report to the DGS.

1.2. Elective Courses

Students must successfully complete their remaining credit hours (57 for students starting before Fall 2020, 39 for students starting Fall 2020 and later) through elective courses. Faculty at the Center for Data Science are experts in a broad range of data science topics, and the Center's course offerings reflect that diversity. Electives must be approved by faculty mentors and/or research advisors and the Director of Graduate Studies.

1.3. Comprehensive Exam

The comprehensive exam is designed to determine whether the candidate displays the requisite data science knowledge to pursue their research.

For students starting the program in Fall 2024 and later: To fulfill this requirement, students will submit a 4-page report describing their work during their first year and a plan of their future research at the end of their second semester. The student will also give a 10-minute presentation in front of a pre-committee of three faculty (which will include their research advisors) during Yearly Review. The committee will determine whether the student is progressing adequately based on their academic performance (including grades and feedback from course instructors), the presentation, and the report.

For students who started the program prior to Fall 2024: The comprehensive exam consists of material from DS-GA 1003 Machine Learning and DS-GA 1004 Big Data. To fulfill this requirement, students must receive an A- or above as their final grade for each of the courses above (*for students starting Fall 2020 – Fall 2023*). Students are expected to complete this requirement by the end of their second semester.

Students are expected to complete this requirement by the end of their second semester. Students who do not pass the comprehensive exam will be placed on academic probation and must complete the requirement by the end of their fourth semester.

Students who started prior to Fall 2020 and who have completed the requirements for the comprehensive must complete and submit this form -

<https://docs.google.com/a/nyu.edu/document/d/1dPI9FNnOwnd0Z3iqM-LpKoy1IBN7HHsTuSjSqkUYWPI/edit?usp=sharing>.

For students who started Fall 2020 - Fall 2023, your final grades will be checked for completion of the comprehensive exam requirements.

For students starting in Fall 2024 and later, you will receive your outcome after Yearly Review.

1.4. Teaching Requirement (for students starting Fall 2020 and later)

By the end of the fourth year of study, each student must have served as a section leader or instructor for at least two courses at the Center for Data Science (for students starting the program in Fall 2023 or later). For students who started the program between Fall 2020-Fall 2022, the requirement is at least one course at the Center for Data Science.

Courses on related topics outside the department may also be used to satisfy this requirement subject to approval by the DGS. The student must also participate in the department's teacher training session at or prior to the semester in which they teach. In certain circumstances, the DGS may allow the student to satisfy this requirement by serving as a course assistant or as a grader. These exceptions will be determined by the DGS based on the availability of suitable recitations.

Once the requirement is completed, students must submit this completed form -

<https://docs.google.com/document/d/1js1O2s-WO9uYVKvPw83PitHsfd38g1VXooR8tYVCbb0/edit?usp=sharing>.

1.5. Depth Qualifying Exam (DQE)

No later than the end of the third semester, each student must:

- Agree on a research advisor. The student is responsible for finding a research advisor, obtaining that person's agreement to advise the student, and informing the Director of Graduate Studies (DGS) and the Director of Academic and Student Affairs of the agreement. A student's research advisor has to be a CDS joint faculty member (see "CDS Joint Faculty" section at <https://cds.nyu.edu/our-people/faculty/>). In addition, there are particular associated and affiliated faculty members who are members of the CDS PhD advisory group (see "Areas & Faculty" section at <https://cds.nyu.edu/academics/phd/>) that can co-advise PhD students along with a CDS joint faculty member.
 - Students must reach agreement with the DGS and the Director of Academic and Student Affairs if they wish to change research advisors. If a research advisor determines that he or she no longer wishes to advise a student, the research

advisor informs the DGS who will begin working with the student to find another research advisor.

- Plan, with their research advisor, a research project, an exam topic, and a Depth Qualifying Exam (DQE) committee. The DQE committee should consist of the student's research advisor plus 2 additional members. At least 1 of the additional members must be a CDS joint faculty member or member of the CDS PhD Advisory Group (see “Areas & Faculty” section at <https://cds.nyu.edu/academics/phd/>). The second additional member could be a CDS joint faculty member, a member of the CDS PhD Advisory Group, or affiliated CDS faculty member.
- Obtain the approval of the DGS on the research project, exam topic, and DQE committee, as well as the date of the DQE exam. Student is responsible for scheduling and confirming the date of the DQE exam with their committee.

No later than the end of their fourth semester, the student must pass the depth qualifying exam (DQE). The exam may be taken no more than twice. The content of the exam is defined by the student's DQE Committee, which must present a syllabus to the student at least 2 months before the date of the exam.

For students starting prior to Fall 2020, the exam itself can consist of two parts. The first part is a written or oral examination of the topics in the syllabus. The goal is to confirm the student's knowledge of a research area that is distinct from the student's own research area. The second part is a presentation by the student on original research carried out independently or in collaboration with faculty, research staff, or other students.

For students starting Fall 2020 and later, the goal of the DQE is to confirm the student's knowledge of research in their area of interest. This consists of a presentation by the student on original research carried out independently or in collaboration with faculty, research staff, or other students. This can include research done in the research rotations or other research conducted by the student in their area of interest.

For approval of the DQE Committee and proposed date, fill out this form - <https://goo.gl/forms/ncRkISpYlET8X2QH3>.

Once the DQE requirement is completed, CDS staff will reach out to the student's committee for the outcome.

1.6. PhD Dissertation

1.6a. Dissertation Proposal Committee and Proposal Approval

CDS PhD students are encouraged to identify their dissertation proposal committee by the end of their second year. Students should consult with their advisor and/or the DGS. The student works with their research advisor to select a dissertation proposal approval committee, obtains approval of this committee from the DGS, submits a written dissertation proposal to the committee, and

obtains the approval of the committee. The committee consists of at least three members, which may consist of individuals with similar standing outside of CDS. At least one member must be a CDS Faculty member or CDS Affiliated Faculty member.

Students should have their dissertation proposal approved by the end of their third year. However, approval of the dissertation proposal by the 6th semester is a guideline not a requirement. Students are encouraged to identify timing of the dissertation proposal in consultation with their advisor and/or the DGS.

For approval of dissertation proposal committee, fill out this form - <https://goo.gl/forms/SKjOYZQjscAZeb0h2>.

Once the dissertation proposal requirement is completed, CDS staff will reach out to the student's committee for the outcome.

1.6b. Dissertation Approval

Each student's dissertation must be approved by all of the readers on the student's defense committee. The PhD defense committee must have at least five members: the advisor, three additional CDS faculty (CDS joint faculty member, member of the CDS PhD Advisory Group, or CDS affiliated - see "Areas & Faculty" section at <https://cds.nyu.edu/academics/phd/>), and one external member (in related area from another NYU department or from an area institution, with approval from DGS). The membership of the defense committee is proposed by the student and approved by the DGS. For approval of the dissertation defense committee, fill out this form - <https://forms.gle/ed8r5TA4Qx26Ew7j8>.

Approval of each reader is required. Their approvals are indicated by their signatures on a form provided by the Director of Academic and Student Affairs. The defense is a presentation and question-answering session in which the student presents their work. The NYU public is invited as are the members of the defense committee. The student works with the Director of Academic and Student Affairs to arrange a date for the defense and to publicize the defense.

In addition, students must comply with all of the [procedures of NYU's Graduate of School of Arts and Science related to submission of their dissertation](#).

See Section 4 for more details and instructions.

1.7. Typical Schedule for Student's First 3 Years (For students starting in Fall 2020 and later)

Typically, a student's first 3 years will follow a schedule like the one outlined below. The student's remaining years will consist of electives and work on their research and dissertation. After coursework is completed, the student will register for maintenance of matriculation (see Section 3.2).

1. First year, fall: 2 required courses and 1 research rotation course
 - a. Introduction to Data Science
 - b. Probability and Statistics
 - c. Research Rotation
2. First year, spring: 2 required courses and 1 research rotation course
 - a. Big Data
 - b. Machine Learning
 - c. Research Rotation
3. Second year, fall: 1 required course, 1 research rotation course, and 1 elective; identify research advisor
 - a. Inference and Representation
 - b. Research Rotation
 - c. Elective
4. Second year, spring: 1 research rotation course and 2 electives, pass the Depth Qualifying Exam, form Dissertation Proposal Committee
 - a. Research Rotation
 - b. Elective
 - c. Elective
5. Third year, fall: 1 research rotation course and 2 electives
 - a. Research Rotation
 - b. Elective
 - c. Elective
6. Third year, spring: 1 research rotation course and 2 electives
 - a. Research Rotation
 - b. Elective
 - c. Elective

1.8 PhD Candidacy

As per [GSAS' policies and procedures manual](#), within 4 years from the start of the program, PhD students are required to obtain candidacy. PhD candidacy is defined as completing all requirements (including the dissertation proposal and all coursework) except for the dissertation. When the student achieves candidacy, the student will receive a Master of Philosophy (MPhil). If the student does not obtain candidacy by the time limit, the student will be placed on probation until the requirements are complete.

1.9. [Milestones and Tracking Requirements](#)

For information on PhD milestones and how to track requirements and submit for approval, please see

<https://docs.google.com/a/nyu.edu/spreadsheets/d/1bWoTiehzgJ7P2w9GmjuSAgPKU2VTvGjYZk0NO2jgjo/edit?usp=sharing>.

1.10. Yearly Review

CDS PhD students are encouraged to identify their dissertation proposal committee by the end of year 2. All PhD students are evaluated formally at the end of each academic year, around mid-May, but can also be evaluated at the end of each semester on progress with research rotations and courses. The end of the year process has the following structure:

- **For year 1 students (students who do not have a DQE committee, have not completed their DQE, or do not have a dissertation proposal committee):** students will give a 10 minute presentation during the scheduled Yearly Review day on their research to their pre-committee of three faculty (which includes their faculty mentor(s) and the Director of Graduate Studies). The evaluation committee will evaluate the presentation along with the student's milestones/progress so far. These presentations are open to all CDS faculty and PhD students. Along with the presentation, students are asked to provide a 4-page report describing their work during their first year and a plan of their future research. For students starting the program in Fall 2024 and later, the presentation and report are a part of the student's comprehensive exam requirement.
- **For students in years 2 and later (students who have a DQE committee, have completed their DQE, or have a dissertation proposal committee):** the student's DQE or dissertation proposal/dissertation committee will meet with and evaluate the student each year. This meeting can happen either on the scheduled Yearly Review date or on another day that works best for the committee during the Spring semester.
 - If a student is completing or has completed their DQE or dissertation proposal in a particular academic year, that milestone will also serve as the Yearly Review as long as it is completed by the end of the summer of that year.

Shortly after the presentation or meeting, the committee provides feedback and evaluates the student on their presentation, short write-up, and progress on degree requirements and milestones. If possible, the committee provides the student with a final outcome of the review - see below for options. If it is not possible to provide a final outcome, the committee schedules a follow-up meeting. Once a decision is made, each student receives a notification stating the outcome of their review. The assessment process and outcomes are documented.

Outcomes of Yearly Review

- **On track** - The student is meeting program standards.
- **Academic probation** - The student is not meeting program standards. A follow-up meeting is scheduled with the student to discuss the probation and steps on how to improve and return to program standards.
- **MSc Pass (terminate from program with MSDS)** - The student was on academic probation, and did not meet the probation requirements. This outcome is possible if the student has completed the MSDS requirements.
- **Terminate from program without MSDS** - The student was on academic probation, and did not meet the probation requirements. The student did not complete the MSDS requirements either.

2. Advising

At the start of the program, each student is advised by two faculty mentors, who are identified upon admission. Each student must choose a research advisor no later than the end of their third semester. The student is responsible for finding a research advisor, obtaining an agreement to advise the student, and informing the Director of Graduate Studies (DGS) and Director of Academic and Student Affairs of the agreement via email. A student's research advisor has to be a CDS joint faculty member (see <https://cds.nyu.edu/joint-faculty/>). In addition, there are particular associated and affiliated faculty members who are members of the CDS PhD advisory group (see <https://cds.nyu.edu/phd-areas-faculty/>) that can fully advise PhD students from the start of their program (policy revised in Spring 2024).

Students must reach agreement with the DGS and the Senior Director, Academic Affairs and Operations if they wish to change research advisors. If a research advisor determines that he or she no longer wishes to advise a student, the research advisor informs the DGS who will begin working with the student to find another research advisor.

If you have any questions or concerns about advising and/or advisor/advisee relationships, please reach out to the Director of Graduate Studies (Cristina Savin, cs5360@nyu.edu).

2.1. Medical School Track Advising

Medical School track students are required to have a faculty advisor at NYU School of Medicine and a CDS joint faculty co-advisor. If a student no longer wishes to stay in the Medical School track, they can switch out of the track as long as they are able to find a new advisor who can commit to funding the student. Students must also follow the general advising requirements for their faculty advisor (i.e. if non-joint but a member of the CDS PhD faculty group, a CDS joint faculty co-advisor is required). This is also the case if the Medical School track faculty advisor no longer thinks the advising relationship is a good match for themselves and the student.

3. Registration

Students register for courses in Albert. Information on how to prepare for registration can be found at

<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/registration-requirements.html>. How-to guides for registration can be found at <https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/registering-on-albert.html>. Please be sure to check your registration appointment day and time by signing into your Student Center and clicking on "details" in the "Enrollment Dates" section. Appointment days and times are based on the Eastern Time zone.

3.1. Course Loads and Full-Time Status

Full-time at NYU is 9 credits.

3.1a. Residency

32 points of the degree must be taken at GSAS.

3.2. Maintenance of Matriculation

After a student completes the 72 hours of course requirements, he or she registers for maintenance of matriculation - MAINT-GA 4747. No credits are attached.

3.3. Policies

3.3a. Pass/Fail

Courses for the PhD degree, except for DS-GA 2001 Research Rotation, cannot be taken as pass/fail.

3.3b. Internships

Students have the option to take an internship for credit as an elective; however, there are guidelines that must be followed for both the course and curricular practical training (CPT) if the student is an international student.

To earn three credits for an internship, students will have to receive approval for the internship and register for DS-GA 1009 Practical Training. Before the start of each semester, staff will send out guidelines on the approval process. The internships have to be completed within the course dates. Students will have an advisor throughout their internship. Students are required to submit a final report and will receive a letter grade at the end of the course. Students are only allowed to register for DS-GA 1009 twice during their time in the program, so they can only earn a maximum of 6 credits toward their degree.

3.4. Inter-University Doctoral Consortium

The Inter-University Doctoral Consortium (IUDC) offers eligible doctoral students the opportunity to take graduate courses at distinguished universities throughout the greater New York area. The IUDC has been in existence for over 30 years and offers students an enormous array of courses and opportunities for contact with faculty and other students in their fields. The IUDC is open to doctoral students from participating schools who have completed at least one year of full time study toward the Ph.D. See <http://gsas.nyu.edu/content/nyu-as/gsas/academics/inter-university-doctoral-consortium.html> for more information.

4. Dissertation

All PhD students must write a dissertation. The dissertation must be based upon original research. Students should begin to discuss their dissertation topics, approaches, and sources with their advisers as early as possible.

4.1. Dissertation Proposal

4.1a. Dissertation Proposal Committee

CDS PhD students are encouraged to identify their dissertation proposal committee by the end of their second year. Students should consult with their advisor and/or the DGS. The student works with their research advisor to select a dissertation proposal approval committee, obtains approval of this committee from the DGS, submits a written dissertation proposal to the committee, and obtains the approval of the committee. The committee consists of at least three members, which may consist of individuals with similar standing outside of CDS. At least one member must be a CDS faculty member (CDS joint faculty member, member of the CDS PhD Advisory Group, or CDS affiliated - see “Areas & Faculty” section at <https://cds.nyu.edu/academics/phd/>).

For approval of the dissertation proposal committee, fill out this form - <https://goo.gl/forms/SKjQYZQjscAZeb0h2>.

4.1b. Dissertation Proposal Approval

Students should have their dissertation proposal approved no later than the end of their third year. However, this is a guideline. Students are encouraged to identify timing of the dissertation proposal in consultation with their advisor and/or the DGS.

For approval, the dissertation proposal committee must complete this form - https://docs.google.com/document/d/1iBGHysbvXWrEGmbWEe6ERe0qU1ybGqAsvSL1OQbU_MA/edit - and submit to the Director of Academic and Student Affairs.

4.2. Dissertation Defense

A successful defense is required for award of the PhD. Details on preparing for and submitting your dissertation can be found at

<https://gsas.nyu.edu/content/nyu-as/gsas/academics/submitting-your-dissertation.html>.

4.2a. Dissertation Defense Committee

The PhD defense committee must have at least 5 members, including the advisor(s), three of whom must be CDS faculty (CDS joint faculty member, member of the CDS PhD Advisory Group, or CDS affiliated - see “Areas & Faculty” section at <https://cds.nyu.edu/phd-program/>), and 1 external member (in related area from another NYU department or from an area institution, with approval from DGS). Your committee chair should not be your advisor. It should be one of your other committee members who is a CDS faculty member. If your external member is outside of NYU, they should meet the usual criteria for faculty membership (doctoral degree, rank of at least Assistant Professor, published research beyond the dissertation). If they do not meet these requirements, you will need to submit a memo justifying the request.

From the whole committee, three must be designated as core members. The core consists of the committee chair, the advisor, and one other member. The core members are generally the committee members who approved the dissertation proposal.

When putting together the defense committee, please be aware of conflicts of interest among the members and the student. Specifically, committee members should not have a vested interest in the outcome and thus cannot be guaranteed to provide an independent unbiased evaluation of the work. External members should be 1) scientifically competent to evaluate the work and 2) independent (i.e. unrelated to the work/student). For example, former students who worked alongside a student while in the program or a current collaborator should not be members of the defense committee.

At the latest, a student should identify and request approval for their defense committee at the start of the semester when they are planning to defend.

For approval of defense committee, submit this form -

<https://docs.google.com/forms/d/e/1FAIpQLSdDf0kpSqZkZ7K2w6W0kpYnzffUAup1QXuQhksUbcPDSbqMbw/viewform>.

4.2b. Dissertation Defense

The defense is a presentation and question-answering session in which the student presents their work. The NYU public is invited as are the members of the defense committee.

Defense Scheduling

All dissertation defenses should be scheduled by the student with the help of CDS staff for room availability and set-up. Once a defense is scheduled, the student must let the Director of Academic and Student Affairs know via email for help with publicizing the defense, which will be announced to the community a week before the scheduled date.

Students should send their committee a draft of their dissertation at least a month before the scheduled defense date.

Dissertation Defense Approval

A successful defense requires that no more than one vote of disapproval from the dissertation committee on the oral defense is cast. Approvals are indicated by their signatures on the doctoral thesis oral defense form, which can be found at <https://gsas.nyu.edu/content/nyu-as/gsas/about-gsas/policies-and-procedures/policies-and-procedures-manual-and-forms.html>.

CDS staff will gather the signatures for you. Therefore, once you are ready, please send the form with the information below completed to the Director of Academic and Student Affairs.

- Student Name
- UID (N-number)
- Dissertation Title
- Department

4.2c. Dissertation Submission

After defense, a candidate for a PhD degree must follow the GSAS doctoral dissertation guidelines on [Submitting Your Dissertation](#) and submit the forms there to the indicated offices. The guidelines outline the procedures and deadlines for preliminary and final submission of the dissertation, including necessary forms, payment, typography and pagination. Students should be aware that GSAS deadlines precede University deadlines. Students must meet the GSAS deadlines. These are absolute deadlines. If you miss these deadlines, you will not graduate on time!

5. Graduation

The candidate is required to register for graduation on [Albert](#) at least 3 months prior to the expected date of graduation. See <https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html> for more information on the graduation application and deadlines.

6. Miscellaneous

6.1. Transferring Credit

All requests for transfer credit must be submitted and approved within one year of matriculation at NYU. A transferable course must have been taken at the graduate level, and the student must have received a grade of B or better (see section 5.15 of the [GSAS Policies and Procedures Manual](#) - note: CDS allows maximum of 36 points).

Transfer credit can occur in 2 ways with approval from the Director of Graduate Studies and GSAS.

1. Course by course is point by point up to a maximum of 36 points. If a student took a grad course here or elsewhere in a master's program, it can be transferred at the same value it was worth at the original school (or at a lesser value, but not a greater). Individual courses taken at NYU only count if the student goes from MS to PhD but never gets the MS.
2. If a student has an MS in Data Science from another institution or from NYU, the student can do a blanket transfer of the credential. In this case, the student would get 36 points of credit, equal to that credential at NYU, regardless of how many credits were required for the degree.

Transfer credit requests must include the documents below. Students submit transfer credit requests to [cgs-phd@nyu.edu](mailto:cds-phd@nyu.edu).

- a completed [Transfer of Credit Request Form](#)
- an unmarked original transcript (front and back)
- course syllabi/websites

6.2. Good Standing and Academic Probation

GSAS requires students to maintain a GPA of 3.0 or higher and successfully complete at least two thirds of points attempted at NYU, excluding the current semester. Courses with grades of "I", "N", "NR", "W", and "F" are not considered successfully completed. Students also must be within time to degree limits. Students not meeting these standards each semester will be placed on academic probation.

6.3. Leave of Absence

Leave of Absences must be approved by the Director of Graduate Studies and GSAS. Leave of absences are only approved for specific reasons:

- Medical
- National Service

- Compelling Personal Reason, i.e. Must be one outside the student's control and not a matter of choice. Difficulty maintaining academic good standing or conditions for enrollment does not qualify as a compelling personal reason. Examples of compelling personal reasons include serious family or legal crises.
- Parental Leave

A leave of absence can be approved for up to 1 year, except in cases of compulsory national service in which case the leave would be approved for the duration of the service.

Leave of absences will only be approved during the add/drop period in Albert. After the last day to add/drop in Albert (typically, after the first 2 weeks of classes), a leave of absence will not be allowed if the student has enrolled in at least one course. The student will need to complete a term withdrawal. With a term withdrawal, at least one course must be on the transcript with a W. A term withdrawal will fulfill the continuous enrollment requirement.

See Section 6.7 of the [GSAS Policies and Procedures Manual](#) for more information. For next steps, please reach out to cds-phd@nyu.edu.

6.4. Internships

It is possible for a CDS PhD student to take on an internship (part-time during Fall/Spring semesters, full-time during Summer semester) with approval from their faculty advisor(s) and DGS. For international students who need [CPT](#) to take on an internship, there are two possible options: 1) CPT for internship related to dissertation research (course registration not required); or 2) CPT for internship not related to dissertation research (course registration required and tuition/fees apply).

To discuss next steps or if you have any questions, please reach out to Tina Lam, Assistant Director of Graduate Programs, at tina.lam@nyu.edu.

6.5. Parental Accommodation (Effective Starting Fall 2024)

Full-time PhD students in the Center for Data Science (CDS) who are within the 5-year term of their CDS PhD fellowship and become primary caregiving parents to a newly born or adopted child may request parental accommodation for one full semester (Fall or Spring). CDS fellowship packages do not require summer support so students cannot receive parental accommodation for a summer semester. The parental accommodation period may begin at any time after the student becomes a primary caregiving parent to a newly born or adopted child, through 12 months after the child is born or adopted.

During a parental accommodation period, students will receive one semester of funding (details below).

- Stipend
- Maintenance of matriculation fees

- Health insurance

During the parental accommodation period, students will be expected to work on research (20 hours/week) but will not be permitted to take courses, teach, or grade (including independent study and research rotation). Milestones may also be delayed for that semester. Before applying for parental accommodation, students should discuss their research plans and revised completion schedule (if milestones are delayed) with their faculty advisor(s).

Students who use parental accommodation are not prohibited from applying for an additional academic leave of absence under GSAS' policies.

To request parental accommodation, complete the GSAS form - http://gsas.nyu.edu/content/dam/nyu-as/gsas/documents/policies-and-procedures-and-forms/writable_parental_accommodation.pdf - and submit to Kathryn at kangeles@nyu.edu by the deadlines below for each semester.

- April 15 for Fall semester accommodation
- September 1 for Spring semester accommodation

If you have any questions, please reach out to Kathryn Angeles, Senior Director, Academic Affairs and Operations, at kangeles@nyu.edu.

7. Resources

7.1. [CDS Staff](#) (as of May 2025)

Relevant contacts for the PhD program are below.

- Interim Director - Carlos Fernandez-Granda, cfgranda@cims.nyu.edu
- Deputy Director - Jonathan Niles-Weed, jnw@cims.nyu.edu
- Director of Graduate Studies for Ph.D. Program and Director of Admissions - Cristina Savin, cs5360@nyu.edu
- Senior Director, Academic Affairs and Operations - Kathryn Angeles, kangeles@nyu.edu
- Assistant Director of Academic and Student Affairs - Francheska Jimenez, fj6@nyu.edu
- Assistant Director of Graduate Programs - Tina Lam, tina.lam@nyu.edu
- Assistant Director of Career Development and Industry Relations - Zoë Levin, zl2068@nyu.edu
- Administrative Aide II - Joshua Gilmore, jg5293@nyu.edu

7.2. [GSAS Policies and Procedures Manual](#)

Please read through the GSAS Policies and Procedures Manual for up-to-date information on GSAS and NYU policies, procedures, and forms.

7.3. Important Websites

- [NYU Home](#)
- [GSAS](#)
- [GSAS Bulletin](#)
- [GSAS Dissertation Formatting Guide](#)
- [Registrar](#)
- [Bursar](#)
- [Graduation Services](#)
- [Albert Tutorials](#)
- [NYU Classes Tutorials](#)
- [NYU Libraries](#)
- [NYU Wellness](#)

Questions?

If there are any questions about this handbook or the program, please reach out to cds-phd@nyu.edu.