



## Academic Information and Policies

Regulations uniformly applicable to both Yeshiva College and Sy Syms School of Business are furnished here; those pertaining to a particular school are found in that school's section of this catalog.

### CHANGES IN REGULATIONS

The university reserves the right to change tuition, fees, course offerings, regulations, and admission and graduation requirements at any time without prior notice. Students should consult [www.yu.edu/catalog](http://www.yu.edu/catalog) for changes. This catalog supersedes all previous catalogs and academic information and policies and is binding for all students. However, students continue a course of study in effect at the time they enrolled provided that no more than six years is taken to complete the program.

### ATTENDANCE

At the start of the semester, each student must attend class in person to learn the specific attendance, examination, and other requirements of each course.

In addition, Yeshiva University has a government reporting requirement for students attending on an international student visa. For these students to study legally in the U.S., YU must report to the U.S. Department of Homeland Security (DHS) that they are physically present and registered full-time. YU starts taking attendance on the first day of classes.

Attendance policy is determined by the instructor of each course. A student who does not meet such requirements may be dropped from a course. In performance courses (such as laboratory, music, and language), attendance is required at all class sessions. Continued unexcused absences will result in the student being dropped from the course or being awarded the grade of G (failure due to lack of attendance), which may lead to probation or academic dismissal from the college.

### Guidelines for Student Athletes

All parties—coaches, instructors, and students—have certain roles in ensuring that students can achieve their academic goals. Students should communicate and work with instructors to minimize conflicts and ensure that academic requirements are a priority.

- Student-Athletes (SAs) should take advantage of priority advising by scheduling a meeting with their academic advisors at least a week before registration. This will greatly minimize class conflicts. During the session with their advisors, SAs should provide practice and competition schedules where possible. Priority advising means that under certain circumstances Academic Advising may hold spots for SAs in required classes as necessary. It applies to students who are “in season” only.

- Coaches are instructed to provide practice and game schedules, including departure times for away contests, to all members of the team prior to the start of each season. Once SAs obtain their game schedules and departure times for away contests, they



should compare their athletic schedule with their class schedule and any other scheduled class events to identify any overlapping commitments.

- After reviewing the professor’s attendance policy and, if any, class participation policy, the student should communicate with the professor directly and as soon as possible about any scheduled class events he or she is seeking permission to miss. It is recommended that students speak to their professor(s) in person and not initiate these discussions through email. These conversations should occur during the first days of the semester. If necessary and in a professional manner, the SA should request that s/he miss class on specific competition dates with the understanding that all assignments/readings must be made up and that the absence itself should not adversely affect him or her achieving his or her academic goal. In these conversations instructors can discuss alternative arrangements for completing course obligations because of conflicts arising from athletic team schedules, where appropriate.

- SAs may not miss class for practices.

- If the level of anticipated absences is such that the student may have problems in reasonably meeting the attendance and other course requirements, the student has the responsibility of determining whether it is possible for him or her to continue to participate in that sport. If it is not possible to continue to participate in the sport and still meet the requirements of the class, the student must decide whether to withdraw from the sport or, in certain circumstances, to postpone the class to a later semester.

### LATE ADMISSION TO AND WITHDRAWAL FROM COURSES

The following governs late admission to, and drops and withdrawals from, classes.

(Please refer to official calendar – [www.yu.edu/registrar/ug-calendar](http://www.yu.edu/registrar/ug-calendar))

Semester Period	Permission needed to register late	Permission needed to drop course(s)	Notation of withdrawal on permanent record
First two weeks of semester	None	None	Course is not listed
Third week of semester	Dean’s permission	None	Course is not listed
Next 7 weeks of semester	Not permitted	None	Course is not listed
Remainder of semester	Not permitted	Dean’s permission	Course is listed with a “W”

**Please note:**

- **Absences may still be recorded regardless of when you are officially registered for the course.**
  - Only tuition, not fees, is subject to refund.
  - Regulations apply to the proportional period in a summer (or pre-summer) session.
  - Prior to the date when permission to drop a course is required, the student must remember to drop the course online. If a student stops attending but does not withdraw officially, a G grade is assigned.
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- If permission is granted to withdraw from a course after the allowed date, the course is listed on the permanent record with a grade of “W”.
- Withdrawals that change a student’s full-time status can affect other areas such as financial aid, University Housing, and visa status. Please check with Academic Advising for information regarding full-time status and its implications.

## EXAMINATIONS

All students must take examinations as scheduled. A student who misses a class test due to illness or an equally compelling cause must first notify the instructor. The instructor can ask for a valid medical or treatment note. If the student does not provide such note, the instructor can deny the student a retest.

A final examination may be postponed only on account of illness or some equally compelling emergency that causes absence at the time of the examination. Under these conditions, the student must notify the Office of the Dean immediately along with a physician’s note if applicable by emailing [ycfinalexams@yu.edu](mailto:ycfinalexams@yu.edu) for a Yeshiva College final or [sysymsdeans@yu.edu](mailto:sysymsdeans@yu.edu) for a Sy Syms final. Deferrals will only be granted by the Office of the Dean. Students must take makeup examinations at the times scheduled by the Office of the Dean.

Once a student has taken a final exam, no reexamination may be given. No excuse — whether illness, lack of preparation, or any other reason — will be accepted as grounds for a retest or an additional test or assignment. If a student arrives late at any examination and has no valid excuse for the lateness, he is granted no extra time for the examination and may be barred from taking the examination for reasons of academic integrity.

Cheating on an examination will subject the offender to disciplinary action, including possible expulsion from the university. See the section on *Academic Integrity Policies*.

## GRADES

Grades are accessible through <https://insidetrack.yu.edu>.

A, A-	Excellent
B+, B, B-	Good
C+, C, C-	Fair
D+, D, D-	Poor
F	Failure
N	No credit
P	Pass

## Administrative Grades

G	Stopped attending without filing an official withdrawal form (counted as failure)
I	Incomplete
L	Audit (no credit)
W	Withdrawal without penalty or prejudice
Y	Year course

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**P** grades are used for courses bearing less than 1 credit, for independent study courses, internships, and for courses taken under the P/N option.

**I** grades may be given by faculty to accommodate unavoidable delays in the completion of course requirements and to allow for excused medical emergencies. All outstanding work must be submitted to the faculty by the given deadline or at the latest, by the deadline towards the beginning of the following semester as indicated on the Academic Calendar. If the work is not submitted by the deadline, the I grade will default to an F grade or to a grade designated by the faculty member based on work completed. Completion dates are posted on the official Academic Calendar and work must be completed by this date.

**W** - Withdrawal from a class after ten weeks of the term requires submission of an Add/Drop form to the registrar and may require written permission of the Office of the Dean. Unless proper procedures are followed, the student will receive a G, equivalent to failure, in the course. See the section on Late Admission To and Withdrawal from Courses.

No credit is given for grades F, G, I, L, N, W or Y.

A student who has achieved a passing grade in a course may not retake it. In exceptional cases, a school's Academic Standards Committee may permit a student who has received a D to retake the course, provided that the student has not taken a more advanced course in the subject after receiving the D. Even if repetition is allowed, the original grade remains on the record and both grades count in the cumulative GPA.

A Sy Syms School student must achieve a grade of C- or better in all business courses required as part of the business core, major, minor as well as Jewish Values requirements and in the required economics and quantitative courses. A course may not be taken if the student has received below a C- in the prerequisite course. Similarly a Yeshiva College student must achieve a grade of C- or better in all courses required for a major or minor. In either case, if the student received below C- in such a course, the student must repeat this course or an acceptable substitution. All grades remain on the record and count in the cumulative GPA.

A Sy Syms School student who failed to achieve the minimum grade of C- to satisfy a requirement can take the course **up to two times** in order to achieve the required grade before being subject to dismissal from Sy Syms. Additionally, **no more than two courses** can be repeated before being subject to dismissal from Sy Syms.

Courses, grades, and credits in the S. Daniel Abraham Israel Program are listed on a separate record. Block credit (without grades) for the year of study is recorded on the Sy Syms School BS transcript or Yeshiva College BA transcript.

### **Appeal of Final Grade**

A grade may be changed by the instructor only for a computational error or recording error. In these two instances, the instructor completes a Change of Final Grade form and



forwards it to the Dean's Office for review, approval and transmittal to the Office of the Registrar.

If a student believes a grade is incorrect, he must first meet with the instructor. Should this meeting be unsatisfactory, the student must appeal in writing to the Department Chair whose decision is final.

### **DEAN'S LIST**

Each academic year, undergraduate students who are full-time for the fall and spring semesters who have achieved an academic grade point average of at least 3.500 in both semesters are included on the Dean's List, which is noted on the student's transcript.

Initial determination of Dean's List eligibility for the previous academic year takes place in mid-July. Students with unresolved incomplete grades are not evaluated. If all of a student's incomplete grades are resolved by the end of September, the student will be evaluated and, if the criteria are met, placed on the dean's list. After this no additional students will be added to the dean's list for the previous academic year.

### **GRADUATION WITH LATIN HONORS (CUM LAUDE, MAGNA CUM LAUDE, SUMMA CUM LAUDE)**

To receive honors at graduation, students must have completed at least 84 credits in residence at the New York campus and must have achieved the following cumulative averages: cum laude, 3.500; magna cum laude, 3.700; summa cum laude, 3.850.

### **VALEDICTORIAN**

The following describes the valedictorian selection for Sy Syms School of Business.

To encourage students to pick the best courses and activities on which to build their long-term careers and lives, the Sy Syms graduation-award criteria include both quantitative measures (e.g., GPA) and the qualitative factors described below.

#### Eligibility for Academic Awards:

Only students who have earned at least 75 credits on campus at the time of the decision are eligible. Courses in progress are not included in the 75 credits.

Only students graduating in that school year are eligible for awards. E.g., in Spring 2023, only graduates from September 2022, January 2023 and May 2023 are eligible.

All Incomplete grades must be resolved for a student to be eligible for an award. W and P grades are factored into the assessment of the overall rigor of the student's curriculum.

#### Valedictorian Selection Process

1. Across both campuses, students with the top 10-20 GPAs graduating in September, January, and May of the current school year will be considered.



2. To select the semifinalists from among those students, the following factors will be considered by the Syms administration and advising team:
  - Dual majors or major+minor
  - Honors courses
  - Resume or LinkedIn profile
  - Reasons for any W's and P's
  - Substantive roles in extracurricular activities
  - Rigor of Jewish Studies curriculum (i.e., Wilf UTS / Beren JS Core)
3. The top-ranked of those students will be asked to complete a brief recorded interview about their candidacy. After reviewing the interviews and the factors above, the Awards Committee will decide on the finalists.
4. The Awards Committee will interview each finalist live. Each finalist will present about why s/he best represents the graduating class, the Sy Syms School of Business and YU, and answer other questions. (Topics may vary year to year.) The committee will make a recommendation to the Dean.
5. The Dean names one valedictorian for each campus.

The following describes the valedictorian selection for Yeshiva College:

1. The Academic Deans plus one member of the Faculty Executive Committee vet candidates on the basis of academic criteria. Any student with a W or Incomplete grade is not considered for Valedictorian. Through this process 3-5 students are chosen who have the highest GPA's and at least 94 credits on campus.
2. The Executive Committee member and Deans invite these 3-5 students for an interview and a short presentation.
3. The Executive Committee member and Deans vote on the valedictorian.

Selections criteria include academic performance plus breadth, "students should be well rounded."

### **CLASS STATUS**

Class status is determined by the number of credits completed. See the chart below:

<b>Credits Completed</b>	<b>Class</b>
0	Lower Freshman
12	Upper Freshman
28	Lower Sophomore
45	Upper Sophomore
61	Lower Junior
78	Upper Junior
94	Lower Senior
111	Upper Senior

### **SATISFACTORY PROGRESS**

All students must meet the standards of good academic standing and satisfactory academic progress as stated below. Students not meeting these standards may become

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ineligible for financial aid, but a one-time waiver for one semester may be granted if failure is due to extraordinary circumstances.

Maintenance of these standards is required for certification by New York State for financial assistance under Section 145-2.2 of the Regulations of the Commissioner of Education and is required by federal regulations to receive aid under Title IV of the Higher Education Act.

To maintain financial aid eligibility, each student must have accrued a minimum number of credits by the beginning of each semester of attendance, as follows:

Second	6	Seventh	60
Third	15	Eighth	75
Fourth	25	Ninth	90
Fifth	36	Tenth	105
Sixth	48	Eleventh	120

**Academic Average:** Each school section lists its specific grade requirements. All students must maintain a minimum average of 2.000 per semester and cumulatively.

Each grade has a numerical value as follows:

A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667
B+ = 3.333	C+ = 2.333	D+ = 1.333	F, G = 0

When the numerical value is multiplied by the credit value of a course, the resulting figure is the number of quality points. The student's average is computed by dividing the number of quality points earned by the total number of credits completed with a grade of A through G.

Note that credit is given only for grades A through D- and P. No credit is given for grades F, G, I, L, N, or W.

### **PROVISIONAL ADMITS**

Students who are admitted provisionally may take a maximum of 13 credits (including mandatory HES transfer from JSS and IBC).

Students must have an initial appointment with Academic Student Support services to determine a plan for their first semester.

Students must perform satisfactory work (earning 12 credits and a 2.000 GPA) or else risk academic penalties including terminal probation and potential dismissal after their second completed semester.

### **ACADEMIC PROBATION AND DISMISSAL**

A student who, in any semester, fails to achieve an average of at least 2.000 or accrue 12 credits may be placed on academic probation. A student who is on probation in either the UTS programs or SSSB/YC colleges is limited to taking 13 credits within Sy Syms School of Business or Yeshiva College and is subject to any restrictions that apply to probationary status.

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Probation serves as a serious warning to students whose records are unsatisfactory and is intended to help them achieve the necessary improvement. Students who are on probation will be notified in writing of their probationary status including for which program(s) they are on probation and how that affects their future academic program.

Restrictions or conditions are imposed upon students on probation in the following areas: academic programs, extracurricular activities, intercollegiate athletics, and certain types of financial assistance, including work-study positions on campus.

Students whose semester or cumulative average falls below 2.000 or who fail to earn 12 credits two semesters in succession or three semesters non-consecutively, may be dismissed from the school without further notice. Any student who is dismissed from the UTS programs is automatically dismissed from SSSB/YC.

Appeals Procedure: Students may appeal their dismissal in writing to their school's Office of the Dean. The appeal must be filed within **ten days** of the receipt of the notification of dismissal. The Dean may allow the student to continue on probation under certain conditions and restrictions.

All decisions pertaining to dismissal are communicated in writing to the student, the Office of the Dean, the Office of the Registrar, the Office of Student Finance, the Office of Student Affairs, and the Office of Undergraduate Torah Studies.

### **DISCIPLINARY PROBATION AND DISMISSAL**

Yeshiva University expects its students to exhibit high qualities of character as well as academic ability. Every student is expected to adhere to the ideals represented by the University and to show seriousness of purpose, intellectual dedication, and respect for the views and convictions of others. A student's continued enrollment at the University; the receipt of academic credits, honors, and awards; and the conferring of any degree, diploma, or certificate are entirely subject to the disciplinary powers of the University and are predicated on the student maintaining high standards of ethical and academic conduct. A student may be placed on probation or dismissed by the University at any time for infringement of these standards.

### **ACADEMIC INTEGRITY POLICIES**

***The submission by a student of any examination, course assignment, or degree requirement is assumed to guarantee that the thoughts and expressions therein not expressly credited to another are literally the student's own. Evidence to the contrary will result in appropriate penalties. The following document on academic integrity for all undergraduate colleges is in force.***

### **OVERALL EXPECTATION**

Yeshiva University strives to do much more than impart information and skills to undergraduate students. At the core of our educational goals include character development and preparation for graduate school and the workplace based on our Jewish tradition and values. Rabbi Moshe Feinstein zt"l ruled that if you get a job using a cheated grade, every dollar you earn from it is considered stolen. It is during college that

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students define who they are and who they will be after graduation. The academic integrity expectations and policies that follow are intended to help foster the traits of honesty and integrity that students will need throughout life.

Given the critical importance of academic integrity across our institution, every potential breach of academic integrity must be addressed by formal process – without exception or special allowance. In this vein, the highest standards and expectations for integrity will apply across all of Yeshiva University’s undergraduate courses.

This document focuses on the policies and processes for exams: midterms and finals. An upcoming companion document will focus on the policies and processes for other assignments, such as group projects and research papers.

### **CROSS-SCHOOL COORDINATION**

Allegations of violations will be reviewed by a university-wide Academic Integrity Committee (AIC) comprised of representatives from each undergraduate school: Yeshiva College, Stern College for Women, Sy Syms School of Business, and Undergraduate Torah Studies. The AIC will work as a single body to ensure consistent standards, procedures and penalties are maintained across the undergraduate colleges. The AIC will investigate and keep records of all reported potential violations. If the AIC finds that there was a violation, it will determine a proposed penalty. In deciding on a penalty, the AIC will consider such factors as the severity of the violation, whether it was a first-time offense, and whether the student acknowledged wrongdoing. Academic Integrity violations may be noted on your official transcript. The process chart in Figure 1 documents the existing review process which will be followed during academic integrity proceedings.

### **Exam Policies**

#### **A) Classroom set-up**

Faculty will assign students to seats as they enter the room, and for multiple-choice and short-answer exams, multiple alternating versions of the test will be distributed for students sitting next to each other. All personal items (books, bags, phones, smart watches, coats, etc.) must be left at the front of the room.

#### **B) Bathroom use policy**

Students will not be permitted to leave the room while they are taking the exam, even to use the bathroom, unless accompanied by a proctor. Once students begin a test, they will need to hand in their answers if they leave the room unaccompanied, and they cannot return to the testing room.

#### **C) Active proctoring**

Professors and proctors will monitor students’ actions throughout the exam. They will not use a laptop or phone during the exam (unless for exam-related matters), allowing them to better observe with undivided attention. Professors and proctors will regularly walk around the room and remain attentive throughout the exam.



#### D) Allowable hardware

All test booklets will be provided by the professor (unless students are explicitly allowed by the professor to use their own). Only simple ten button calculators without memory capacity and without communication capabilities will be allowed during applicable exams, unless an alternate style of calculator is explicitly approved, or directly provided, by the professor. If laptops are explicitly permitted during an exam, no applications besides those explicitly approved (including for messaging) may be open on a student's computer (even if hidden). Proctors will monitor any laptop usage closely – before and throughout the exam.

#### E) Monitoring equipment

If possible, testing rooms equipped with cameras, or other monitoring equipment, should be utilized.

### Exam Formats

Faculty will create new exams for their courses each semester and will be judicious in using test banks (see expectations below). For multiple-choice and short-answer exams, students sitting next to each other will receive multiple alternating versions. Non-essay exams will not be administered as take-home exams.

Faculty are encouraged to submit past exams to the library, to serve as a public resource for students.

When the use of test-bank questions is appropriate for a discipline and course, these are the expectations for their usage in exams:

- All students should be informed that the exam will include questions taken from test banks.
- The questions must be taken from multiple test banks.
- The test bank associated with the course's textbook(s) must not be used.

### Make-up Final Exams

Professors will prepare a different, entirely new exam for students who have been approved for a make-up exam. Therefore, we make reasonable efforts to limit approved deferrals to cases where there is documented proof<sup>1</sup> of the following circumstances:

- Three exams scheduled on the same day
- Marriage, bar/bat mitzvah, or birth of immediate family member
- Death of immediate family member, including grandparents
- Jury duty
- Hospitalization
- Documented illness

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<sup>1</sup> The documentation for a medical excused absence should be a “charge master” (a bill for service that indicates the ICD9 code for what was treated during the visit) provided by a licensed health provider given to the patient at the time of visit. Documentation from family members (whether sharing a last name or not) will not be accepted.

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Students seeking a make-up exam must contact the Exam Director of the appropriate school. Except in emergencies, this needs to take place before the scheduled exam is administered. Students will receive a formal response indicating whether or not a make-up exam has been approved.

### **Cheating on Examinations**

All work submitted on examinations must represent the work of the student. Students should assume that no outside sources or aid may be used during an exam unless explicitly informed otherwise by the instructor. Instructors wishing to allow outside source materials on an examination should include guidelines in the instructions accompanying the exam. Cheating on examinations includes but is not limited to: use of "cheat sheets," use of textbooks, use of course notes, receiving help from another individual, posting test questions to forums, unethically obtaining an advance copy of the examination or answer key, use of messaging apps during the exam, receiving information about the exam from other students, and use of any unauthorized materials during the exam.

All suspected instances of cheating should be reported to the Academic Integrity Committee. If a faculty member suspects that a student has cheated on an examination, he/she will submit the Initiation of Charges Form to the Academic Integrity Committee through the academic integrity website. Students or other members of the YU community may report academic integrity issues anonymously through the academic integrity website. Students who are under investigation are not permitted to drop the course or opt for a P/N grade during or after the pendency of proceedings under this policy unless found innocent of charges. Upon initiation of charges, the Academic Integrity Committee will submit a written notification of the charges to the student. A hearing of the Academic Integrity Committee will be convened according to processes outlined in section below entitled "For Intentional Misrepresentation and Cheating".

## **ACADEMIC INTEGRITY VIOLATIONS**

### **A) Plagirism**

In defining plagiarism, this policy distinguishes between **Intentional Misrepresentation** and **Misuse of Sources**. These are two clear extremes, but this policy also recognizes that there can be a continuum between them.<sup>2</sup>

1. Intentional Misrepresentation occurs when a student deliberately uses someone else's language, ideas, or other original (not common-knowledge) work without acknowledging the source.

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<sup>2</sup> Portions of this definition are adapted from The Council of Writing Program Administrators, "Defining and Avoiding Plagiarism: WPA Statement on Best Policies" <<http://www.wpacouncil.org/positions/index.html>>; Syracuse University, "Academic Integrity Policies and Procedures", <https://psdocs.syr.edu/sudocs/vpcai/finalizeddocs3.pdf>>; and Washington State University, "Plagiarism: What is it?" <<http://www.wsulibs.wsu.edu/plagiarism/what.html>>.



Examples include but are not limited to:

- Assignment downloaded from an Internet source and/or obtained from a paper mill.
  - Assignment obtained from someone else (including another student).
  - Assignment contains part or all of the writings of another person (including another student), without acknowledgment of the source.
  - Assignment contains passages that were cut and pasted from an Internet source, without acknowledgement of the source.
  - Assignment contains passages that were reworded from an outside source, without acknowledgement of the source.
2. Misuse of Sources is the unintentional misappropriation of the language, ideas, and work of others due to a lack of understanding of the conventions of citation and documentation, including paraphrasing, quoting, and the parameters of common knowledge.

Students are responsible for knowing how to quote from, paraphrase, summarize, and cite sources correctly. However, when a student has attempted to acknowledge a source but has not done so fully or completely, the instructor, perhaps in consultation with other faculty, administrators, or an academic integrity panel, may determine that the issue is Misuse of Sources or bad writing, rather than Intentional Misrepresentation.

### **B) Other Violations of Academic Integrity on Assignments**

In addition to plagiarism, other examples of academic integrity violations include, but are not limited to:

- Assisting or attempting to assist another student in an act of academic dishonesty.
- Providing papers, essays, research, or other work to aid another student in Intentional Misrepresentation.
- Engaging in unauthorized cooperation with other individuals in completing assignments or examinations.
- Submitting the same assignment, in part or whole, in more than one course, whether at YU or another institution, without prior written approval from both instructors.
- Selling or posting copies of course materials that may be the intellectual property of the instructor.

### **PENALTIES AND PROCEDURES**

All instances of violations of academic integrity should be reported to the Academic Integrity Committee. Students who are under investigation are not permitted to drop the course or opt for a P/N grade during or after the pendency of proceedings under this policy unless found innocent of charges. Faculty should file reports by filling out the Initiation of Charges Form available on the academic integrity website. Students may report academic integrity issues anonymously through the academic integrity website.

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Members of the YU community may seek guidance by emailing the Academic Integrity Committee ([academicintegrity@yu.edu](mailto:academicintegrity@yu.edu)).

### **A) For Misuse of Sources**

If a faculty member determines that a student unintentionally misused sources on an assignment, he/she should report the incident to the Academic Integrity Committee and request that the matter be handled “in house” when submitting the Initiation of Charges Form available on the academic integrity website. Handling of a case “in house” does not involve a formal AIC hearing and should be reserved for minor infractions best treated as teachable moments. Infractions may only be handled “in house” if the student admits to the infraction. If the request to handle the infraction “in house” is approved, the instructor should provide guidance on the issue that led to the charges and may impose a suitable penalty on the assignment such as lowering the grade on the assignment in question (including lowering to a grade of “F”). No additional penalty should be imposed. The AIC will maintain a record of the incident and that the student has received instruction on proper citation practice. The incident will not be part of the student’s permanent record at that time but will be used to inform whether leniency is appropriate should academic integrity issues arise with the student again in the future. If the request to handle “in house” is denied, the infraction will be processed as described below for Intentional Misrepresentation.

### **B) For Intentional Misrepresentation and Cheating**

#### **Initiation of Process**

If a faculty member (or any member of the YU community) suspects that a student has engaged in intentional misrepresentation or cheating on an assignment, he/she should submit the Initiation of Charges Form to the Academic Integrity Committee. The AIC will submit a written copy of the charges to the student. If the student initially admits to the allegations, the AIC will, in consultation with the faculty member, consider the circumstances and suggest a penalty. Possible penalties include, but are not limited to, dismissal from the University, suspension, failure in the course, failure on the assignment, lowering of the grade on the assignment, and/or a notation in the student's personal file. **Students are not permitted to drop the course or opt for a P/N grade during or after the pendency of proceedings under this policy unless found innocent of charges.**

The process chart in Figure 1 below documents the existing review process which will be followed during academic integrity proceedings.

#### **Hearing**

If the student denies the allegations, a hearing will be convened before the Academic Integrity Committee. The AIC is a four-person committee comprised of impartial Yeshiva University faculty. The AIC will notify the student in writing of the date, time, and place of the hearing. Students who repeatedly fail to respond to reasonable attempts to schedule a hearing will waive their right to a hearing. The student may bring written materials and witnesses, but no advocates or advisors (including parents and attorneys) to the hearing. At least three members of the committee must be present for a hearing. The Committee will consider all the facts and circumstances, may ask for further information from the

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relevant parties, and will determine whether the student committed an act violating academic integrity. The Committee will provide a written summary of the hearing and findings along with its recommendation for an appropriate penalty (see above) to the Dean of the school in which the student is enrolled.

### **Decision**

The Dean may accept, reject, or modify the Committee's recommendation, and will notify the student in writing of the decision.

### **Appeal**

Within ten calendar days of receipt of the Dean's letter, the student may file an appeal by submitting it in writing to the designated appellate Dean. No appeal will be considered if received after the ten-day deadline. The appellate Dean will consider the merits of the appeal and will consult with the Chair of the Academic Integrity Committee. The appellate Dean may interview the student but will not conduct a new hearing. The standard for review will be whether the student received appropriate notice and had an opportunity to be heard (i.e., whether there was a fair hearing), and whether the school followed its procedures. The student will receive notice of the decision in writing in a timely fashion, but no later than three weeks from the receipt of the appeal. This decision is final.

<b>College of Student Enrolment</b>	<b>Appellate Dean</b>
Yeshiva College	Undergraduate Torah Studies
Sy Syms School of Business	Stern College for Women
Stern College for Women	Sy Syms School of Business
Undergraduate Torah Studies	Yeshiva College

### **Records**

Copies of the final decision (after appeal) will be sent to the Deans of the undergraduate schools and the Dean of Students. The Academic Integrity Committee will keep a record of all charges and proceedings regardless of outcome.

### **Readmission**

Students who have been dismissed as a result of this procedure may apply for readmission after one semester of non-attendance. An application for readmission should be made directly to the Dean or Associate Dean of the school from which the student was dismissed. The application should state the reasons for readmission and include a statement of steps the student has taken or changes he/she has made to merit readmission. Any readmission may require conditions of probation and/or academic or other counseling.

### **C) Penalties and Procedures for Other Violations of Academic Integrity**

If a student commits one of the above (or similar) violations, the faculty member will report the issue to the Academic Integrity Committee by submitting an Initiation of

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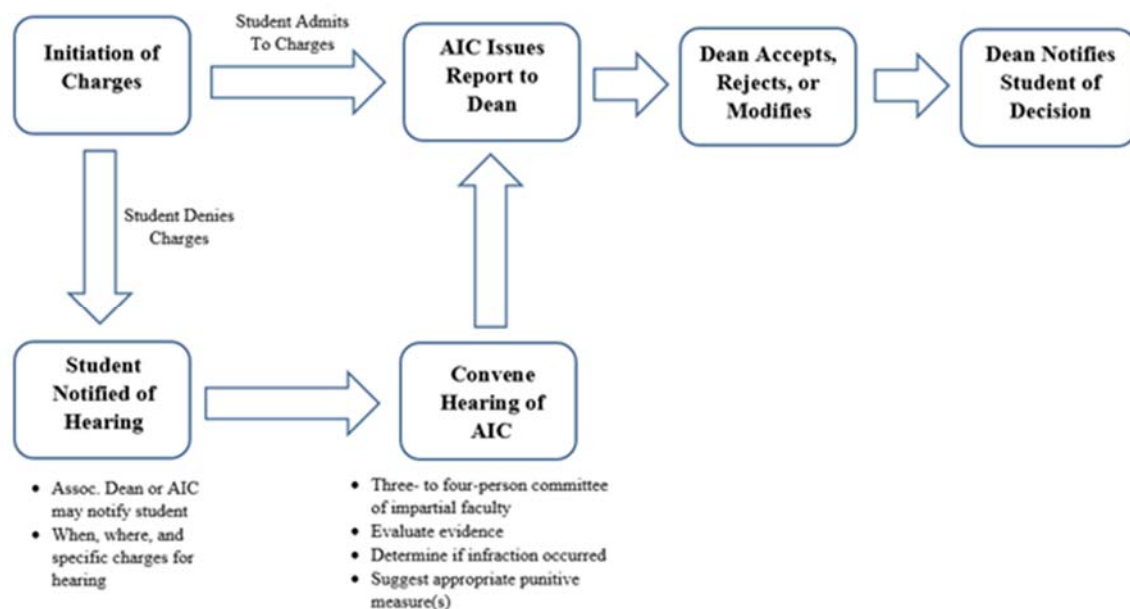
Charges Form. The faculty member may propose a penalty or course of action, such as handling the infraction “in house” depending on the severity of the infraction. If the student accepts guilt, the AIC will notify the Dean of the school in which the student is enrolled and the Dean of Students of the infraction and action taken. Depending on the severity of the infraction, it may become part of the student’s permanent academic record. Records of all infractions will be maintained by the AIC regardless of whether they become part of the student’s academic record. If the student denies the allegations, contests the penalty, or if the infraction is severe, the AIC will convene a hearing in accordance with the procedures outlined above under the section entitled "For Intentional Misrepresentation and Cheating".

Enrolled students who repeatedly and/or knowingly enable academic integrity violations by unethically providing assistance, aid, or materials to other students may be subject to punitive measures including marks on his/her permanent record, suspension, or dismissal. If action is warranted, the AIC will convene a hearing in accordance with the procedures outlined above in section entitled "For Intentional Misrepresentation and Cheating".

### Figure 1: Academic Integrity Process Chart

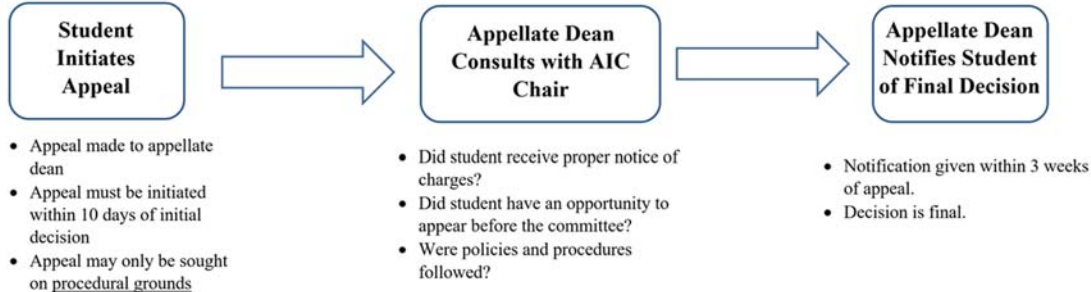
Students are not permitted to drop the course or opt for a P/N grade during or after the pendency of proceedings under this policy.

### Processing of Charges





## Appeals



## EXCEPTIONS TO ACADEMIC POLICIES

Any exceptions from Yeshiva College or Sy Syms School regulations and requirements must be approved in writing by the respective Academic Standards Committee. Requests at Yeshiva College should be sent electronically to [ycacademicstandards@yu.edu](mailto:ycacademicstandards@yu.edu). Requests at Sy Syms should be sent electronically to [symsacademicstandards@yu.edu](mailto:symsacademicstandards@yu.edu). Each committee will inform the Office of the Registrar if the exception is approved. A student should retain a copy of all approvals for his records.

## ACADEMIC ADVISEMENT

Academic Advisement at Yeshiva College and Sy Syms School of Business provide guidance and information to students as they complete their degrees. The advisors aim to foster intellectual growth as they help students navigate the complexities of the dual curriculum and develop academic programs to realize their full potential. For more information about Yeshiva College Advising please visit [www.yu.edu/academic-advising/undergraduate-men](http://www.yu.edu/academic-advising/undergraduate-men). For more information about Syms Advising please visit [www.yu.edu/academic-advising/syms-welcome](http://www.yu.edu/academic-advising/syms-welcome).

## SHEVET GLAUBACH CENTER FOR CAREER STRATEGY AND PROFESSIONAL DEVELOPMENT

The Shevet Glaubach Center's goal is to educate and empower YU students to succeed at every stage of their career. We offer a full range of programs and resources to assist students throughout their time at YU. The Center provides individualized career counseling, where we help students with major selection, resume and interview preparation, job/internship search techniques, and graduate school applications. We offer job and internship opportunities through the YU CareerLink career management system, on-campus recruiting, and career fairs. We also organize workshops, panels, and networking nights to educate and prepare students for a variety of careers and to connect them with industry professionals. We encourage all students to visit early on in their time at YU as the career development process should start from the moment college begins.





**Jewish Education:** Students interested in Jewish education can consult with the Dean's Office of the Azrieli Graduate School of Jewish Education and Administration on the Wilf Campus.

**Jewish Communal Professions:** Students contemplating professional careers in the Jewish communal service field have many resources available to them. The University's affiliated Rabbi Isaac Elchanan Theological Seminary offers guidance in such fields as Jewish education, community organization, and youth leadership. Students interested in careers in social service can consult the Dean's Office of the University's Wurzweiler School of Social Work.

### **CREDIT-BEARING OPTIONS BEYOND REGULARLY SCHEDULED COURSES**

Yeshiva College offers a variety of non-classroom, credit-bearing options, including Research, Independent Study, Directed Study, and credit-bearing Internship. For information and regulations governing these options, students should consult the Academic Advising Center.

### **OUTSIDE COURSE WORK**

Permission from Academic Advising is required to take any courses at another institution. Students must fill out an Outside Course Permit form available at Academic Advisement. Upon conclusion of the work, the student should request the outside institution to forward an official transcript to the Office of the Registrar.

Under regulations of the New York State Education Department, students may earn no more credit during summer sessions than is proportional to the amount of credit that may be earned for course work during the regular term at Yeshiva University, whether the courses are taken at Yeshiva University or elsewhere. See the Outside Course Permit form.

Courses taken at other institutions will be evaluated for transfer credit. Only courses with grades of C or higher are transferrable. Whether taken before or after admission to Yeshiva University, the transfer courses appear on the student's record with credit value only. Grades earned elsewhere are not entered in the records of Yeshiva University, except in specified programs. Courses taken at universities outside of the U.S. must be evaluated by WES.

### **ONLINE COURSE POLICY**

Summer online YU courses are accepted, while those offered by other institutions will be considered. As per the general outside course policy, students will need to fill out the Outside Course Permit form to receive approval for outside online courses. Online courses from community colleges or for-profit institutions will not be accepted. Business courses must be from an AACSB accredited institution.

Residency requirement - All online YU courses, including those offered by YU graduate schools, will count toward the YU residency requirement.

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Alert - Students interested in health professions should check with an advisor before taking online courses.

### **STUDY ABROAD**

Yeshiva University believes in the value of study abroad. Many Yeshiva University students are particularly interested in studying in Israel. Information about the S. Daniel Abraham Israel Program is available in the Office of Admissions or online at <http://www.yu.edu/Israel-Program/>. Students who study abroad—but not in one of the university's programs—must file a Leave of Absence form and an Outside Course Permit form, available in the Office of the Registrar or online at [www.yu.edu/registrar](http://www.yu.edu/registrar). Students are urged to visit Academic Advising to review these options and their responsibilities prior to making any final decisions on study abroad.

### **DUAL DEGREE AND COMBINED PROGRAMS**

YU's accelerated bachelor's/master's Pathways programs allow current YU undergraduates to begin earning graduate credits that count towards both their undergraduate and graduate degrees. After completing their bachelor's, students may complete their master's degree in as little as one year.

Dual bachelor's-master's programs at Yeshiva University exist in the fields of Accounting, Artificial intelligence, Biotechnology management & entrepreneurship, Cybersecurity, Data analytics and visualization, Digital marketing & media, Holocaust & genocide studies, Jewish education, Jewish studies, Mathematics, Mental health counseling, Physics, and Social Work. Additionally, a bachelor's-graduate certificate program in Jewish Political and Social Thought is offered through YU's Straus Center. In these programs, qualified upperclassmen may take graduate courses and receive credit simultaneously toward their undergraduate and graduate degrees. For more information, please visit [www.yu.edu/pathways](http://www.yu.edu/pathways).

Combined programs with other institutions include Columbia University School of Engineering and Applied Science, Rutgers Dental School Early Assurance Program, Upstate Medical School Early Assurance Program, New York College of Podiatric Medicine, SUNY State College of Optometry, the Graduate Program in Physician Assistant Studies at Mercy College, Physical Therapy with the State University of New Jersey (Rutgers).

### **GRADUATE COURSES**

Students who are not in the dual degree programs may be permitted to take graduate courses for undergraduate credit. The Request to Take Graduate Course for Undergraduate Credit form, available in the Office of the Registrar, gives full information on obtaining approvals for such courses.

### **PART-TIME STATUS**

A student may request part-time status for two reasons:

- 1) If he has completed the college's residency requirements and needs fewer than 9 credits to complete the courses required for his major or the college's general education



requirements. Requests should be made to Academic Advising in advance of the student's final semester. A student may only take one semester part-time.

2) In case of illness. Requests should be made to Academic Advising with medical documentation.

Students should apply separately to the Dean of Undergraduate Torah Studies for permission not to enroll in their morning Torah Studies program.

### **LEAVE OF ABSENCE**

Students who intend to absent themselves from the university and then return must file a Leave of Absence form. If they do not obtain such a leave, readmission may be denied. Leaves of absence are granted for a maximum of one semester per 12-month period. Examples of this would be: a student who takes a leave of absence for the fall semester, would not be eligible for another leave until the following fall semester. Similarly, a student who takes a leave of absence for the spring semester, would not be eligible for another leave until the following spring semester.

Students on leave may not receive credit for study at another institution without prior permission. Students planning to attend another institution to transfer courses back to YU should file the Outside Course Permit form prior to enrollment in the other institution.

Students enrolled in combined degree programs at institutions outside Yeshiva University, and who are not registered for any courses at Yeshiva University, must file a Request for Maintenance of Matriculation form to maintain matriculation at Yeshiva University until their degree requirements are completed.

### **WITHDRAWAL FROM THE UNIVERSITY**

A student withdrawing from the university should file a Request for Withdrawal form available at [www.yu.edu/registrar](http://www.yu.edu/registrar) and consult with the Office of Student Finance regarding any charges remaining on the student's account.

### **RECORDS AND TRANSCRIPTS**

Students may generate unofficial transcripts at no cost in the Office of the Registrar or through Banner Self-Service at <https://insidetrack.yu.edu>. Current or former students who want official transcripts should visit [www.yu.edu/transcript](http://www.yu.edu/transcript). The site includes information about fees, regulations, and procedures governing the issuance of official transcripts.

A transcript is not issued without the student's written request or as provided by law.

The issuance of transcripts, and generally the release of any information about a student, is subject to the provisions of the federal Family Educational Rights and Privacy Act of 1974. Yeshiva University has adopted regulations to implement the Act. A copy of these regulations is available upon written request, accompanied by a self addressed stamped envelope, to the Office of the Registrar.



No official transcript will be issued for a student unless the student's financial record with the university is completely clear.

Official records of students are sent only in the form of a complete transcript. No partial records are sent, nor are records listing only courses without grades.

Students who believe there is an error in their academic record (e.g., grade, average, credit value, or course) must promptly contact the Office of the Registrar.

### **CHANGE OF NAME OR ADDRESS**

A student who wishes to change either a first or last name on school records must file a Change of Name on School Records form in the Office of the Registrar.

Students who change their home or local residences are required to notify the Office of the Registrar of the change of address within 10 days on the Notification of Change of Address form. Alternatively, students may update their addresses and phone numbers through Banner Self-Service at <https://insidetrack.yu.edu>. A student is responsible for all mail sent to the old address if his address has not been updated.

### **DIPLOMAS**

Duplicate or revised diplomas may be secured under certain circumstances. The Duplicate Diploma Request form, available in the Office of the Registrar or online at [www.yu.edu/registrar](http://www.yu.edu/registrar), gives full information.

### **USE OF THE UNIVERSITY'S NAME**

No student or student organization may use the name of the University or any of its components in print or digital/electronic media for any purpose, including identification, without written permission from the Office of Student Affairs.

### **ACADEMIC TERMINOLOGY**

For the convenience of students, descriptions of certain frequently used academic terms follow:

- **Academic Average** A measure of the student's scholastic achievement.
  - **Advanced Standing Credit** given toward a degree for academic work completed at another institution, or based on an approved examination.
  - **Class Section** A group of students taking a particular course at a specific time. It is identified in course schedules by a section number or letter, e.g., ART 1051, section 261.
  - **Cluster** An administrative unit of faculty members teaching a single discipline (see below), or several closely related disciplines.
  - **Corequisite** A course that must be taken during the same semester as another course.
  - **Correlate** A course required for a major that is not in the department of the major.
  - **Course Description** The statement in the catalog outlining the content of a course.
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- **Course Title** A word or phrase describing the course content. For example, the course title of ART 1051 is History of Art.
  - **Credit** The credit value of each course is listed after its title in the catalog. At least 45 academic hours (each 50 minutes long) of formal classroom instruction and other types of study are required to earn 1 credit. These 45 hours ordinarily are divided as follows: in an undergraduate lecture recitation course, 15 academic hours in class plus 30 in outside preparation; in a laboratory course, 30 academic hours in class plus 15 in outside preparation. Class hours include examinations. These hours are minimums and may be increased to satisfy special requirements in certain courses.
  - **Curriculum** A planned group of courses (and ancillary experiences) leading to a specific degree, diploma, or certificate.
  - **Discipline** A particular branch of knowledge, e.g., Biology or English.
  - **Division** An administrative unit of faculty members teaching related disciplines. The undergraduate faculty is organized into the following divisions: humanities, Jewish studies, natural sciences and mathematics, and social and behavioral sciences. Sy Syms School of Business also functions as a division.
  - **Elective** A course a student may choose to take, as distinguished from a required course.
  - **Excused/unexcused Absence** An excused absence is granted by the class instructor based on a medical or personal note deemed sufficient for missing a class; an unexcused absence is when a student does not attend a class nor notify the instructor about why the class was missed to receive permission for the absence.
  - **Major** The subject a student chooses for primary emphasis.
  - **Minor** A subject a student chooses for secondary emphasis.
  - **Prerequisite** A requirement that must be met before a particular course may be taken.
  - **Probation** The status of a student whose enrollment has been placed on a trial basis for scholastic or disciplinary reasons.
  - **Registration** The process of enrolling as a student. It consists of three stages: a) filling out general information forms provided by the university and having them approved; b) completing financial arrangements; c) selecting courses and sections, and entering them online or having them entered in the computer by the Office of the Registrar. The student is not registered until all three stages have been completed.
  - **Required Course** One required for graduation, either for all students or those in a particular area of study.
  - **Residency Requirement** The requirement for a degree or diploma that specifies the minimum period of time that a student must be in full-time attendance at the school through which the document is granted and the minimum number of credits that must be completed there. The residence requirement is intended to give each student adequate contact with the school and its faculty. Residence credit is credit earned while matriculated at a school, and is distinguished from transfer credit, i.e., credit for courses taken at another school of the university or at another institution; it does not imply that the student must live in a university dormitory.
  - **Status** The category under which a student is enrolled, e.g., regular, transient, provisional.
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- **Terminal Probation** If a student is subject to suspension or dismissal for academic reasons, the Dean of the College may allow the student to remain at the school for one more semester in lieu of dismissal. The conditions are 13 credits maximum allowed and completion of at least 12 credits with GPA of 3.000 or higher. A student failing to meet these conditions will be dismissed from the College with no appeal possible.
- **Transcript** An unabridged copy of the student's record, certified by the Office of the Registrar.

Please note: Most forms are available on the Office of the Registrar's website at [www.yu.edu/registrar](http://www.yu.edu/registrar).

### **PRIVACY**

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (Section 438 of the General Educational Provisions Act, 20 USC 1232g), also known as "FERPA," Yeshiva University has adopted certain policies to protect the privacy rights of its students with respect to their education records. FERPA affords students certain rights of access to their education records. FERPA also limits the persons to whom the university may disclose a student's education records and permits certain disclosure without the student's written permission. Please visit the Office of the Registrar or its website to obtain the Yeshiva University FERPA Policy Statement.