Yeshiva University
KATZ SCHOOL

# Associate of Science in Management

# Undergraduate Catalog

## 2017 - 2018

**Yeshiva University I Mordecai D. and Monique C. Katz School of Graduate & Professional Studies**

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# ABOUT THIS CATALOG

This catalog supersedes all previous catalogs and academic information and policies and is binding on all Associate of Science in Management students at Yeshiva University, effective at the time they enroll. It was prepared on the basis of the best information available at the time of publication. The university reserves the right to change tuition, fees, course offerings, regulations, and admission and graduation requirements at any time without prior notice. However, students may continue a course of study in effect at the time they enrolled provided that no more than the normal period is taken to complete the program.

This catalog, posted on the YU website, is the official catalog. Printed versions are copies of the catalog. If there are corrections or changes, they will be published on the YU website as dated revisions indicating the changes from previous versions.

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# WELCOME TO THE KATZ SCHOOL

The Mordecai D. and Monique C. Katz School of Graduate and Professional Studies at Yeshiva University gives students the opportunity to further their intellectual and professional pursuits and become a part of one of U.S. News and World Report's top 100 universities in the United States. The Katz School is committed to delivering a world-class education in emerging and expanding disciplines, to connecting students with thought-leaders and employers in New York City and beyond, and to creating an exemplary student and faculty experience.

Our programs focus on Applied Sciences and Mathematics; Technology, Data, and Design; Health Sciences; and those emerging and expanding professions that are being transformed by technology innovations. Graduate students can earn master's degrees in Marketing, Quantitative Economics, Mathematics, Enterprise Risk Management, or Speech-Language Pathology. In each of these highly specialized programs, the curriculum is informed by industry, providing our graduates with tools that will serve them well into their careers. Undergraduate students at The Katz School, whether part of an associate degree, summer session, or CollegeNOW, share in the same forward-looking college experience as our graduate students. They also join students at Yeshiva College, Stern College, and the Sy Syms School of Business in the campus life that defines YU.

**An Exceptional Education**
Whether on campus or online, courses are taught by an exceptional group of full-time and practitioner faculty, each committed to the principles of quality instruction. Unlike many professionally oriented schools, the faculty teach the science and strategies behind the skills, so that students have a knowledge base that will help them to thrive long after graduation.

Rather than relying on tests and exams, courses are frequently project based, so that students are evaluated on what they build and do. As a result, students graduate with a portfolio of work that will give them a competitive edge in the job market. Faculty also recognize the critical role of technology in enabling digitally connected and data-rich organizations and therefore incorporate the latest software and lab equipment into their courses.

**An Experience that Matters**
We challenge each of our students and faculty to lead with values—kindness, honesty, generosity, integrity, and justice towards others—and to leave the world a little better than they found it. We are committed to the belief that it is not only the destination that counts but the values we bring to the journey.

Paul Russo
Vice Provost & Dean, The Katz School

# ABOUT YESHIVA UNIVERSITY

Now in its second century, Yeshiva University is the oldest and most comprehensive educational institution under Jewish auspices in America. It is an independent university that ranks among the nation's leading academic research institutions and, reflecting the time-honored tradition of Torah Umadda, provides the highest quality Jewish and secular education of any Jewish university in the world. Since its inception the University has been dedicated to melding the ancient traditions of Jewish law and life with the heritage of Western civilization, and each year we celebrate as future leaders make YU their home.

In September 2003, Richard M. Joel was inaugurated as Yeshiva University's fourth president, succeeding Norman Lamm, who had held the office since 1976. President Joel's two other predecessors were Bernard Revel, president from 1915 to 1940, and Samuel Belkin, who served from 1943 to 1975. Ari Berman was elected the fifth president of YU in November 2016 and took office in June 2017.

Visit https://www.yu.edu for more information about Yeshiva University.

# UNIVERSITY POLICIES

## Equal Opportunity

Yeshiva University is committed to a policy of equal opportunity and nondiscrimination in admissions and all other facets of its educational programs and activities. The responsibility for the University's affirmative action/equal opportunity and unlawful harassment policy lies with all deans, chairpersons, department heads, directors, administrators, managers and supervisors in their areas of responsibility and requires the commitment of the entire University community.

If you have any questions relating to equal opportunity or affirmative action, or if you wish the University to pursue a possible violation of University policy, you should contact the University's Title IX Coordinator, Ms. Renee Coker at (646) 592-4336/ renee.coker@yu.edu.

## Accreditation

Yeshiva University is accredited by the Commission on Higher Education Middle States Association of Colleges and Schools and by the appropriate professional agencies: the Liaison Committee on Medical Education of the American Medical Association, the Association of the American Medical Colleges, the American Psychological Association, the American Bar Association, the Commission on Accreditation of the Council on Social Work Education, the Association of Institutions of Higher Learning for Jewish Education and the National Board of License for Hebrew Teachers. The Master of Science program in Speech-Language Pathology is a Candidate for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association.

## Safety and Security

Yeshiva University takes its responsibility for on-campus security very seriously and makes every effort to offer its students, faculty and staff a safe and comfortable environment by working closely with the local community and with law enforcement agencies. Even though there is a very low rate of crime on our campuses, federal law requires us to make crime statistics available. You can find them at http://ope.ed.gov/security. Search for Yeshiva University, then click on a particular campus. At the bottom of each page, you can select various categories of crime statistics to view. The University's annual security report also contains policy statements and crime statistics for the University, and is available online at http://yu.edu/safety-security/reports/security/ or from a campus Security Department office. You can also contact YU Security at 212-960-5221 for more information.

While emergency events on campus are unlikely, it is vital to be prepared to react accordingly during emergencies to ensure your safety. To get prepared and learn about emergency response at Yeshiva University, visit our Emergency Readiness website: www.yu.edu/safetysecurity/emergency.

## Non-Discrimination and Harassment

Yeshiva University complies with all federal, state and local regulations governing Non-Discrimination and Harassment including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972. In keeping with its long-standing traditions and policies, Yeshiva University provides equal opportunity for faculty, staff and students within admissions and employment, and those seeking access to programs on the basis of individual merit. The University does not discriminate in its programs and activities, including employment practices, on the basis of race, religion, creed, color, national origin, sex, age, disability, veteran or disabled veteran status, genetic predisposition/carrier status, marital status, sexual orientation, gender identity or citizenship status or other protected classes under the law.

University-wide policies and procedures pertaining to discrimination and harassment have been established, both as a legal obligation under applicable law and as a visible and formal expression of institutional policy. The University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures can be found online at http://yu.edu/student-life/resources-and-services/standards-policies/; http://yu.edu/hr/policies/ and http://yu.edu/ogc/policies/ (among other places). This policy includes information about filing a report, seeking a response and options for confidential disclosure. The University will respond to all complaints promptly, thoroughly, fairly and impartially. Retaliation is prohibited against anyone who filed and/or participated in the investigation of a complaint, even if the complaint is unsubstantiated. When warranted, the University will take appropriate, corrective action to remedy all violations of this policy, up to and including termination and/or expulsion.

Administrative and investigative responsibility relating to enforcement of the policy has been assigned to the University's Title IX Coordinator, Ms. Renee Coker at (646) 592-4336 / renee.coker@yu.edu.

## Accommodations for Students with Disabilities

The Office of Disability Services assists students with documented disabilities or medical conditions in obtaining reasonable accommodations. Some of the disabilities accommodated include physical, emotional, learning disabilities, ADHD, hearing impairments, and visual impairments. Visit the following website for more information about documentation guidelines and available accommodations: https://www.yu.edu/student-life/resources-and-services/disability-services/students.

Students who wish to request accommodations for a documented disability that affects his/her academic performance and students who suspect that they may have a disability are encouraged to contact the Office of Disability Services:

- Beren Campus: Rochelle Kohn, (646) 592-4132 / rkohn1@yu.edu
- Wilf Campus: Abigail Kelsen, (646) 592-4280 / akelsen@yu.edu

## Student Conduct and Student Rights

Please visit https://www.yu.edu/student-life/resources-and-services/Standards-Policies and review the following University policies on student conduct and student rights:

- Athlete Protection Policy
- Anti-Bullying and Hazing Policy for Students
- Credit Card Marketing Policy
- Drug and Alcohol Policy
- Medical Form
- Requirements for Working with Minors
- Romantic Relationships Policy
- Sexual Assault Student Bill of Rights
- Title IX (Non-Discrimination and Anti-Harassment Policy)

Additional student consumer information can be found at: https://www.yu.edu/oir/student-consumer-information.

## 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 at https://www.yu.edu/registrar/parents to obtain the Yeshiva University FERPA Policy Statement.

## 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 the Dean.

# ASSOCIATE OF SCIENCE IN MANAGEMENT

## Program Overview

The Associate of Science (AS) in Management offers students the best of Yeshiva University—a rigorous Jewish and business education combined with our distinctive on-campus experience. As a result of a carefully planned curriculum, students gain the skills and knowledge needed to succeed in a data-rich, digitally-connected global business environment. Upon graduation, students will be prepared to continue their education at the Bachelor's level or to pursue professional opportunities. As part of the AS in Management, students enroll in YU's dual-curriculum; students take a full Jewish studies program in addition to their management courses. Jewish tradition provides the framework for consideration of ethical issues, an integral part of the University's curriculum.

Students are taught by distinguished faculty who hold positions in research and professional communities and offer students a thorough background in the theoretical and practical aspects of management. Students hail from a wide geographic area. As a result, students have an opportunity to broaden their knowledge of, and sensitivity to, other cultures—an experience that will help them better understand and thrive in an ever-growing global environment.

Men attend the program at the uptown Wilf Campus. Women attend the program at the Beren Campus in midtown Manhattan.

## Program Director and Adviser

**Dr. Maria Blekher** – Director, AS in Management and MS in Marketing
maria.blekher@yu.edu / (212) 960-5400 ext. 5457

**Simon Jaffe –** Adviser, AS in Management
simon.jaffe@yu.edu / (212) 960-5400 ext. 5895

## Degree Requirements

**Course and Credit Requirement**
Students must complete a minimum of 60 credits, including all major and degree requirements as well as the required Jewish Studies courses.

**Residence Requirement**
Students must successfully complete at least 54 degree credits in the AS in Management program at Yeshiva University, with no more than 6 outside credits applied to courses in the program of study**.**

**Grade Requirement**
Students must achieve a 2.000 or higher as their cumulative grade point average for all courses taken at Yeshiva University as part of the AS in Management degree. Students must achieve a C- or higher in each course taken as part of the AS degree. See "Grades" section for additional information

**Administrative Requirements**
Each student must receive approbation of the faculty and the president, and must have filed an Application for Graduation form during the registration period of the semester in which the student completes all requirements.

**Graduation**
AS in Management graduates participate ("walk") in the undergraduate Commencement Exercises which take place annually in May. However, the AS degree is conferred in September, after students complete their second-year summer courses. A graduation celebration for AS students takes place in August or September.

**Transfer to Bachelor's Degree**
Upon successful graduation from the AS program, students who graduate with a GPA of 3.0 or higher will have the opportunity to enroll in the Bachelor of Science in Business and Management at the Sy Syms School of Business. Students may also apply to other bachelor's programs at YU and are encouraged to speak to their adviser for more details.

## Curriculum and Course Requirements

The AS in Management integrates traditional business disciplines such as management, accounting and human resources with emerging fields, including data science and information systems. The imaginative College Experience courses employ a project-based curriculum, where students will learn by doing. Ideas will be brought to life, using New York City as a classroom. The program is 2 years long and includes 2 fall semesters, 2 spring semesters, and 2 summer semesters.

**Course Requirements**

The following courses are required for the AS in Management degree:

I. **Communication (3 courses / 9 credits)**

- FYWR 1020 First Year Writing (3 credits)
- FYSM 1012 Business Communication (3 credits)
- SPEE 1010 Speech Communication (3 credits)

II. **Quantitative Reasoning (4 courses / 12 credits)**

- IDS 1001 Business Algebra (3 credits)
- IDS 1131 Statistics for Business (3 credits)
- IDS 1020 Introduction to Information Systems (3 credits)
- IDS 1540 Introduction to Data Science (3 credits)

III. **Economics (2 courses / 6 credits)**

- ECO 1031 Microeconomics (3 credits)
- ECO 1041 Macroeconomics (3 credits)

IV. **Management (5 courses / 15 credits)**

- MAN 1030 Intro to Business (3 credits)
- MAN 1020 Managing in a Global Environment (3 credits)
- MAN 2110 Organization Behavior (3 credits)
- MAN 2370 Human Resources (3 credits)
- BUS 2021 Ethical & Legal Environments of Business (3 credits)

V. **Accounting (2 courses / 6 credits)**

- ACC 1003 Foundations of Financial Accounting I (3 credits)
- ACC 1004 Foundations of Financial Accounting II (3 credits)

VI. **College Experience (4 courses / 4 credits)**

- INDS 1210 College Experience: The City's Impact on the Global Stage (1 credit)
- INDS 1160 College Experience: Work as A Place for Ideation, Incubation and Innovation (1 credit)
- INDS 2170 College Experience: Cultural, Artistic, and Intellectual Traditions (1 credit)
- INDS 2660 College Experience: Your Story: Praxis and Reflection (1 credit)

VII. **Leadership Seminars (4 semesters / 0 credits)**

Each fall and spring semester, AS students register for a non-credit Leadership Seminar.

- INDS 1040 Leadership Seminar

VIII. **Jewish Studies (4 semesters / credits vary)**

Each fall and spring semester, AS students participate in the University's undergraduate Jewish Studies programs. AS students on the Wilf Campus enroll in the Undergraduate Torah Studies program at Rabbi Isaac Elchanan Theological Seminary (RIETS). AS students on the Beren Campus enroll in the Jewish Studies program through the Rebecca Ivry Department of Jewish Studies at Stern College for Women. Within their Jewish Studies programs, all AS students must complete:

- 2 semesters of Hebrew language (or equivalent exemption) (6 credits)
- JVCW 1001 Jewish Engagements (or approved equivalent) (2 credits)

For more information on Jewish Studies requirements, see pages 14-15.

**Course Sequence**

The AS in Management is a cohort-based program, which means that all AS students enroll in the same courses each semester – with the exception of Jewish Studies.

| Subject Area | Fall 17 | Spring 18 | Summer 18 | Fall 18 | Spring 19 | Summer 19 |
|---|---|---|---|---|---|---|
| **Communication** | FYWR 1020 First Year Writing | FYSM 1012 Bus Communication | | | SPEE 1010 Speech Comm. | |
| **Quantitative** | IDS 1001 Bus Algebra | IDS 1131 Stats for Business | | IDS 1020 Intro to Info Systems | IDS 1540 Intro to Data Science | |
| **Business** | MAN 1030 Intro to Business | MAN 1020 Managing in a Global Env. | | MAN 2110 Org. Behavior | | MAN 2370 Human Resources |
| **Economics** | | | ECO 1031 Microeconomics | ECO 1041 Macroeconomics | | |
| **Accounting** | | | | | ACC 1003 Foundations of Fin Acc I | ACC 1004 Foundations of Fin Acc II |
| **College Experience &** | INDS 1210 College Experience 1 | INDS 1160 College Experience 2 | | INDS 2170 College Experience 3 | INDS 2660 College Experience 4 | |
| **Leadership Seminars** | INDS 1040 Leadership Seminar 1 | INDS 1040 Leadership Seminar 2 | | INDS 1040 Leadership Seminar 3 | INDS 1040 Leadership Seminar 4 | |
| **Jewish Studies** | AS in Management students register for Jewish Studies courses every Fall and Spring semester. See pages 14-15 for additional information on Jewish Studies requirements. | | | | | |

## Course Descriptions

**ACC 1003 Foundations of Financial Accounting I**
Companies track their finances and communicate their performance to outsiders according to general accepted accounting principles (GAAP). The course is designed to provide an understanding of financial accounting fundamentals for prospective users managers. Students will develop entry-level skills for segmenting, recording, and reporting basic financial data. They will also develop basic technical skills needed to analyze financial statement. Prerequisite: IDS 1001

**ACC 1004 Foundations of Financial Accounting II**
This course builds on the understanding and skills related to recording, adjusting, and completing the accounting cycle to help students master the remaining technical skills needed to analyze and prepare financial statements and disclosures including balance sheets and related assets, liabilities, and equity calculations; a primer on corporate tax issues; investment income reporting; cash flow; and basic costing. *Prerequisite: ACC 1003.*

**BLW 2021 Ethical & Legal Environment of Business**
Substantive law and practical issues as they relate to business; theories of jurisprudence; business ethics and Halakhah as they interface with the law and practical business decisions; the legal process; federal and state court systems; alternative dispute resolution; constitutional law; administrative agencies; criminal law and procedure; torts; products liability; contracts.

**MAN 1030 Introduction to Business**
Going beyond a conceptual understanding of what businesses do, we take a practical approach to business from the perspective of the "founder." An Introduction to Business focuses on the starting, financing, marketing, and managing of businesses in a digitally interconnected, globally distributed economy. Students learn businesses from a holistic and enterprise-wide perspective, and as a jumping off point to specialize in one of a number of vertical markets. Given its place in the world's economy, we use New York City as our lab for learning best practices in successful businesses and invaluable lessons from failed ones.

**INDS 1210 College Experience: The City's Impact on the Global Stage**
In this course, students develop a deep understanding of the centrality and leadership role that New York City—home to immigrants and native born internationals—plays in global commerce, international policy, technology innovations, and current events. This first semester experience integrates and expands upon topics covered in three of the required first semester courses in the AS in Management: Introduction to Business, Business Algebra, and First Year Writing.

**INDS 1160 College Experience: Work as A Place for Ideation, Incubation and Innovation**
This second semester experience course looks at New York City as a center for business ideation, incubation and innovation. Students examine New York City's start up economy and consider its social and financial impacts. As part of the incubation theme, the experience leverages lessons from Introduction to Information Systems. This course also incorporates earlier themes from semester 1's Introduction to Business and First Year Writing courses and extends students quantitative skills along with Business Statistics for the current term. The experience requires multiple field trips to several of NYC's incubators and startup communities.

**INDS 2170 College Experience: Cultural, Artistic, and Intellectual Traditions**
In the third semester, students explore New York City's deep connection and contribution to the world's cultural, artistic, and intellectual mores. This course incorporates field trips and guest speakers from the City's major and obscure museums and cultural organizations as a way of exposing students to mainstream and provocative points of view. Tapping into the third semester course on Jewish Engagement, this college experience course also includes examination of the rich contribution of Jews to cultural, artistic, and intellectual traditions.

**INDS 2660 College Experience: Your Story: Praxis and Reflection**
The fourth college experience course challenges students to reflect on, reimagine, and ready themselves as emerging college students, community members, and professionals. Through research, planning, and multimodal, autobiographical writing, students reflect on their academic and professional development—both successes and challenges—in order to clarify strengths, weaknesses, goals, and future plans. The self-reflective nature of this experience asks students to identify and engage with specific artifacts, institutions, and individuals that have influenced their growth. The course also asks students to consider how Judaism and Jewish culture have influenced their academic, personal and professional goals and identities. *Prerequisite*: 3 College Experience Courses.

**ECO 1031 Introductory Economics I: Micro**
Introduction to microeconomic analysis: supply and demand, the behavior of firms and consumers; how markets work; market failures; policy issues such as taxation regulation, and redistribution of income.

**ECO 1041 Introductory Economics II: Macro**
Introduction to macroeconomic analysis: General equilibrium, business cycles, inflation, unemployment; national income accounting; monetary policy and the financial system, fiscal policy and social insurance; theories of international trade; long-term growth. *Prerequisite: ECO 1031.*

**FYSM 1012 Business Communication**
This course seeks to develop skills that are important keys to success within many if not all chosen professions. All interactions in business require communications skills, whether written or oral, whether in large groups or small groups. It is especially important for students contemplating careers in business to develop communications skills that will enhance their career development and success. *Prerequisite: FYWR 1020.*

**FYWR 1020 First Year Writing**
First Year Writing introduces students to college-level writing and prepares them for other academic work by deepening reading comprehension and critical thinking skills. This course emphasizes the writing process so that students can develop strategies for invention, exploration, and revision. First Year Writing encourages rhetorical flexibility and helps students integrate and build on sources in order to consider topics from different viewpoints, gain more knowledge, and learn how to cite others' words and ideas according to academic documentation practices.

**IDS 1001 Business Algebra**
This course provides a review of computational and problem-solving skills. Included is a presentation of a broad scope of fundamental mathematical concepts in applied mathematics relevant to accounting, finance, management, and marketing, with examples drawn from different business disciplines.

**IDS 1131 Statistics for Business**
This course includes modern statistical methods as a basis for decision making. Topics include fundamentals of probability, discrete and continuous distributions, descriptive statistics, and inferential statistics. *Prerequisite: IDS 1001.*

**IDS 1020 Introduction to Information Systems**
This course provides the background necessary to make decisions about computer-based information systems and to be an end-user. The course includes hands-on experience with personal computers and information systems management. Groups and individual computer assignments expose students to electronic spreadsheet analysis and database management on a personal computer. Management aspects focus on understanding computer technology, systems analysis and design, and control of information processing by managers. *Prerequisite*: 1DS 1001.

**IDS 1540 Introduction to Data Science**
This course introduces basic concepts and applications of analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, exploratory data analysis, data visualization, reporting, and data driven storytelling. Students will apply these analytic tools to social and organizational issues, for creating insights and solving problems. *Prerequisites: IDS 1131, IDS 1020, ECO 1031.*

**INDS 1040 Leadership Seminar**
The leadership seminar supports students' educational development and academic success in the AS in Management Program. These seminars give meaning to students' academic learning experience by integrating coursework, leadership and management principles and extracurricular activities. The seminars, which are designed to be highly interactive, will offer students insights into their personal leadership development. Students' will gain a clearly articulated vision of their leadership abilities, practical ideas for achieving excellence, and tools for inspiring others to do the same.

**MAN 1020 Managing in the Global Environment**
This course focuses on the development of the skills and knowledge required for successful managerial performance in today's global environment. With an emphasis on self-assessment and application, this course provides an in-depth examination and practice of the core managerial competencies. Topics covered include problem solving, communication, empowerment and motivation, managing conflict, power and influence, and performance improvement. A major learning objective is to recognize the

relationship between integrated functional business operations and competitive success factors as well as monitoring measurements of organizational performance. Effective managers of the 21st century must understand a wide range of technical and social inter-relationships to be successful in the global marketplace. Students will gain analytical and behavioral tools that will equip them to work in complex global work environments. *Prerequisite: IDS 1001.*

**MAN 2110 Organizational Behavior**
This course is directed toward the attainment of three interdependent objectives: 1) to develop an understanding of organization effectiveness as a key element of strategy implementation in complex organizations, 2) to understand how organizational planning, design, control, and human resource decisions are interdependent and critical to building and sustaining successful organizations, and 3) to develop a sensitivity to the "realities" of organizations in "real-world" situations. These include how decisions affect individuals in organizations and their consequent commitment to implementation efforts. *Prerequisite: MAN 1020.*

**MAN 2370 Human Resources**
Exploration of human resources management as a facilitator of the effective use of personnel to achieve corporate objectives. Covers the link between human resources management and strategic planning, employee recruitment, development, and impact of equal opportunity employment programs; human resources forecasting, training programs, performance evaluation, direct and indirect compensation, and comparable worth. *Prerequisite: MAN 1020*

**SPEE 1010 Speech Communication**
Effective informal and formal public speaking focusing on the informative and persuasive purposes. Focuses on logical organization; psychological motivation; research of topics; precise vocabulary; clear and pleasant vocal patterns; and application of sound rhetoric to the communication of ideas.

# UNDERGRADUATE JEWISH STUDIES

The guiding vision of Yeshiva University—that the best of the heritage of contemporary civilization and knowledge is compatible with the ancient traditions of Jewish law and life—is embodied in the University's dual curriculum of general and Torah studies. In addition to the general studies curricula leading to the degree of Associate of Science at the Katz School, students concurrently participate in Jewish Studies programs with all Yeshiva University undergraduates.

Intended to deepen ethical and philosophical insight and values, and to broaden textual skills and analysis, these programs also offer valuable training in research methods and opportunities for independent work. Students often forge life-long religious and spiritual relationships with faculty, Rebbeim, Mashgichim (spiritual guidance counselors), and fellow students.

Women in the AS in Management participate in the Undergraduate Jewish Studies program on the Beren Campus. Men in the AS in Management participate in the Undergraduate Torah Studies program on the Wilf Campus. Requirements for both campuses are listed below.

## Beren Campus: Undergraduate Jewish Studies

The Jewish Studies programs at the Beren Campus, offered through the Rebecca Ivry Department of Jewish Studies, are designed to expose students to the beauty of Torah study and the richness of Jewish tradition. We offer valuable training in rigorous thought, exposure to research methods and opportunities for independent work. Students learn across a curriculum that includes courses in Bible, Hebrew language, Jewish history, Jewish philosophy and Judaic law. To learn more, visit: https://www.yu.edu/stern/ug/rebecca-ivry-jewish-studies.

Regardless of focus, all students engage with the textual analysis of Jewish works in the Hebrew and Aramaic originals, through *hakhanah* [preparation], *chavruta* [study partners] and *shiurim* [lectures]. The structure of the learning and committed faculty result in genuine relationships that personalize, deepen and distinguish each student's education. The Jewish studies faculty are not only accomplished scholars and moral exemplars; they provide guidance on how to live an ethical life. There are several tracks within the Rebecca Ivry Department of Jewish Studies, including Mechina Pathways. Students will be tested by the Jewish Studies and Hebrew Departments prior to registering for Jewish Studies courses.

**Jewish Studies Requirements for AS in Management Students on the Beren Campus**
Each fall and spring semester, AS in Management students on the Beren Campus must enroll in two Jewish Studies courses through the Rebecca Ivry Department of Jewish Studies (for a total of eight Jewish Studies courses while enrolled in the AS in Management program). As part of their Jewish Studies courses, students must complete:

- 2 semesters of Hebrew language (or equivalent exemption) (6 credits)
- JVCW 1001 Jewish Engagements (or approved equivalent) (2 credits)

## Wilf Campus: Undergraduate Torah Studies

The Jewish studies programs at the Wilf Campus are re based on classical Talmud Torah, an intensive analysis of classic Jewish texts in their Hebrew and Aramaic originals. Our graduates receive an integrated education and a thorough development of Torah knowledge, worldview and character. To help get you there is the Undergraduate Torah Studies' unparalleled cadre of roshei yeshiva, rebbeim, mashgichim and staff, who take the time to get to know you and work closely with you to achieve your goals at Yeshiva University.

Undergraduate Torah Studies at Yeshiva University's Wilf Campus includes a number of programs designed for students with varying levels of experience and expertise, including:

- The James Striar School (JSS), for those new to Hebrew language and textual study who want to attain a broad-based Jewish philosophical and text education.
- The Isaac Breuer College of Hebraic Studies (IBC), for those seeking an advanced and structured, yet flexible program.
- The Irving I. Stone Beit Midrash Program (SBMP), for students interested in a chavrutah/shiur format (partnered study followed by lecture) that provides greater flexibility.

Each undergraduate Torah Studies program has unique advantages. Each AS in Management student will meet with an Undergraduate Torah Studies (UTS) representative at or before orientation to gain insight into which program is right for him. For additional information, visit: https://www.yu.edu/academics/torah-studies/men.

**Jewish Studies Requirements for AS in Management Students on the Wilf Campus**
Each fall and spring semester, AS in Management students must enroll in at least 12.5 credits in the Isaac Breuer College of Hebraic Studies (IBC) or the James Striar School of General Jewish Studies (JSS). Students who wish to participate in the Irving I. Stone Beit Midrash Program (SBMP) in their second semester or after must meet with a Katz School adviser to review their requirements and receive approval from the Katz Program Director and the UTS Associate Dean.

As part of their coursework in IBC, JSS, or SBMP, AS in Management students must complete:

- 2 semesters of Hebrew language (or equivalent exemption) (6 credits)
- JVCW 1001 Jewish Engagements (or approved equivalent)* (2 credits)

*JVCW 1001 should be taken in the first semester to avoid future scheduling complications.

# ACADEMIC POLICIES

## Academic Calendar

Yeshiva University operates on the semester system. The academic year consists of three semesters: two 15 week-semesters (fall and spring) and one 7-week semester (summer); the semester length includes examinations. The fall term runs from late August or early September to mid-January; the spring term runs from late January to late May. The summer term runs from late May or early June to mid- or late-July. Classes meet Sunday through Friday. The Academic Calendar is available here: https://www.yu.edu/registrar/ug-calendar.

## Housing Requirement

Students in the AS program must live in on-campus housing during their fall and spring semesters for the entirety of their enrollment in the AS program. Students are not required to live in on-campus housing during the summer semesters, but they have the option to do so. Appropriate fees for housing during the fall, spring, and summer will apply. Women's housing is located on the Beren Campus, and men's housing is located on the Wilf Campus.

## Attendance

At the start of the semester, each student must learn the specific attendance, examination, and other requirements for each course as noted on the course syllabus. A record of the student's attendance in each class may be kept by the instructor. Attendance is compulsory for students on probation and for all students in classes where the instructor requires attendance. If a student is absent from any course for any reason for more than half a semester and does not officially withdraw from the course, the student will receive a grade of G.

## Late Admission and Withdrawal

The following governs late admission to and drops and withdrawals from classes:

| Semester Period | Permission needed to register late | Permission needed to drop course(s) | Notation of withdrawal on permanent record |
|---|---|---|---|
| First two weeks of semester | Consult with Academic Adviser | Consult with Academic Adviser | Course is not listed |
| Third week of semester | Consult with Academic Adviser | Consult with Academic Adviser | Course is not listed |
| Next seven weeks of semester | Consult with Program Director | Dean's permission **only** | Course is not listed |
| Remainder of semester | Not Permitted | Dean's permission **only** | Course is listed with a "W" |

**Please note:**

- Only tuition, not fees, are subject to refund. The refund policy is available on the Office of Student Finance website: www.yu.edu/osf/undergraduate-accounts/withdrawal.
- These regulations apply to the proportional period in a 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 by the instructor.
- If permission is granted to withdraw from a course after the allowed date without a "W," 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 the appropriate offices for guidance.
- Laboratory courses may not be added after the first week of the semester.

## Grades

**Minimum Grade Requirements for the AS in Management**

AS students must achieve a C- or better in all courses applied toward the AS in Management degree. If a student earns below a C- in a required course, the student must repeat the course or an acceptable substitution. A course may not be taken if the student has received below a C- in the prerequisite course.

Students may access their grades at www.yu.edu/myyu. To view grades:

1. Log in with your Banner ID
2. Click on "Student and Financial Aid"
3. Click on "Student Records"
4. Click on "Final Grades" and select the appropriate term

**Description of Grades**

There are two categories of grades that can be recorded on a student's transcript. Academic grades note academic achievement in a course of study; administrative grades note a student's status in a course of study.

| ACADEMIC GRADES | |
|---|---|
| **GRADE** | **DESCRIPTION** |
| A, A- | Excellent |
| B+, B, B- | Good |
| C+, C, C- | Fair |
| D+, D, D- | Poor |
| F | Failure |
| N | No Credit |
| P | Pass |

| ADMINISTRATIVE GRADES | |
|---|---|
| **GRADE** | **DESCRIPTION** |
| G | Stopped attending without filing an official withdrawal from (counted as failure) |
| I | Incomplete |
| L | Audit (no credit) |
| W | Withdrawal without penalty or prejudice |
| 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. | |

**P** is used for independent study courses at YU and for approved-for-credit internships. Physical Education courses and courses taken under the A/P/N option are graded A/P/N. Details are available on the Application to Take A Course on the Pass or No Credit System (A/P/N) Form.

**I** grades may be issued by faculty to accommodate unavoidable delays in the completion of course requirements and to allow for excused emergencies during final examinations. Faculty may assign an Incomplete grade ("I" grade) to students whom they approve for extensions on papers/projects and/or those students for whom the Committee on Academic Standards and Integrity approves final makeup exams based on appropriate documentation. Such exams must be taken at the times scheduled by the Director of the AS degree. Outstanding work must be completed by the date published in the Academic Calendar. If outstanding work is not completed by the designated date, the "I" defaults to an "F".

**W** (withdrawal) from a course after the last date to drop a course without permission requires filing an Add-Drop Form with the Office of the Registrar and written permission of the Office of the Dean. See the section on Late Admission To and Withdrawal from Courses for more information.

**Grade Point Average (GPA) Chart**

| | | | |
|---|---|---|---|
| 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. The average is truncated to the third decimal place.

**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 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/she must first meet with the instructor. Should this meeting be unsatisfactory, the student may next meet with the Program Director. In unusual circumstances the student may appeal to the college Dean who may consult with the Committee on Academic Standards and Integrity before making a final decision in the matter.

## Examinations

All students must take in-class examinations as scheduled. A student who misses an in-class exam during the semester due to illness or an equally compelling cause must consult with the instructor. Final exams are administered and supervised by the Office of the Dean through the AS in Management Program Director. 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 AS in Management Program Director immediately and must subsequently submit a request for a makeup final exam, along with a physician's note, if applicable.

- If a student arrives late at any examination and has no valid excuse for the lateness, he/she takes the test in the remainder of the allotted time.
- Once a student has taken a final exam, reexamination may be given only with the consent of the AS in Management Program Director.
- Cheating on an examination will subject the offender to disciplinary action, including possible expulsion from the university. See the section of this catalog regarding Academic Integrity Policies for details.

## Workload

The average number of credits for a fall or spring semester in the AS in Management degree is 13 to 19. This includes Management credits and credits transferred to the AS transcript from Jewish and/or Torah Studies. The average number of credits for a summer semester in the AS in Management degree is three to six.

A full-time AS in Management student is defined as one who is enrolled in at least 12 credits (including Jewish or Torah Studies) during a 15-week semester. Students registered for 6-11 credits are enrolled as half-time and students taking fewer than 6 credits are considered part-time. There may be financial aid implications for falling below full-time status.

Students with low averages are subject to restriction on their course load. Unless required to limit their programs, students may not take fewer than 12 credits in any semester without written permission from the Program Director and/or Dean. Under special circumstances and with approval from the Program Director and Dean, students may take classes outside of the AS program.

## Class Status

Class status is determined by the number of credits completed, as follows:

| Credits Completed | Class |
|---|---|
| 0-11 | Lower Freshman |
| 12-26 | Upper Freshman |
| 27-44 | Lower Sophomore |
| 45 or more | Upper Sophomore |

## Satisfactory Progress Standards

All students must meet the standards of good academic standing and satisfactory academic progress as defined below. Students not meeting these standards may be placed on academic probation and may become ineligible for New York State and federal aid. A one-time waiver for one semester may be granted to regain eligibility for New York State aid if failure to meet these standards is due to extraordinary circumstances. The Office of Student Finance, The Office of Registrar, and the Dean will determine if the student is eligible for a one-time waiver.

These standards are applicable to all students. They are required for certification by New York State for financial assistance under Section 145-2.2 of the Regulations of the Commissioner of Education and are required by federal regulations to receive aid under Title IV of the Higher Education Act.

**Academic Standing**

To maintain good academic standing, a student must maintain a minimum average of 2.0 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 |

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.

**Satisfactory Academic Progress**

To maintain financial aid eligibility and to meet standards for satisfactory academic progress, each student must have accrued a minimum number of credits by the beginning of each semester of attendance, as follows:

| | |
|---|---|
| Second | 6 |
| Third | 15 |
| Fourth | 25 |
| Fifth | 36 |
| Sixth | 48 |
| Seventh | 60 |

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.

## Directed Study, Transfer Credits, and Courses from Outside Institutions

**Directed Study**
Students who are in need of a course listed in the catalog during a semester in which the course is not being offered may be permitted to take that course through directed study.

To request a directed study:

- The student must seek permission from the Program Director and work under the supervision of a faculty sponsor.
- During the regular registration period for the semester in which the student plans to do the work, the student must submit an Application for Directed Study Form to the Office of the Registrar. The faculty sponsor must list required examinations and papers and describe the nature of the direct supervision of the student.
- Program Director considers each application and must approve it before work begins.
- At the end of the term, the instructor submits a grade to the Office of the Registrar. The course is listed on the student's record with its regular number and title.

Except under the most unusual circumstances, a student may take only one directed study course per semester. Directed study may, in exceptional cases, be done during the summer. Per credit tuition is charged.

Please note: Directed studies are treated as regular courses and are counted as part of the student's regular workload. If the project is not to be completed, the student must withdraw within regular deadlines. If the work is not completed at the conclusion of the semester, the student may apply for an extension and, if approved, will receive a grade of Incomplete.

**Transfer Credits**
The AS in Management will allow a maximum of 6 transfer credits, and only courses with grades of C or higher are transferable. Courses taken at other universities/colleges, including during study in Israel, will be evaluated for transfer credit by the Program Director on a case by case basis. Courses taken at universities outside of the U.S., Canada and Israel, must also be evaluated by World Education Services (WES). Whether taken before or after admission to Yeshiva University, such transfer courses appear on the student's record with credit value only.

**Courses at Outside Institutions**
Under special circumstances, students may be permitted to take courses at another institution. To request this accommodation, students must consult with their Program Director and fill out the appropriate Request for Outside Course Form, available in the Office of the Registrar and online at www.yu.edu/registrar. The Program Director must approve the request before the first day of class. Upon conclusion of the course, the student should request that the outside institution forward an official transcript to the Registrar. The number of credits that may be earned during any summer session follows the regulations of the New York State Education Department. Credit limits are indicated on the Request Form.

## Dean's List and Latin Honors

Regulations governing the Dean's List and Latin honors at graduation are found below.

**Dean's List**
Each academic year, AS students who are full-time for the fall and spring semesters and who have achieved an academic grade point average for the year of at least 3.500 are included in the Katz School of Graduate and Professional Studies Dean's List, which is noted with an entry on the student's transcript.

Initial determination of Dean's List eligibility for the previous academic year takes place in August. Students with unresolved Incomplete grades are not evaluated. If 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.

**Graduation Cum Laude, Magna Cum Laude, Summa Cum Laude**
To be awarded Latin honors at graduation, students must have completed at least 54 credits in residence at Yeshiva University's New York campuses and must have achieved the following cumulative averages: cum laude, 3.500; magna cum laude, 3.700; summa cum laude, 3.850.

## Leaves of Absence

Prior to the start of a semester, students who intend to absent themselves from the University for a semester or two 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 180 days.

## Withdrawal from the University

A student withdrawing from the university should meet with an Academic Adviser prior to filing a Request for Withdrawal Form.

## Academic Probation and Dismissal

Students who, in any semester, fail to achieve an average of at least 2.000 or accrue the required credits for satisfactory academic progress are placed on academic probation. Probation serves as a serious warning to students whose records are unsatisfactory and is intended to help them achieve the necessary improvement. Restrictions or conditions may be imposed upon students on probation in the following areas: programs, employment, extracurricular activities, intercollegiate athletics, and financial assistance.

Students not meeting the standards may become ineligible for New York State aid, but a one-time waiver for one semester may be granted if failure is due to extraordinary circumstances. Students whose semester or cumulative average falls below 2.000 two semesters in succession or three semesters non-consecutively, or who fail all their courses in a semester, may be dismissed from the school.

**Appeals Procedure**

If there are mitigating circumstances, students may appeal dismissal in writing to their school's Committee on Academic Standards and Integrity. The appeal must be made before the following semester begins. The committee may allow the student to continue on probation under certain conditions and restrictions. Decisions are communicated in writing to the student, the Office of the Dean, the Office of the Registrar, the Office of Student Finance, and the Offices of Undergraduate Torah and Jewish 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 continuance on the rolls of the university; the receipt of academic credits, honors, and awards; graduation; and the conferring of any degree, diploma, or certificate upon the student are entirely subject to the disciplinary powers of the university and to 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.

## Records and Transcripts

Students may generate unofficial transcripts at no cost in the Office of the Registrar or online at www.yu.edu/myyu. Current or former students who want official transcripts should visit www.yu.edu/transcript regarding fees, regulations, and procedures governing the issuance of official transcripts.

A transcript is not issued without the student's written request, except to the person(s) or agency upon whom the student is financially dependent, 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. Student's official records are sent only in the form of a complete transcript. No partial records are sent. Transcripts list courses in progress without grades. Students who believe there is an error in their academic record (e.g., in a 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 Request for 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 Registrar within 10 days by updating their addresses and phone number online at www.yu.edu/myyu. A student is responsible for all mail sent to the old address if his or her address is has not been updated.

**Diplomas**
Duplicate or revised diplomas may be secured under certain circumstances. The Duplicate Diploma Request Form is available in the Office of the Registrar or online at www.yu.edu/registrar.

## Exceptions to Academic Policies

Any exception to school policies and regulations such as graduation requirements, prerequisites and final exams, must be approved in writing by the Dean of the school. Students should consult the Academic Adviser for other requests.

# ACADEMIC INTEGRITY POLICY

## Academic Integrity

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, described below.

## Cheating on Written Exams

Cheating is an affront on academic integrity and ethics. Any instance of dishonesty undermines your work and the work of classmates and the institution in which the offense was committed.

## Plagiarism

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.

> **Intentional Misrepresentation** occurs when a student deliberately uses someone else's language, ideas, or other original (not common-knowledge) work without acknowledging the source. Examples include but are not limited to: a) Assignment is downloaded from an Internet source and/or obtained from a paper mill; b) Assignment is obtained from someone else (including another student); c) Assignment contains part or all of the writings of another person (including another student), without acknowledgment of the source; or d) Assignment contains passages that were cut and pasted from an Internet source, without acknowledgement of the source.
>
> **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 unsuccessful writing, rather than Intentional Misrepresentation.[1]

## Penalties and Procedures for Violating Academic Integrity Standards

Accordingly, students who act in a dishonest manner by cheating on written exams or plagiarizing are subject to penalty under the following procedures.

**Please Note:** If a faculty member determines that a student unintentionally misused sources on an assignment, he/she may lower the grade on the assignment in question (including lowering to a grade of "F"). No additional penalty should be imposed.

### Notification Process

Any member of the Yeshiva University community may initiate a report of cheating on a written exam or intentional misrepresentation.

1. The complainant should report the incident immediately and should submit an Incident Report form to the Director of the program in which the student is enrolled promptly after the incident has occurred.
2. The Program Director will then submit a written copy of the charges (cheating or plagiarism) to the student.
3. The student will then have the opportunity to accept or deny responsibility for the actions or challenge the allegations. If the student accepts responsibility for the action, then appropriate academic sanctions will apply including, but limited to, a retake of the exam, reduced credit or zero on an exam, reduced final grade or

[1] 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>

failing grade, or resubmit assignment paper. If the student denies the allegations, the Katz School Student Advocate will conduct an initial investigation to assess the merits of the case. The Katz School Student Advocate is a full-time staff member appointed by the Dean to help students understand academic policies and procedures and to facilitate the initial review of the Academic Integrity process by collecting and reviewing documentation.

Students are not permitted to drop the course in which the alleged incident occurred during or after the pendency of proceedings under this policy.

## Initial Review

If the student denies the allegations, the Student Advocate will review all submitted evidence and will meet with the faculty, student, and other relevant parties to determine if the case at hand falls within the scope of an academic integrity violation.

## Hearing

If the incident appears to violate academic integrity standards, the Dean will convene a hearing before the Committee on Academic Standards and Integrity (CASI) to determine if the student violated academic integrity standards. CASI will consist of a four-person impartial body appointed by the Dean, including the Katz School Student Service Coordinator, a Katz program director, a faculty member, and a student. A non-voting representative from the Office of Registrar will also be present for the hearing.

The CASI Committee Chair will notify the student in writing of the date, time, and place of the hearing. The student can meet with the Katz School Student Advocate for further clarification on the hearing process. The student may bring written materials and witnesses, but no advocates or advisers (including parents and attorneys). The Committee will consider all the facts and circumstances, may ask for further information from the relevant parties, and will determine whether the student committed an academic integrity violation. The Committee will provide a written summary of the hearing and its findings along with its recommendation for appropriate action 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 days of receipt of the Dean's letter, the student may file an appeal by submitting it in writing to the Provost of Yeshiva University. No appeal will be considered if received after the ten-day deadline. The Provost will consider the merits of the appeal and will consult with the Chair of CASI. The Provost 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 Provost may designate the Dean of one of the graduate or professional schools of Yeshiva University to hear the appeal. 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.

## Records

Copies of the final decision (after appeal) will be sent to the Dean of the Katz School and to the Office of the Registrar.

## 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 Program Director and the Office of Admissions. 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.

## Other Violations of Academic Integrity

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 faculty members.

If a student commits one of the above (or similar) violations, the faculty member will propose an appropriate penalty. If the student accepts the proposed penalty, the faculty member will notify the Director of the program in which the student is enrolled of the action taken. If the student denies the allegations or contests the penalty, the faculty member will notify the program director, who will then convene a hearing of CASI in accordance with the procedures outlined above.

# STUDENT LIFE AND CAMPUS RESOURCES

A variety of academic, social, and emotional resources are available to Yeshiva University undergraduates. Students can participate in University wide student events and can seek guidance on career aspirations at the Career Center. Mental health counseling is available to all students on campus. Many students consider competitive and intramural sports with the athletics department and some students are actively involved in residence life. Students can take advantage of a full range of services and extracurricular activities. This section of the catalog gives a brief description of available services and provides information about how to access them.

## Academic Advising

The Katz School provides proactive academic advisement for AS in Management students from the start of the program, supporting students' transition to the University setting. Throughout the program, each AS student will meet regularly with the AS Adviser to develop an academic success plan, master important academic and professional skills, and learn how to navigate and advocate for themselves in the University setting. In addition, the AS adviser will proactively connect with AS students before they struggle and will offer preventative strategies to address anticipated challenges. The AS Adviser serves as students' one-stop-shop for academic, social, emotional, and administrative support and is the students' primary liaison to the University's larger network of caring, responsive, trusting, and available program administrators, faculty, and staff.

**Simon Jaffe – Adviser, AS in Management**
Contact: simon.jaffe@yu.edu or (212) 960-5400 ext. 5895

- **Beren Campus:** 215 Lexington Avenue, Room 318
- **Wilf Campus:** Belfer Hall, Room 1303

## Academic Computing

The Office of Academic Computing is a branch of the University's Information Technology Services (ITS). Academic Computing supports all on-campus labs, computers, projectors, and printers, use of the YUWireless internet network, student YUAD and Gmail accounts, anti-virus software, and all other student computing needs. To learn more about their services and to download an orientation packet, visit www.yu.edu/its/academic-computing. Students can also meet with Academic Computing professionals during their scheduled office hours.

**Beren Campus:** 245 Lexington Ave, Room 323
Contact: (212) 340-7772 or labhelp@yu.edu
Office Hours: Monday-Thursday, 9am - 9pm; Friday, 9am - 2:30pm; Sunday: 12pm - 9pm

**Wilf Campus:** Belfer Hall, Room 1315
Contact: (212) 960-5438 or labhelp@yu.edu
Office Hours: Monday-Thursday, 9am - 9pm; Friday, 9am - 2:30pm; Sunday: 9am - 5pm

## Academic Support (Wilf Campus)

The Office of Academic Support on the Wilf Campus is available to help students improve skills that are necessary for academic success. For additional information, visit www.yu.edu/academic-support. Students who would like to improve time management, reading comprehension, note taking, test preparation and other skills are encouraged to schedule an appointment.

**Wilf Campus:** Furst Hall, Room 412
Contact: (646) 592-4285 or academicsupport.wilf@yu.edu

**Beren Campus:** see *Study Center* below

## Athletics

Yeshiva University offers undergraduate students an array of athletic opportunities through its intercollegiate, intramural, and recreational athletic programs. The university sponsors fifteen intercollegiate athletic teams that participate in Division III of the National Collegiate Athletic Association (NCAA). Colleges that belong to Division III, the largest division of the NCAA, offer no athletic scholarships and focus on providing the best possible experience for participants rather than for spectators. No athletic

events are scheduled on Shabbat or Jewish holidays.

The university sponsors intercollegiate teams in men's basketball, baseball, cross-country, fencing, golf, soccer, tennis, and volleyball, and in women's basketball, cross-country, fencing, soccer, softball, tennis, and volleyball. There are various intramural activities, on the Beren Campus for women and on the Wilf Campus for men. Each campus hosts a gymnasium as well as fitness centers for student use. To see game schedules, facilities hours, and more information about the athletics offerings at Yeshiva University, see the Athletics website at www.yumacs.com. You can also visit the YU Store from the Athletics website to purchase YU gear.

**Beren Campus:** 245 Lexington Avenue, 11th floor
Contact: (212) 340-7727 or athletics@yu.edu

**Wilf Campus:** Rubin Hall, Room 110
Contact: (212) 960-5211 or athletics@yu.edu

## Career Center

The Career Center's goal is to educate and empower YU students to succeed at every stage of their career. The Center provides individualized career counseling, where they assist students with resume and interview preparation, job/internship search techniques, and graduate school applications. They offer job and internship opportunities through the YU CareerLink career management system, on-campus recruiting events, and career fairs. They also organize workshops, panels, and networking nights to educate and prepare students for a variety of careers and to connect them with industry professionals. All students are encouraged to visit the Career Center early on in their time at YU as the career development process should start from the moment college begins. Learn more online at www.yu.edu/careercenter.

**Beren Campus:** 215 Lexington Ave, 5th floor
Contact: (646) 592-4135 or careercenter@yu.edu

**Wilf Campus:** Furst Hall, Suite 413
Contact: (646) 592-4090 or careercenter@yu.edu

## Counseling Center

The Yeshiva University Counseling Center is committed to supporting students academically, religiously, and emotionally. The Counseling Center provides undergraduates with a wide range of services, including assessment, short-term individual psychotherapy and medication management, crisis intervention, referrals and psycho-education workshops. Students dealing with adjustment problems, loneliness, depression, anxiety, or who just want to talk are encouraged to make an appointment. All services at the Counseling Center are free of charge and confidential. For more information, visit www.yu.edu/student-life/counseling.

**Beren Campus:** 205 Lexington Ave, Suite 401
Contact: (646) 592-4210 or counseling@yu.edu

**Wilf Campus:** Furst Hall, Suite 520
Contact: (646) 592-4200 or counseling@yu.edu

## Dining Services

All undergraduate students living on campus are required to participate in a meal plan, which adds cafeteria funds on the student's ID card. Exemptions from this requirement will be considered if students are in special circumstances. Students who are exempt from living on campus may choose to add money to their cafeteria funds.

There are multiple cafeterias and café stores on each undergraduate campus. Near each campus, there are several kosher restaurants that allow students to purchase food with their ID card. Purchases made with student cafeteria funds in on-campus eateries and off-campus participating restaurants are tax free. All on-campus cafeterias at the Beren and Wilf Campuses are certified kosher by the OU (Orthodox Union). For more information about the on-campus and off-campus dining options, locations, and hours, visit https://www.yu.edu/dining.

## Disability Services

The Office of Disability Services coordinates reasonable accommodations and support services for students with disabilities, including physical, emotional, LD, ADHD, hearing impairments, and visual impairments. Students who have a documented disability or who suspect that they may have a disability are encouraged to contact the Office of Disability Services. For more information, visit https://www.yu.edu/Student-Life/Resources-and-Services/Disability-Services.

**Beren Campus:** 215 Lexington Ave, Room 606
Contact: (646) 592-413 or rkohn1@yu.edu

**Wilf Campus:** Furst Hall, Suite 412
Contact: (646) 592-4280 or akelsen@yu.edu

## Health Services

Professionally staffed Student Health Centers are located on both campuses. Mount Sinai Beth Israel (MBSI) administers the Undergraduate Student Health Program and offers care for episodic illnesses and minor injuries on campus at no cost to the student. The Health Centers are open for walk-in care during regular business hours, and medical care is provided by a physician assistant or nurse practitioner under the supervision of a physician. Should a student require emergency department services, specialist physician services, or diagnostic testing, they will be referred through the MSBI Student Health Services network of providers. The Health Center staff reviews the health forms and immunization history of entering students to ensure compliance with New York State Public Health Law, which requires that all students have proof of measles, mumps and rubella (MMR) immunization history on file. Immunizations are available on campus for those in need.

**Beren Campus:** Brookdale Residence Hall, Room 2B
Contact: (212) 340-7792

**Wilf Campus:** Furst Hall, Room 520
Contact: (646) 592-4290

## International Students and Scholars

The Office of International Student and Scholar Services (OISS) provides immigration support and assistance with cultural adjustment. The OISS also acts as a liaison with the U.S. Department of Homeland Security (DHS) to ensure University-wide legal compliance with government immigration regulations and reporting requirements. For information about the I-20 and student visa application processes, pre-arrival planning, and maintaining legal immigration status once inside the U.S., visit www.yu.edu/student-life/resources/international.

**Beren Campus:** 215 Lexington Ave, 5th floor
Contact: (646) 592-4127 or oiss@yu.edu

**Wilf Campus:** Furst Hall, Room 114A
Contact: (646) 592-4203 or oiss@yu.edu

## Library Services

Yeshiva University's libraries offer a wealth of information and support for advanced learning, research, and scholarly inquiry in an environment dedicated to the open exchange of information. While their primary responsibility lies with the students and faculty of Yeshiva University, the libraries engage in scholarly, cultural, and artistic interactions with broader communities. Students at any Yeshiva University campus have full access to the entire YU Libraries system. Learn more at www.yu.edu/libraries.

**Beren Campus:** Hedi Steinberg Library, 245 Lexington Ave, 2nd floor
Contact: (212) 340-7720

**Wilf Campus:** Mendel Gottesman Library, 2520 Amsterdam Ave
Contact: (646) 592-4045

## Madrichim, Madrichot, and the Office of Spiritual Guidance

Each YU student is assigned a madrich or madricha (student counselor) who is available to help them with the transition to religious life and to college. Madrichim and madrichot are upperclassmen who can share their experiences with their peers and support their religious growth.

**Beren Campus:** the Madrichot are overseen by the Director of Spiritual Guidance.
For more information, email rciment@yu.edu or call 646-592-4126.

**Wilf Campus:** the Madrichim are overseen by Undergraduate Torah Studies.
For more information, see https://www.yu.edu/academics/torah-studies/men/student-resources.

## Mashgichim and Mashgichim Ruchani'im

Our mashgichim are concerned about the personal, religious growth of each student and strive to develop a meaningful relationship with each student. They offer guidance on issues of spiritual exploration, religious life on campus, and transitioning to YU's challenging dual curriculum. They also arrange chavrutot (study partnerships), chaburot (study groups), and shiurim (lectures) on a range of topics.

**Beren Campus:** For information and office hours, visit https://www.yu.edu/student-life/resources-and-services/ruchaniim.
Contact:

- Rabbi Shlomo Hochberg: shlomoje@aol.com or (212) 340-7736
- Rabbi Yosef Blau: yoblau@yu.edu or (212) 340-7700 ext. 586

**Wilf Campus:** A mashgiach is assigned to each Beit Midrash on campus and can be found there throughout the morning. For more information, visit:http://yu.edu/riets/faculty/mashgichim/.
Contact:

- Email mashgichim@yu.edu
- Senior Mashgiach Ruchani, Rabbi Yosef Blau at (212) 960-5400 ext. 5719, (646) 530-1482, or email yoblau@yu.edu.

## OneCard

The YU ID card is part of the OneCard system. With OneCard, students can access campus buildings, free shuttles, their Library accounts, Dining Services, and their printing accounts. To view account balances, students can visit onecard.yu.edu and sign in with their YUAD username and password. YUAD usernames and passwords can be retrieved at www.yu.edu/findid if they are unknown.The OneCard mobile app grants access to the YU ID card anywhere; follow the instructions at https://www.yu.edu/yucard/tips. For ID card assistance, email yucardsupport@yu.edu.

## Shuttle Service

The Office of Safety and Security provides free intercampus shuttle service in the evenings between the Beren and Wilf Campuses and free local shuttle service to campus buildings, local transit hubs, and other approved stops. To access the intercampus shuttle, students need to make an account and sign up at yushuttles.com. To view the schedules (for both the local and intercampus shuttles), visit https://www.yu.edu/safety-security/transportation/shuttles.

## Student Life

The Office of Student Life (OSL) is dedicated to making each student's undergraduate experience as positive and productive as possible. They strive to meet students' needs from before arrival on campus until graduation day and beyond, and they serve as a guide and resource to each member of the student body. Student Life professionals are available to meet with students on a drop-in basis as well as by appointment. The Office of Student Life also supports a wide variety of student initiatives and leadership on campus, including:

**Answers:** Answers@yu.edu is a one-stop hotline for questions about Yeshiva University.

**Shabbat Enhancement Program:** Each week, the Office of Student Life supports programming and hosts guests to create a warm, uplifting, and spiritual Shabbat atmosphere. Communal meals take place in the on-campus cafeterias.

Each campus has a Shabbat Enhancement Committee; students and OSL staff collaborate on these committees to improve the on-campus Shabbat experience.

**Student Government:** There are seven undergraduate student councils on the Beren and Wilf Campuses. These councils are responsible for programming and events for all undergraduates at YU. AS students may vote for and run for any council position they qualify for according to the relevant student constitutions. Requirements for running or voting can include class standing, academic standing, and more. For more information about student councils, visit www.yu.edu/student-life/student-organizations.

**Clubs and Events:** There are over 100 undergraduate student clubs at Yeshiva University, and each is chartered by one or more student councils. AS students may participate in any club, and may create a club under any council on their campus. Clubs create events relevant to their interests; on any given night, there may be half a dozen club events on campus. Students can also participate in outreach programs and service learning programs, or can write for a variety of student publications.

For more information, visit www.yu.edu/OSL or the OSL offices on either campus:

**Beren Campus:** 215 Lexington Ave, 5th floor
Contact: (646) 592-4125 or answers@yu.edu

**Wilf Campus:** Rubin Hall, Suite 106
Contact: (212) 960-5411 or answers@yu.edu

## Study Center (Beren Campus)

The Study Center helps empower Beren Campus students to become independent, confident learners. Learn to manage time more effectively, improve test-taking and note-taking skills, and develop better critical reading skills. Book an appointment at the Study Center online at https://yu2.mywconline.com/.

**Beren Campus:** 215 Lexington Avenue, 6th floor
Contact: beth.hait@yu.edu

**Wilf Campus:** see *Academic Support* above.

## University Housing and Residence Life

Residential life is an essential component of the YU experience. Friendships forged in the residence halls lend a richness to the college experience that transcends classroom learning. University Housing and Residence Life (UHRL) encompasses residential life programming, counseling, and the selections, training and supervision of the resident advisers (RAs). RAs and other staff members offer educational and social programming to build a micro-community on each floor of the dorms.

Students in the AS in Management are required to live in on-campus housing during their fall and spring semesters. The housing fee varies from building to building, and all students in housing are required to be on a meal plan. All residence halls are within a few blocks of their campus' main academic buildings and offer common lounge spaces, study halls, laundry rooms, TV lounges, convenience stores, vending machines, student mailboxes, Wi-Fi internet access, and 24-hour security. For more information about housing options and residence life on each campus, visit:

**Beren Campus – Women's Housing:** 215 Lexington Ave, 5th floor
https://www.yu.edu/student-life/housing/women/
Contact: (646) 592-4163 or berenhousing@yu.edu

**Wilf Campus – Men's Housing:** Rubin Hall, Suite 106
https://www.yu.edu/student-life/housing/men/
Contact: (646) 592-4215 or wilfhousing@yu.edu

# ADMISSIONS

Yeshiva University is committed to a policy of equal opportunity and nondiscrimination in admissions and all other facets of its educational programs and activities. Yeshiva University complies with all federal, state and local regulations governing Non-Discrimination and Harassment including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972. In keeping with its long-standing traditions and policies, Yeshiva University provides equal opportunity for faculty, staff and students within admissions and employment, and those seeking access to programs on the basis of individual merit. The University does not discriminate in its programs and activities, including employment practices, on the basis of race, religion, creed, color, national origin, sex, age, disability, veteran or disabled veteran status, genetic predisposition/carrier status, marital status, sexual orientation, gender identity or citizenship status or other protected classes under the law.

University-wide policies and procedures pertaining to discrimination and harassment have been established, both as a legal obligation under applicable law and as a visible and formal expression of institutional policy. The University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures can be found online at http://yu.edu/student-life/resources-and-services/standards-policies/; http://yu.edu/hr/policies/; and http://yu.edu/ogc/policies/ (among other places). This policy includes information about filing a report, seeking a response and options for confidential disclosure. The University will respond to all complaints promptly, thoroughly, fairly and impartially. Retaliation is prohibited against anyone who filed and/or participated in the investigation of a complaint, even if the complaint is unsubstantiated. When warranted, the University will take appropriate, corrective action to remedy all violations of this policy, up to and including termination and/or expulsion. Administrative and investigative responsibility relating to enforcement of the policy has been assigned to the University's Title IX Coordinator, Ms. Renee Coker at (646) 592-4336 or renee.coker@yu.edu.

## Admission Requirements

To qualify for admissions, students applying for the AS in Management must have a minimum high school average of at least 75 or its equivalent. The Admissions Committee takes a holistic approach by reviewing a student's overall record, including interests, academic achievements, and character.

## Application Procedures

**Where to Apply**
Candidates must complete an online application, available at www.yu.edu/admissions. There is a $65 application fee.

**Additional Application Components**
In addition to completing the online application, candidates must submit:

1) **Personal Statement:** Students are required to answer four questions in the application; each question should be answered with a minimum of a paragraph.
2) **Transcripts:** High school records with the student's graduation date must be mailed directly from the student's high school to the YU Office of Admissions. Courses taken outside of the U.S., Canada and Israel must also be evaluated by World Education Service (WES).
3) **Recommendation letters:** Two letters of recommendation from teachers or guidance counselors are required.
4) **Interview:** Applicants are required to schedule an interview at the University by calling (646) 592-4440. Applicants can also arrange in advance to sit in on classes and tour the campus with a current student. Applicants who live outside the tri-state area may arrange for an interview with a university representative in their vicinity. An additional interview (either in person or over video chat) with a representative of the AS program is also required.
5) **Tests Scores (optional):** SAT and ACT are not required, though applicants may choose to send their test scores to the YU Office of Admissions. The YU school code is 2990.

**Application Deadlines**
Candidates may apply at any time after completion of their junior year of high school and before the deadline published by the Office of Admissions, for admission in the fall following their graduation. The Associate of Science in Management is a cohort-based program and therefore does not allow applicants for the spring semester.

## Types of Admission

Each admitted student is classified under one of the following categories:

**Regular Admittance**: Students admitted with permission to work toward degrees or diplomas. A regular student admitted with a condition must resolve it within the time limit set by the Office of Admissions to maintain regular student status.

**Transfer Students**: Applicants who have attended another college must satisfy the same requirements as applicants who come directly from high school. They must have maintained a C average or its GPA equivalent at the institution from which they are transferring. In order to have their previous course work evaluated, transfer students should forward updated transcripts, syllabi and course descriptions prior to their arrival on campus to the Program Director. The Program Director will evaluate the transfer credits on a case by case basis to determine if previous course work will apply to the AS degree.

**YU Transfer Students:** Applicants who have attended another college at Yeshiva University must satisfy the same requirements as applicants who come directly from high school. Students must have maintained at least a C average or its GPA equivalent at the program from which they are transferring. In order to have their previous course work evaluated, YU transfer students should forward updated transcripts, syllabi and course descriptions to the Program Director. The Program Director will evaluate the transfer credits on a case by case basis to determine if previous course work will apply to the AS degree. If accepted into the AS degree program, YU transfer students must formally withdraw from the YU BA/BS program that they previously attended and submit a signed transfer equivalence form to the AS Program Director.

**Applicants who are not high school graduates:** Applicants who have not completed high school (or foreign applicants who do not have the equivalent diploma or cannot produce records) may be admitted if they pass the High School Equivalency examination administered by New York State (commonly called the “HSE” or "GED" test) in addition to performing well on the College Board tests. Full details about the HSE/GED test may be secured from any high school in New York or, in other states, from the Department of Education.

## Credit-Granting Examinations

Students may receive credit from certain examinations taken in high school. The Program Director will assess whether a student may be exempted from taking an equivalent course in the AS in Management program if the student achieved a qualifying score in the course offered in high school. Credit is not awarded for the Israeli Bagrut or Psychometric Exams, or the French Baccalauréat.

If a student is eligible to receive credit for an exam, the student may choose not to accept credit for an exam on his or her transcript and can decide to take the AS in Management course instead; however, if he or she takes the course, he or she must accept the AS in Management grade.

**Advanced Placement (AP) Exams and Courses**

The Program Director will evaluate whether the AP courses meet AS course requirements on a case-by-case basis. Credit for AP exams ***may*** be awarded only for a score of 4 or 5 in the following courses for the AS degree:

- Calculus AB
- Calculus BC
- Macroeconomics
- Microeconomics
- Statistics

AP credit is applied automatically once the Office of the Registrar receives an official score report from the College Board. Students must request that their scores be sent to Yeshiva University (code 2990), which they can do online. Students need not fill out any additional forms. However, students should keep in mind that only certain AP exams are applicable to AS requirements. The Program Director will evaluate if the AP course satisfies an AS course requirement.

**The British A-Level Examinations**

The Program Director will evaluate whether the A-Level exam meets AS course requirements on a case-by-case basis, and only if the student achieves a grade of "B" or better in the following courses:

- Computing
- Economics
- Mathematics

Under no circumstances will credit be granted without the original certificate.

**The YU College Level Test in Jewish History**

YU has developed examinations in Jewish History that test the student's knowledge of the political, social, economic, and cultural currents in the history of the Jews from the Second Commonwealth to the Modern Era. There are three examinations: Classical, Medieval, and Modern Jewish History, any one of which may be taken for credit.

The tests are prepared and read by Yeshiva University Jewish Studies faculty and are graded on a scale of 1 (low) to 5 (high). Scores of 4 or 5 earn 3 credits for each examination in lieu of the equivalent college course. Neither credit nor exemption is granted for scores of 1, 2, or 3. Credit is only awarded if the exam is taken while the student is still enrolled in high school. For further information about this examination (including a suggested reading list), consult with your high school guidance office or with the course coordinator.

# STUDENT FINANCE

## Undergraduate Tuition and Fees: 2017-2018

| | |
|---|---|
| **Tuition** | $40,000 per year |
| **Registration Fee** | $350 per year |
| **Activity Fee** | $150 per year |
| **University Fee** | $500 per year |
| **Residence Hall Fee** | $8,400 per year |
| **Campus Meal Plan** (Standard) | $3,500 per year |
| **Health Insurance** | $3,398 per year |
| **Miscellaneous fees:** | |
| **Transcript of Record** (Standard) | $7 each |
| **Graduation Fee** | $150 (to be paid with application for graduation) |

**Please note:** For students enrolled in the AS in Management program, summer tuition and mandatory fees are covered in the yearly charges. Undergraduate students enrolled for 12 or more undergraduate credits per semester pay full-time tuition. Undergraduate students enrolled for fewer than 12 undergraduate credits are charged at the undergraduate per-credit rate.

## Financial Aid

**What Is Expected of Parents and Students?**

College students' single most important source of financial help is their parents. Some families of very modest means can give only minimal support, but the overwhelming majority of parents can and do provide substantial financial help. Yeshiva University is eager to help parents meet educational expenses, but expects each family to pay as much as it can reasonably afford and as much as other families in similar circumstances. The University expects a family to draw on both current income and accumulated assets to meet education costs.

Filling the gap between the cost of education and a family's financial resources can include a variety of elements. The university will do its best to fill in as much as possible with financial aid. Where there remains a gap, students would do well to explore these additional areas:

- the student's personal savings, including trusts, bonds, and summer work
- part-time work during the school year
- student loans
- loans obtained by parents through family, friends, or commercial organizations
- scholarship grants—from federal and state scholarship programs and programs sponsored by community, fraternal, and industrial organizations

## Financial Assistance Programs

Students seeking financial assistance from Yeshiva University who are U.S. citizens or eligible non-citizens are required to submit the Free Application for Federal Student Aid (FAFSA). All students should file the FAFSA as early as possible after October 1 of the year prior to the one they expect to attend Yeshiva University. The FAFSA should be filed online at www.fafsa.gov. The YU Federal School Code for the FAFSA is 002903.

International students should fill out the International Student Financial Aid Application, which can be found online at www.yu.edu/osf/forms, at the Office of Student Aid, or at the Office of Admissions.

The Yeshiva University Financial Assistance Program includes many sources of aid including scholarships, grants, loans, and work-study. The following are brief descriptions of these programs:

I. **Need Based Grants**

**Yeshiva University Grant:** University grants are direct gifts from the university to the student and depend on the amount of financial need and the student's eligibility for funding from other programs.

**Federal Pell Grant:** The Pell Grant is administered and funded by the federal government and provides grants of up to $5,920 per year toward the educational expenses of eligible students. Eligibility is determined by a formula set by Congress and is based on information reported in the FAFSA.

**Federal Supplemental Educational Opportunity Grant (SEOG):** The SEOG program was established by the federal government to help students from the lowest-income families meet educational expenses. Grants start at $200 and are based on extreme financial need. Recipients also must be eligible for and receive the Pell Grant.

**New York State Tuition Assistance Program (TAP):** TAP provides grants of up to $5,165 per year for students who are legal residents of New York State. Awards are determined by the amount of parents' net taxable New York State income (gross income less all exemptions and deductions). This grant can only be used for tuition and cannot be used for fees or living expenses. The YU State School Code for the TAP is 1085.

II. **Loan Programs**

**Yeshiva University Student Loan Program:** These loans are available to needy students. A maximum of $4,000 per year ($8,000 for international students) may be borrowed. Repayment begins nine months after the borrower ceases to be a half-time student and is made in quarterly installments for up to 10 years. No interest accrues on the loan before the repayment period begins; thereafter, simple interest of 5 percent per year is paid on the outstanding balance. Eligibility is determined by financial need.

**Federal Stafford Loan Program:** The Federal Stafford Loan Program makes loan funds available to college students for financing their education.

**Annual Loan Limits:**

- **Dependent Students:** 1st year - $5,500 (up to $3,500 subsidized); 2nd year - $6,500 (up to $4,500 subsidized)
- **Independent Students:** 1st year - $9,500 (Up to $3,500 subsidized); 2nd year - $10,500 (Up to $4,500 subsidized)

Note: If you are a dependent student whose parents are unable to obtain a federal PLUS loan, you may also qualify for these higher loan limits. Depending on computed financial need, the federal government may pay the interest due on the loan while the student is in school (subsidized); otherwise, the interest is due while the student is in school or may be capitalized until after graduation (unsubsidized).

IV. **Student Employment**

**Federal Work-Study Program:** The Federal Work-Study Program provides students who demonstrate financial need with possible employment to help meet supplementary educational expenses. The Office of Human Resources helps place students in jobs that, wherever possible, are in keeping with their career goals and previous work experience. In many cases, students without prior work experience receive on-the-job training.

The academic year Work-Study Program provides part-time employment of up to 15 hours per week while classes are in session at the Wilf Campus, Beren Campus, and Brookdale Center. The summer Work-Study Program provides employment of up to 35 hours per week either off-campus near the student's home or at a YU campus. Only students who will attend in the fall semester may participate in the previous summer Work-Study Program.

For complete information on scholarships, student employment, loans, and other methods of educational financing, consult:

**Yeshiva University Office of Student Aid**
500 West 185th Street, New York, NY 10033
Phone: 212-960-5399
Email: studentaid@yu.edu
Web: www.yu.edu/osf

## Determining Need for Financial Aid

Programs that award financial aid based in whole or in part on need use a special definition of the term. "Need" is defined as the total cost of attending the institution minus the amount the student and the student's family can contribute toward that cost. This latter amount, the "estimated family contribution (EFC)," is determined by the standard congressionally approved formula using the information supplied on the Free Application for Federal Student Aid.

Each institution calculates the total cost—the "student expense budget"— using federally approved guidelines. Each student's budget is based on enrollment status and whether or not the student lives on campus. Sample expense budgets for Yeshiva University undergraduate students are provided below.

The following expense budget shows expenses for the nine-month school year plus the required summer session for AS in Management students. All figures are approximate, especially transportation costs. The table does not list laboratory fees, as these vary with programs.

| **Sample Student Expense Budget (2017–2018)** | | |
|---|---|---|
| | **Fall & Spring Resident Student** | **Summer Resident Student** |
| **Tuition and Fees** | | |
| Tuition | $40,000 | 0 |
| Mandatory Fees | $2,000 | 0 |
| Residence Hall | $8,400 | $1,250 |
| Board | $3,500 | $500 |
| Subtotal | $53,900 | $1,750 |
| **Other estimated expenses, not paid to YU** | | |
| Loan Fees | $75 | $25 |
| Books and Supplies | $1,224 | $272 |
| Personal Expenses | $5,351 | $1,189 |
| Transportation | $1,253 | $278 |
| Subtotal | $7,903 | $1,764 |
| **Total budget** | $61,803 | $3,514 |

## Payment Procedures

Invoices for each academic semester (fall and spring) are mailed approximately one month before their due date. Tuition and fees and room and board are normally due three to four weeks before the beginning of the semester. Generally, fall semester payment arrangements are due in late July. Payment arrangements for spring semester are due in late December. Continuing students pay a non-refundable residence deposit of $300 in the spring to ensure continued placement in the residence halls for the next school year.

Invoices are sent to each student at the address on file with the Office of Student Accounts as the billing address. Students should notify the office if they wish to change their billing address. No student is permitted to register until all outstanding balances have been paid in full or satisfactory arrangements have been made with the Office of Student Accounts. Full payment or arrangements for full payment must be made before the invoice due date to allow students to attend classes. All payments must be sent to the Office of Student Accounts. The student's name and identification number must appear on the front of all checks. Payment through a parent's employer requires a completed "third party form" indicating the payment dates, number of payments, and amounts to be paid.

**Payment Options**

A payment brochure describing the various payment options listed below is mailed, along with the invoice, to each student approximately one month before the bill is due. There are several payment options available to facilitate the payment of tuition and fees. Students may make payment in full by check, wire or ACH. In addition, to meet your budgeting requirements, the University has made a payment plan available through Tuition Management Systems (TMS). All payments and payment plan budgets need to be completed and submitted by the payment due date preceding each semester.

**Monthly Payment Plan**: Arrangements can be made through Tuition Management Systems (TMS) online at www.afford.com/yu or by calling toll-free (800) 722-4867. Annual or term based plans allow you to spread your Fall or Spring tuition payments into either 5 monthly installments for a single term, or 10 monthly installments for annual plans. You may schedule the entire cost of Tuition & Fees less any Financial Aid with no interest or finance charge. An enrollment fee of $80 is collected by TMS when the plan is established. The Fall Semester's first payment to TMS is due July 25. TMS will in turn send it to Yeshiva University where it will appear on the Student's account the following month.

**Third Party Payments**: The YU Third Party Payment Authorization Agreement Form can be downloaded and printed at www.yu.edu/osf/undergraduate-accounts/payments. This form then should be filled out and submitted to the Office of Student Accounts by the semester Due Date along with the $40 participation fee.

**Bank Wire Transfer Information**: Wire Payments can be made directly from your bank to Yeshiva University's account with the following information:

JP Morgan Chase
270 Park Avenue
New York, NY 10017
For the account of Yeshiva University
Account Number: 816595417
ABA Number: 021000021
Swift Code: CHASUS33

Please note: It is crucial that the Student Name and Student ID Number are included with the wire instructions. Please review the wiring policies with your bank; there may be fees deducted from the amount of your payment.

**Check Payments on the Web:** "No-fee" internet payments can be made directly from a checking account by going to www.yu.edu/myyu. From there, please click on "Faculty, Students and Staff." You will then be directed to another page that will prompt you to enter your User ID, a nine digit number which begins with either an "8" or a "9," and a PIN number. After entering these two fields, a new screen will appear where you should select "Account Summary by Term." This will take you to your Account Summary and will indicate the amount owed. Scroll to the bottom of this page, and find the button that reads: "Pay by Check". Click on this button and follow the prompts to make your payment. If you experience any difficulty in making a payment through this process, please contact the Office of Student Accounts at (212) 960-5269 or visit the Office at 500 West 185th Street, Furst Hall, Room 121.

**Check Payments by Mail:** Check payments may be mailed to:

Yeshiva University
Office of Student Accounts
500 West 185th Street
Furst Hall 121
New York, NY 10033

**International Payments**: International Money Orders drawn from a U.S. bank are accepted payments. Please note that Yeshiva University does not accept foreign currency or checks drawn on foreign banks.

## Withdrawal Procedure and Refund Policy

Students who withdraw from the university by the end of the first week of classes are entitled to a 100 percent refund. Students who withdraw with the written approval of the Dean and the Office of the Registrar during the second week of the semester receive a 75 percent tuition refund. Students who withdraw during the third week of the semester receive a 50 percent tuition refund. Students who withdraw during the fourth week of the semester receive a 25 percent refund. No refund is given to a student who withdraws after the fourth week. Fees are not transferable or refundable.

Students who drop a course that results in a change in tuition will receive a refund for the dropped course as follows: first week, the student will receive a 100 percent refund; second week, a 75 percent refund; third week, a 50 percent refund; fourth week, a 25 percent refund. The Office of Student Accounts will invoice students who add a course that results in a change of tuition.

If an undergraduate student drops below full-time during the first three weeks of the semester, all university financial aid will be canceled. Federal government guidelines require the prorated return of Title IV funds through the first 60 percent period of the semester. All federal and state financial aid will be returned in accordance with federal and state guidelines. Students should always meet with the Office of Student Finance before withdrawing.

**Leave of Absence:** Students who wish to leave the university temporarily should contact the Office of the Registrar for a leave of absence application.

## Consequences of Being in Arrears

Students will not be allowed to register for the coming semester unless all balances have been satisfied. In addition, a student is expected to pay for the next semester before entering the residence hall or starting classes. Students who owe money to the university or who are in arrears in repaying student loans will not receive a diploma or transcripts from the university.

Should it become necessary to refer an account to a third party due to nonpayment, the student will be responsible for any collection costs, attorney fees, and suit fees. Yeshiva University is committed to making undergraduate studies affordable. Student Accounts advisers are always available to discuss any matter with students and family members. Call (212) 960-5269 and a member of the Student Accounts staff will be glad to be of assistance.

# GLOSSARY OF ACADEMIC TERMINOLOGY

**Academic Average** A measure of a student's scholastic achievement.

**Advanced Standing** Credit given toward a degree for academic work completed at another institution or based on an approved examination.

**Associate Degree** A degree granted for the successful completion of a program of study which usually requires at least two years (or the equivalent) of full-time, college-level study.

**Bachelor's Degree** A degree granted for the successful completion of a baccalaureate program of study, which usually requires at least four years (or the equivalent) of full-time, college-level study.

**Class Section** A course offered at a specific time, identified in course schedules by a letter, e.g., ART 1051, Section J.

**Cohort** A specific group of students that participate in the same academic program.

**Co-requisite** 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** A particular portion of a subject, identified by a course number, e.g., ART 1051.

**Course Description** The statement in the catalog outlining the content of a particular course.

**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 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; in observation and supervised student teaching, 36 academic hours in class plus 9 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.

**Department** An administrative unit of faculty members teaching one discipline (see below) or several closely related disciplines.

**Discipline** A particular branch of knowledge, e.g., Biology or English.

**Elective** A course that a student may choose to take, as distinguished from a required course.

**Major** The subject a student chooses for primary emphasis.

**Minor** A subject a student chooses for secondary emphasis.

**Prerequisite** A preliminary 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) completing financial arrangements; b) filling out general information forms provided by the university and having them approved (new students); c) selecting courses and sections, and d) entering them online or having them entered in the computer by the Office of the Registrar. The student is not registered until all 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 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 distinguished from transfer credit, i.e., credit for courses taken at another institution.

**Seminar** A course pursued by a small group of students with a professor, with each engaged in original research or independent study and all exchanging results through reports and discussions.

**Transcript** An unabridged copy of the student's record, certified by the Office of the Registrar.

# GLOSSARY OF YESHIVA UNIVERSITY TERMINOLOGY

**215** 215 Lexington Avenue, at the corner of 33rd Street, is one of two main academic buildings on the Beren Campus in midtown Manhattan.

**245** 245 Lexington Avenue, between 34th and 35th Streets, also known as Ronald P. Stanton Hall, is one of two main academic buildings on the Beren Campus in midtown Manhattan.

**251 Lex** 245 Lexington Avenue on the Beren Campus is connected on several floors with the neighboring building 251 Lexington Avenue. 251 houses Koch Auditorium, the North Wing of the library, and several science labs.

**Answers** The Office of Student Life's one-stop hotline for undergraduate student information. Email Answers@yu.edu with questions.

**Art Floor** The 8th floor of 215 Lexington Ave houses the Stern College art department, including studios and Mac computer labs.

**Beit Midrash** Study hall for Jewish learning. There are multiple batei midrash on each campus.

**Belfer Wind Tunnel** The sidewalk on Amsterdam Avenue between Rubin dorm and Belfer Hall gets very windy during certain weather conditions. Hold on to loose hats and papers in this area! An explanation for this phenomenon can be found in the following Commentator article: http://yucommentator.org/2013/08/the-belfer-wind-tunnel-explained/.

**Beren** The Beren Campus is located in Midtown Manhattan. It is composed of two academic buildings and four dormitory buildings. At Beren, you will find undergraduate women (from Katz, Stern, and Syms) and several graduate programs (Katz's Quantitative Economics, Syms' Accounting, and SCW's GPATS, to name a few).

**Brookdale** The main dorm on the Beren Campus. Brookdale is 20 stories tall; students can catch the Washington Heights-bound intercampus shuttle from Brookdale.

**Caf Card** Your student ID card doubles as your "caf card," which means that you can use it to make purchases in any on-campus cafeteria and in local participating restaurants.

**Chabura** Small group of students meeting to learn; usually used in the context of Torah study.

**Chavruta** Study partner, usually used in the context of Torah study. Students learning b'chavruta (with a study partner) may refer to this portion of their day as "seder."

**Dorm** Short for "dormitory," your dorm is where you live while at school. You may have one or more roommates, or you may live in a "single" without any roommates.

**Finals** At the end of each semester, students take final exams in courses that require them. The finals schedule is set by the Registrar prior to each semester.

**Front lounge/Back lounge** Each dorm has lounges where students can hang out. At YU, front lounges are generally accessible to all until late at night, whereas back lounges are generally accessible only to men or women, whichever campus they are on.

**FTOC** First Time On Campus students - includes all first-year AS students, BA/BS sophomores returning from Israel, freshmen who have just graduated from high school, and transfer students. Pronounced "EFF-tock."

**GPATS** Graduate Program in Advanced Talmudic Studies. This is a women's graduate program that studies in the main Beren Campus Beit Midrash.

**IBC/JSS/MYP/SBMP** Isaac Breuer College, James Striar School, Mazer Yeshiva Program, and Stone Beit Midrash Program are the four main programs in Undergraduate Torah Studies for men on the Wilf Campus. AS students on the Wilf Campus may participate in IBC or JSS, or with permission in SBMP.

**Israel** A large number of students at YU choose to take a gap year in Israel between high school and college.

**Katz/Katz School/Mordecai D. and Monique C. Katz School of Graduate and Professional Studies** The Katz School administers the AS in Management undergraduate program as well as multiple graduate programs.

**Local** Local shuttles are vans which transport you between campus buildings (on Beren only) and to nearby transit hubs and large intersections (near Beren and near Wilf).

**Morg** Short for Morgenstern Residence Hall. The Morg Lounge is wired for optimal television viewing and often hosts parties for sporting events and other broadcasts. The Wilf Campus intercampus shuttle stop is outside of Morg.

**Night Seder** Formal or semi-formal Torah learning that occurs at night.

**North Wing** On the Beren Campus, the North Wing is the reference library and has additional study spaces.

**Office Hours** Teachers and administrators offer Office Hours as times when students can make appointments or drop by to ask questions or get extra help.

**Orientation** A multi-day program run at the beginning of each semester that teaches new students about their upcoming college experience, campus life, and resources. Students are required to attend the orientation of their first semester on campus.

**Pesach/Passover** During the Jewish holiday of Pesach, which usually falls out sometime in April, all dormitory buildings on the Beren and Wilf Campuses are closed. Specific dates each year will be sent out via email.

**RA/HRA/GA** Resident Advisers on each campus are older students who work for University Housing and Residence Life. They are available to help you with your campus living experience, and they plan floor parties and other activities to create a mini-community on your dorm floor. Head RAs on the Wilf Campus and Graduate Assistants on the Beren Campus oversee a whole dorm building. RAs, HRAs, and GAs are available to help with problems you're having on campus or in your dorm, or are happy to just chat or hang out.

**Reading Week** A period of time before finals when many instructors do not hold classes. Instead, students are free to study for finals at their own pace during this time, though students are expected to attend class should an instructor decide that the class will meet during Reading Week.

**SEC** Each campus' Shabbat Enhancement Committee is a group of students who create improvements to the campus shabbat experience. They operate under TAC at Beren and SOY at Wilf, and they work with representatives of various University offices to implement their initiatives.

**Seforim Sale** Every year, Yeshiva University students organize the largest temporary Jewish book store in North America. The sale lasts about a month and is usually held in February. It is run and staffed entirely by YU students.

**Shiur/Shiurim** A lecture in Torah or Jewish studies. "Shiur" is also a term used to describe the lecture segment of a formalized Torah or Talmud study program that includes "Seder" (partnered learning with a peer) and "Shiur" (lecture-style learning from a teacher).

**Shuttle** The shuttle is a fleet of passenger vans operated by the Security office that transports students to campus buildings, local transit hubs, and between campuses. You must sign up for the intercampus shuttle in advance through the YU app or online at yushuttles.com.

**Sstud** Sstud@yu.edu is a moderated email list that sends emails to all Beren Campus undergraduate students.

**Stern College for Women/Stern/SCW** Yeshiva University's undergraduate liberal arts college for women. SCW offers the Bachelor of Arts degree (BA).

**Student Finance/Aid/Accounts** The Office of Student Finance has two departments: Student Accounts handles payments and

bills, and Student Aid handles financial aid and scholarships.

**Sy Syms School of Business/Syms/SSSB** Syms is the business school at Yeshiva University. It runs a men's BS program at Wilf, a women's BS program at Beren, and several graduate programs.

**TAC-SOY** TAC at Beren and SOY at Wilf are the undergraduate student councils that focus on campus religious life.

**True freshman** A student in their first year on campus who does not have prior credits, so their status according to the Registrar is freshman.

**UHRL** The abbreviation of University Housing and Residence Life, the office that runs the dormitories and creates the on-campus living environment.

**Uptown** A term that refers to the Wilf Campus in Washington Heights, which is located uptown of the Beren Campus. Brookdale Security will say "Uptown!" to let you know that the intercampus shuttle is ready to board.

**UTS/Morning Program** Undergraduate men participate in Undergraduate Torah Studies (UTS) in the morning on the Wilf Campus. UTS is sometimes called "Morning Program," because it occurs in the morning.

**Wilf** The Wilf Campus is located in Washington Heights, Manhattan. At Wilf, you will find undergraduate men (from Katz, Syms, and Yeshiva College) and several graduate programs (Katz's Speech-Language Pathology, Wurzweiler School of Social Work, and RIETS, to name a few).

**Yeshiva College/YC** Yeshiva University's undergraduate liberal arts college for men. YC offers the Bachelor of Arts degree (BA).

**Yeshiva University** The oldest educational institution under Jewish auspices in America. Can be abbreviated as "YU" or "Yeshiva." YU offers a variety of undergraduate and graduate programs and two high schools through the colleges and schools operating under it. These include the AS in Management program at the Katz School.

**Ystud** Ystud@yu.edu is a moderated email list that sends emails to all Wilf Campus undergraduate students.