



Academic Information and Policies

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

CHANGES IN REGULATIONS

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

ATTENDANCE

Each undergraduate school has a specific attendance policy pertaining to students taking courses in that school. The following applies to all undergraduates:

At the start of the semester, each student must report in person to each of his instructors to learn the specific attendance, examination, and other requirements of each course. A student who does not meet these requirements may be dropped from a course.

Attendance in all classes is compulsory for students on academic probation.

LATE ADMISSION TO AND WITHDRAWAL FROM COURSES

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	None	None	Course is not listed
Third week of semester	Dean's permission	None	Course is not listed
Next 7 weeks of semester	Not permitted	None	Course is not listed
Remainder of semester	Not permitted	Dean's permission	Course is listed with a "W"

Please note:

- Only tuition, not fees, is subject to refund.
- Regulations apply to the proportional period in a summer (or pre-summer) session.



- Prior to the date when permission to drop a course is required, the student must remember to drop the course online. If a student stops attending but does not withdraw officially, a G grade is assigned.
- If permission is granted to withdraw from a course after the allowed date, the course is listed on the permanent record with a grade of "W".
- Withdrawals that change a student's full-time status can affect other areas such as financial aid, University Housing, and visa status. Please check with Academic Advising for information regarding full-time status and its implications.

EXAMINATIONS

All students must take examinations as scheduled. A student who misses a class test due to illness or an equally compelling cause must consult with the instructor.

A final examination may be postponed only on account of illness or some equally compelling emergency that causes absence at the time of the examination. Under these conditions, the student must notify the Office of the Dean immediately along with a physician's note if applicable. Deferrals will only be granted by the Office of the Dean. Students must take makeup examinations at the times scheduled by the Office of the Dean.

Once a student has taken a final exam, no reexamination may be given. No excuse — whether illness, lack of preparation, or any other reason — will be accepted as grounds for a retest or an additional test or assignment.

If a student arrives late at any examination and has no valid excuse for the lateness, he is granted no extra time for the examination and may be barred from taking the examination for reasons of academic integrity.

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

GRADES

Grades are accessible at www.yu.edu/myyu.

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

Administrative Grades

G	Stopped attending without filing an official withdrawal form (counted as failure)
I	Incomplete
L	Audit (no credit)



W Withdrawal without penalty or prejudice
Y Year course

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

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

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

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

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

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

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

Appeal of Final Grade

A grade may be changed by the instructor only for a computational error or recording error. In these two instances, the instructor completes a Change of Final Grade form and forwards it to the Dean's Office for review, approval and transmittal to the Office of the Registrar.



If a student believes a grade is incorrect, he must first meet with the instructor. Should this meeting be unsatisfactory, the student may meet with the Department Chair. In unusual circumstances the student may appeal to the College Dean who may consult with the Academic Standards Committee before making a final decision in the matter.

DEAN'S LIST

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

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

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

To receive honors at graduation, students at Yeshiva College must have completed at least 94 credits in residence at the New York campus and students at Sy Syms must have completed at least 84 credits in residence at the New York campus, and must have achieved the following cumulative averages: cum laude, 3.500; magna cum laude, 3.700; summa cum laude, 3.850.

CLASS STATUS

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

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

SATISFACTORY PROGRESS

All students must meet the standards of good academic standing and satisfactory academic progress as stated below. Students not meeting these standards may become ineligible for financial aid, but a one-time waiver for one semester may be granted if failure is due to extraordinary circumstances.

Maintenance of these standards is required for certification by New York State for financial assistance under Section 145-2.2 of the Regulations of the Commissioner of



Education and is required by federal regulations to receive aid under Title IV of the Higher Education Act.

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

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

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

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

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

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

PROVISIONAL ADMITS

Students who are admitted provisionally may take a maximum of 12 credits (including mandatory HES transfer from JSS and IBC).

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

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

ACADEMIC PROBATION AND DISMISSAL

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

Probation serves as a serious warning to students whose records are unsatisfactory and is intended to help them achieve the necessary improvement. Students who are on



probation will be notified in writing of their probationary status including for which program(s) they are on probation and how that affects their future academic program.

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

Students whose semester or cumulative average falls below 2.000 or who fail to earn 12 credits two semesters in succession or three semesters non-consecutively, may be dismissed from the school without further notice.

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

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

DISCIPLINARY PROBATION AND DISMISSAL

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

ACADEMIC INTEGRITY POLICIES

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

CHEATING ON WRITTEN EXAMS

The cornerstone of our mission at Yeshiva University is to provide students with an education consistent with the values and ideals of traditional religious learning combined with contemporary academic secular study. As such, academic dishonesty violates the fundamental principles upon which our institution is founded. Cheating is an affront on academic integrity and ethics. Any instance of dishonesty cheapens not only the work of



the perpetrator, but the work of innocent classmates and the institution in which the offense was committed.

Accordingly, students who act in a dishonest manner by cheating on written exams are subject to penalty under the following procedures.¹

Notification Process

Any member of the Yeshiva University community may initiate a report of cheating on a written exam. The complainant should send a written report to the Associate Dean or Administrator of the school in which the student is enrolled. The Associate Dean will then submit a written copy of the charges to the student.

If the student initially admits the allegations, he/she will receive an “F” in the course in question and may request a voluntary withdrawal from the University should the student be subject to dismissal.

Students are not permitted to drop the course during or after the pendency of proceedings under this policy.

Hearing

If the student denies the allegations, the Associate Dean will convene a hearing before the Academic Integrity Committee, a three-person committee comprised of Yeshiva University faculty. The Associate Dean will notify the student in writing of the date, time, and place of the hearing. The student may bring written materials and witnesses, but no advocates or advisors (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 findings along with its recommendation to the Dean of the school in which the student is enrolled.²

Decision

The Dean may accept, reject, or modify the Committee’s recommendation, and will notify the student in writing of the decision. If it is determined that the student has cheated on a written exam, he/she will receive an “F” in the course and may be dismissed from Yeshiva University.

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 the Academic Integrity Committee. The Provost may interview the student, but will not conduct a new hearing. The standard for review will be

¹ This policy applies to the following schools and programs: Stern College for Women, Sy Syms School of Business, Yeshiva College and all Undergraduate Torah Studies Programs including the Mazer Yeshiva Program, Irving I. Stone Beit Midrash Program, Isaac Breuer College of Hebrew Studies, and James Striar School of General Jewish Studies.

² The Deans of the undergraduate schools will cooperate as necessary in implementing this policy.



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 Deans of the undergraduate schools 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 Dean or Associate Dean of the school from which the student was dismissed (not to 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.

PLAGIARISM

Definition

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.

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

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.
- d. Assignment contains passages that were cut and pasted from an Internet source, without acknowledgement of the source.

2. **Misuse of Sources** is the unintentional misappropriation of the language, ideas, and work of others due to a lack of understanding of the conventions of citation and documentation, including paraphrasing, quoting, and the parameters of common knowledge.

Students are responsible for knowing how to quote from, paraphrase, summarize, and cite sources correctly. However, when a student has attempted to acknowledge



a source but has not done so fully or completely, the instructor, perhaps in consultation with other faculty, administrators, or an academic integrity panel, may determine that the issue is Misuse of Sources or bad writing, rather than Intentional Misrepresentation.³

Penalties and Procedures

For Misuse of Sources

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.

For Intentional Misrepresentation

Initiation of Process

If a faculty member (or any member of the YU community) suspects that a student has engaged in intentional misrepresentation of an assignment, he/she should send a written report to the Associate Dean or Administrator of the school in which the student is enrolled. The Associate Dean will submit a written copy of the charges to the student. If the student initially admits to the allegations, the Associate Dean will, in consultation with the faculty member, consider the circumstances and impose a penalty. Possible penalties include, but are not limited to, dismissal from the University, suspension, failure in the course, failure of the assignment, lowering of the grade in the assignment, or a notation in the student’s personal file.

Students are not permitted to drop the course during or after the pendency of proceedings under this policy.

Hearing

If the student denies the allegations or contests the penalty proposed by the Associate Dean, the Associate Dean will convene a hearing before the Academic Integrity Committee, a three-person committee comprised of Yeshiva University faculty. The Associate Dean will notify the student in writing of the date, time, and place of the hearing. The student may bring written materials and witnesses, but no advocates or advisors (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 act of intentional misrepresentation of the assignment. The Committee will provide a

³ 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>>.



written summary of the hearing and findings along with its recommendation for an appropriate penalty (see above) to the Dean of the school in which the student is enrolled.⁴

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 the Academic Integrity Committee. 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 Deans of the undergraduate schools 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 Dean or Associate Dean of the school from which the student was dismissed (not to the Admissions Office). 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 on Assignments

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

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

⁴ The Deans of the undergraduate schools will cooperate as necessary in implementing this policy.



Penalties and Procedures

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 Associate Dean of the school 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 Associate Dean of the school in which the student is enrolled, who will then convene a hearing of the Academic Integrity Committee in accordance with the procedures outlined above under the section entitled "Plagiarism."

EXCEPTIONS TO ACADEMIC POLICIES

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

ACADEMIC ADVISEMENT

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

CAREER CENTER

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

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

Jewish Communal Professions: Students contemplating professional careers in the Jewish communal service field have many resources available to them. The University's affiliated Rabbi Isaac Elchanan Theological Seminary offers guidance in such fields as Jewish education, community organization, and youth leadership.



Students interested in careers in social service can consult the Dean's Office of the University's Wurzweiler School of Social Work.

CREDIT-BEARING OPTIONS BEYOND REGULARLY SCHEDULED COURSES

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

OUTSIDE COURSE WORK

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

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

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

ONLINE COURSE POLICY

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

Cap of online courses toward the Bachelor's Degree - Students may count a maximum of four (4) online courses toward their undergraduate degrees. A maximum of two (2) online courses may be applied toward the major and a maximum of two (2) online courses may apply toward the general education requirements.

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

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



STUDY ABROAD

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

JOINT AND COMBINED PROGRAMS

Joint bachelor's-masters programs with the graduate schools of Yeshiva University exist in the fields of economics, Jewish education, Jewish studies, mathematics **and social work**. In these programs, qualified upperclassmen may take courses at the university's graduate schools and receive credit simultaneously toward their undergraduate and graduate degrees. Further information is available in the Office of the Registrar.

Combined programs with other institutions include Bar-Ilan University School of Economics and Business Administration, Columbia University School of Engineering and Applied Science, Columbia University's Department of Rehabilitation Medicine Occupational Therapy Program, New York College of Podiatric Medicine, SUNY State College of Optometry, the Graduate Program in Physician Assistant Studies at Mercy College, Physical Therapy with the State University of New Jersey (Rutgers), the State University of New York at Stony Brook College of Engineering and Applied Sciences. Further information is available in the Office of the Dean.

GRADUATE COURSES

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

LEAVE OF ABSENCE

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

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



WITHDRAWAL FROM THE UNIVERSITY

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

RECORDS AND TRANSCRIPTS

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

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

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

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

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

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

CHANGE OF NAME OR ADDRESS

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

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

DIPLOMAS

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



USE OF THE UNIVERSITY'S NAME

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

ACADEMIC TERMINOLOGY

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

- **Academic Average** A measure of the student's scholastic achievement.
- **Advanced Standing Credit** given toward a degree for academic work completed at another institution, or based on an approved examination.
- **Class Section** A group of students taking a particular course at a specific time. It is identified in course schedules by a section number or letter, e.g., ART 1051, section 261.
- **Cluster** An administrative unit of faculty members teaching a single discipline (see below), or several closely related disciplines.
- **Corequisite** A course that must be taken during the same semester as another course.
- **Correlate** A course required for a major that is not in the department of the major.
- **Course Description** The statement in the catalog outlining the content of a course.
- **Course Title** A word or phrase describing the course content. For example, the course title of ART 1051 is History of Art.
- **Credit** The credit value of each course is listed after its title in the catalog. At least 45 academic hours (each 50 minutes long) of formal classroom instruction and other types of study are required to earn 1 credit. These 45 hours ordinarily are divided as follows: in an undergraduate lecture recitation course, 15 academic hours in class plus 30 in outside preparation; in a laboratory course, 30 academic hours in class plus 15 in outside preparation. Class hours include examinations. These hours are minimums and may be increased to satisfy special requirements in certain courses.
- **Curriculum** A planned group of courses (and ancillary experiences) leading to a specific degree, diploma, or certificate.
- **Discipline** A particular branch of knowledge, e.g., Biology or English.
- **Division** An administrative unit of faculty members teaching related disciplines. The undergraduate faculty is organized into the following divisions: humanities, Jewish studies, natural sciences and mathematics, and social and behavioral sciences. Sy Syms School of Business also functions as a division.
- **Elective** A course a student may choose to take, as distinguished from a required course.
- **Excused/unexcused Absence** An excused absence is granted by the class instructor based on a medical or personal note deemed sufficient for missing a class; an unexcused absence is when a student does not attend a class nor notify the instructor about why the class was missed to receive permission for the absence.
- **Major** The subject a student chooses for primary emphasis.
- **Minor** A subject a student chooses for secondary emphasis.



- **Prerequisite** A requirement that must be met before a particular course may be taken.
- **Probation** The status of a student whose enrollment has been placed on a trial basis for scholastic or disciplinary reasons.
- **Registration** The process of enrolling as a student. It consists of three stages: a) filling out general information forms provided by the university and having them approved; b) completing financial arrangements; c) selecting courses and sections, and entering them online or having them entered in the computer by the Office of the Registrar. The student is not registered until all three stages have been completed.
- **Required Course** One required for graduation, either for all students or those in a particular area of study.
- **Residency Requirement** The requirement for a degree or diploma that specifies the minimum period of time that a student must be in full-time attendance at the school through which the document is granted and the minimum number of credits that must be completed there. The residence requirement is intended to give each student adequate contact with the school and its faculty. Residence credit is credit earned while matriculated at a school, and is distinguished from transfer credit, i.e., credit for courses taken at another school of the university or at another institution; it does not imply that the student must live in a university dormitory.
- **Status** The category under which a student is enrolled, e.g., regular, transient, provisional.
- **Terminal Probation** If a student is subject to suspension or dismissal for academic reasons, the Dean of the College may allow the student to remain at the school for one more semester in lieu of dismissal. The conditions are 13 credits maximum allowed and completion of at least 12 credits with GPA of 3.000 or higher. A student failing to meet these conditions will be dismissed from the College with no appeal possible.
- **Transcript** An unabridged copy of the student's record, certified by the Office of the Registrar.

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

PRIVACY

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