

Sy Syms School of Business Graduate Program Catalog

The Center for Executive and Professional Education Graduate programs consist of the Executive Masters of Business Administration (EMBA) and the Masters of Science in Accounting program.

SCHOOL REGULATIONS

Regulations pertaining to Sy Syms School Graduate programs alone are given here. Students in the graduate programs will also be subject to any provisions not stated here that are applicable to all Yeshiva University students.

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 is binding for all students. However, students 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.

Accreditation

Sy Syms School of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB) and the Middle States Commission on Higher Education.

Admissions Requirements

Admission to the Graduate Programs of Sy Syms School of Business requires the completion of undergraduate studies at an accredited college or university with a cumulative GPA of 3.0 or higher.

MSA applicants must have majored in Accounting, another business discipline or Economics. Prospective students that did not major in accounting must have at least 27 credits of general business at the time of admission. Non-accounting majors must have taken at least six credits in accounting prior to admission and have received a grade of C or better.

EMBA applicants can have received an undergraduate degree in any major but must also have at least seven years of work experience prior to applying to the EMBA program. For prospective applicants to the EMBA program that have a non-traditional educational background in order to be considered for admission you will be required to take the Graduate Management Admissions Test and receive a minimum score of 550. An interview with members of the Admissions Committee is also required as part of the admission process.

Degree Requirements

MSA students must complete 30 credits including six credits of Federal Income Tax. If a student has taken one or both of the Federal Income Tax courses as an undergraduate then those credits must be replaced by an equivalent number of graduate credits in an advanced tax course either offered by the Master's program or another qualified graduate program approved by the Director of the Masters program.

EMBA students must complete 48 credits that include a mandatory off site orientation and two summer residencies, one of which will be international. Absence from the Orientation or any of the residencies must be approved by the Director of the EMBA program and alternate assignments may be provided to fulfill those requirements.

Deferring Admission

A student may request a deferral of their admission to either the MSA or EMBA program by sending in a written request to the Graduate program office that outlines why the student is requesting the deferral. If the student's request is granted they will be able to defer for up to one year for the Master's program and for one year only for the EMBA. Students will be required to pay 50% of the deposit amount for that particulate program, which will be non-refundable at the time of deferral and the other 50% at the deferral deadline.

Grading

EMBA students will be graded by the following:

- H – Honors
- HP – High Pass
- P – Pass
- F – Fail

Masters of Science will be graded as the following:

- A – 4.0
- B+ - 3.5
- B – 3.0
- B- - 2.66
- C – 2.0
- F – 0.0

Any student that receives below a C in any required course in the MSA or an F in an EMBA course must repeat the course in order to fulfill the requirements of graduation. The first grade is not removed from the transcript.

Academic Standing

MSA students must receive a grade of C or higher but the overall GPA must be a 3.0 to satisfy the requirements for graduation. EMBA students must receive at the minimum all P's in order to be good academic standing.

Academic Probation and Dismissal

Any Masters of Science in Accounting student that falls below a 3.0 GPA in any semester will be placed on academic probation. If in the next semester the student is enrolled the student does not achieve a 3.0 GPA they will be dismissed from the program. If the student fails to meet the 30 credit requirement for graduation they will be dismissed from the program. An EMBA student that receives a failing grade in one semester will be placed on academic probation. Another failing grade in any subsequent semester can result in dismissal from the program. Two failing grades in one semester will result in automatic dismissal from the program. For all graduate students placed on academic probation future registrations must be reviewed and approved by the Directors of that particular graduate program and the Dean's Office of the Sy Syms School of Business.

Maintenance of Matriculation

Students in the graduate programs are expected to complete their respective program by enrolling in successive semesters. MSA students must register at least part time. For all of the graduate programs at Sy Syms School of Business part time will constitute 6 credits and full time will constitute 9 or more credits. Any student that will not enroll in their next required semester must complete a Leave of Absence form provided by the Office of the Registrar.

Any student in the Masters in Accounting program that wishes to enroll for less than 6 credits must first get approval from the Director of the Masters of Science in Accounting program. Masters in Accounting students will only be allowed a maximum of one year leave from the program.

Executive MBA students must maintain consistent registration for every semester within their admissions cohort. On a case by case basis the Director of the EMBA program will determine if a student can take a leave of absence. The student must provide documentation on the reason for the leave. Determination will be based on factors such as the semester in question, the student's academic standing and availability of space in the proceeding cohort.

Academic Integrity

Sy Syms School of Business' Graduate students are expected to uphold the highest standards of academic integrity. All work students submit must be their own. All outside sources used in coursework and assignments must be properly cited. Academic dishonesty includes but is not limited to plagiarism, cheating on an exam, passing off another's work as your own or any type of falsification. Anyone found to be in violation of this academic integrity policy will be brought before the Academic Review Committee of Sy Syms School of Business, who will review the alleged violation and can impose sanctions based upon the seriousness of their findings and those sanctions can include dismissal from the program.

Attendance Policy

Each instructor in the Graduate programs determines the attendance policy for their course and it is the student's responsibility to know and understand the policy. It is expected that students attend class regularly. If you have a specific reason you will miss a significant number of classes you must alert the instructor as well as the Graduate program office immediately.

Distance Learning

On a limited basis students who do not live in close proximity to attend the EMBA program on a weekly basis can still be admitted and attend the program. Participation will be limited and up to the discretion of the Director of the EMBA program. Any requests to attend via distance learning must be made known to the program at the time of application; requests to change at a later date must be presented in writing. Distance learning students will be charged the same rate of tuition as in class students. All distance learning students will be responsible for acquiring the necessary technology needed for them to be able to fully attend and participate in all class sessions. Distance learning students will be held to the same standards for work product and class participation as those in class and will be bound by the rules and regulations set forth in this manual.

Withdrawal Policy and Refunds

The Sy Syms School of Business' Graduate programs follow the withdrawal and refund policy of Yeshiva University. EMBA students must attend all classes offered in every semester and can only withdraw if they are withdrawing for the semester or separating from the university; MSA students are permitted to drop individual classes. Any student that wishes to withdraw either in full or from individual classes must alert the Graduate program office of their intent to do so. Students will be responsible for making sure they have successfully completed the withdrawal process through MYYU as this activity will be used to determine what refunds if any are owed. The University refund policy is as follows:

A student who withdraws at the end of the first week of class receives a 100% refund.

A student who withdraws at the end of the second week of class receives a 75% refund.

A student who withdraws at the end of the third week of class receives a 50% refund.

A student who withdraws at the end of the fourth week of class receives a 25% refund.

No refunds are given after the fourth week. Fees are not refundable. Any appeals to the refund policy should be made directly to the Office of Student Finance.

MSA students can drop a class without a "W" up to the tenth week of class but you must still alert the Graduate program office that you intend to drop the class so that you can be adequately advised on how your program may be affected.

Leave of Absence

Students in the Masters in Accounting program who intend to take a leave for a semester then return must alert the Master's Program office of that intent and must also file a Leave of Absence form with the Office of the Registrar. If a Leave form is not filed then readmission may be denied. Leaves of absence are granted for a maximum of two semesters.

Students in the EMBA program who wish to take a Leave of Absence must first meet with the Director of the program to discuss why the student is requesting a leave and if the leave is actionable. Any student who is granted a leave must take a leave of one year and must return in the same semester the following year that the leave began.

Financial Holds

At the beginning of each semester the Office of Student Accounts will send each student a bill for the amount owed for the current semester and it is the duty of each student to ensure that they receive the bill, that the amount is correct and that payment is received. Bills are mailed to the permanent address on file and the student is responsible for making sure all information is up to date. Students can also always check their account status by logging into their MYYU account at any time. Any student that carries a balance from one semester to the next will have a hold place on their account and they will not be able to register for the current semester until that hold is removed. If the hold is not removed by the last day a student can add a course with permission then the student will not be allowed to register for that semester. If the hold is not cleared by the next consecutive semester that the student was due to register then the student will be withdrawn from the program. EMBA students who miss a semester due to a hold will not be permitted to return to the program until the following year.

Exam Policy

Students will be expected to take their exams when scheduled. If a student cannot take an exam at the scheduled time due to serious illness or extreme circumstances they must contact the Graduate Program

office and the instructor immediately in writing and provide documentation. Together, the Director of the program and the Dean's office will determine if the student will be allowed to take the exam at another time. If permission is granted, the student has up to six weeks after the end of the semester to take the exam.

Incomplete Grades

A grade of Incomplete (INC) will be given when due to extraordinary circumstances a student is not able to complete an exam or an assignment. The student must have obtained permission from the instructor prior to the exam or assignment due date. All work must be submitted six weeks after the end of the semester or the grade will change from INC to an F.

Appealing Grades

Instructors have sole discretion on establishing standards of performance and judgments on the quality of students' performance that are fair and reasonable. Grades determined in this manner are final and not subject to review. If a student believes that they received a final grade inconsistent with this policy they have up to 10 days after receiving the final grade to request a meeting with the instructor to discuss how their grade was determined. If after that individual meeting the student is still not satisfied or if the instructor refuses to meet with the student then the student must now put their appeal in writing to the instructor, the Director of the program and the Dean of Sy Syms. The Director will have the duty to review the appeal and if they determine that the grade given is justified their decision is final. However, if the Director finds merit to the appeal then the Director will meet with the instructor to review how the final grade was determined. At any time in this process the Director can consult with another instructor qualified to teach the course to review the grade. If after independent review it was proved that the grade given was not appropriate then together, the instructor and the Director together will determine the students' new final grade.

Transfer Credits

MSA students can transfer up to 12 credits from another AACSB accredited graduate Masters in Accounting program. Students must provide to the Director of the program the following: an official copy of their transcript, course descriptions and syllabi for any course they wish to be considered for transfer credit. The Director of The Masters in Accounting program will determine if the credits are transferrable. For students enrolled in the Masters in Accounting program who wish to take a required course in the Master's program at another institution they must have prior approval from the Director of the Master's program in order for the credit to be transferred. They must provide the Director with the name of the course, a course description and why they want to take the class at an outside institution. No course will be accepted for transfer credit if the student received below a B in the course.

EMBA students cannot transfer any credits from prior graduate work nor can they take courses towards the EMBA at another institution.

Repeat Grades

MSA students who get below a C must retake that course in the next semester the class becomes available. EMBA students who receive an F in any class will be allowed to retake that class by permission of the Director only. The first grade will remain on the transcript and both grades will be

computed in the cumulative GPA. Students cannot retake a course that they have received a grade of C or higher in the Masters or a P in the EMBA program.

Internships

Graduate students will be allowed to apply for internships for credit in the fall or spring semesters. Students must complete the Internship Application available in the Sy Syms Offices and get approval from the Director of the program. Any student that wishes to have an internship for credit must complete the application by the fourth week of classes in that semester. MSA students will be charged that academic years per credit charge for every internship credit they obtain, with every 100 hours equaling one credit. EMBA students will not be charged for internship credits.

Disability Accommodations

Students who will need accommodations for exams must register with the Office of Disability Services. You must provide documentation from a qualified practitioner that describes the nature of the disability, the functional limitations associated with the disability, severity of these limitations and recommended reasonable accommodations. Once accommodations have been determined the student is responsible for alerting the instructor at the start of the semester. Accommodations need to be made one week before any exam. For final exams, you must request accommodations with the Office of Disability Services. These procedures need to be followed every semester a student is enrolled.

Joint BA/BS-MS Program – Students who are currently undergraduate students at Sy Syms School of Business, Yeshiva College or Stern College for Women can apply to be admitted to begin graduate study in the Masters in Accounting program while still an undergraduate. The graduate courses may count towards the 84 credit undergraduate residency requirement, may count toward both undergraduate and the graduate degree, or just may allow the student to get an early start on graduate study. Students must have attained senior status and have completed 94 credits with a GPA of 3.2 Or higher. Students who have not yet completed the BA degree may take a maximum of 12 graduate credits.

Undergraduate Students taking Masters in Accounting courses

Sy Syms School of Business undergraduate students who wish to take summer courses that are offered by the MSA program to be used to fulfill undergraduate requirements must obtain permission from the Chair of the Accounting Department and their respective Academic Advisor. Any student taking such courses will be charged the graduate credit rate. Undergraduate students are not allowed under any circumstance to take EMBA courses.

Graduation

MSA students can graduate in May, September or January. EMBA students will be considered candidates for graduation in September. The commencement ceremony for all candidates will take place in May. All students who are eligible for graduation must complete an Application for Graduation available in the Office of the Registrar and pay a fee of \$150. Students who are candidates for graduation in January must complete the form and pay the fee by November 1st; May candidates by March 1st and September graduates by June 1st. Final approval for graduation is given by the Office of the Registrar once the degree requirements have been met.

RECORDS AND TRANSCRIPTS

Students may generate free, unofficial transcripts in the Office of the Registrar or online at www.yu.edu/myyu. Current or former students who want official transcripts of their records 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.

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 for any purpose, including identification, without written permission from the Office of Student Affairs.

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.