



# **Rabbi Isaac Elchanan Theological Seminary Student Catalog and Handbook**

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# I. INTRODUCTION

Vital in its approach and vibrant in its tradition, the Rabbi Isaac Elchanan Theological Seminary (RIETS) is the Western Hemisphere's leading center for Torah learning and training for the rabbinate.

For over a century, RIETS has provided an unsurpassed educational experience in the classic mold of the great yeshivot. Embodying the historic concept of Torah Lishmah—learning for its own sake—and a responsiveness to community needs, RIETS is a deep fount of Jewish knowledge and a preeminent source of rabbinic leadership for the next generation and beyond.

In an increasingly complex world, RIETS accepts the challenge to prepare its students to face the multifarious issues of today's society—anchored always in the sacred legacy of our Torah and people.

RIETS has trained some 2,700 of the world's most distinguished Orthodox rabbis, scholars, and teachers. With their rich grounding in the full spectrum of our hallowed tradition, graduates assume a broad range of leadership roles in the community while ensuring the perpetuation of Jewish scholarship.

Firmly set in the emphasis on Talmud, Codes, and Halakhah, RIETS has developed programs to meet the communal and personal needs of our time and place—for example, business ethics, bioethics, technology—with the unique ambience of intellectual and spiritual exploration that has always characterized the great academies of Jewish learning in the past.

## ACRONYMS USED IN THIS HANDBOOK

ISR	Joseph S. and Caroline Gruss Kollel in Israel
HAL	Halakhah (includes Sephardic courses)
JPH	Jewish philosophy
JTH	Jewish Thought (same department as JPH)
RTP	Rabbinic Training Program (courses given by the Kawaler Rabbinic Training Program)
SHP	Bella and Harry Wexner <i>Semikha</i> Honors Program
TAC	Talmud and Codes (courses and/or study hall sessions)

## CHANGES IN REGULATIONS

RIETS reserves the right to change tuition, fees, course offerings, regulations, and admission and graduation requirements at any time without prior notice. Students should consult RIETS bulletin boards and/or [www.yu.edu/riets](http://www.yu.edu/riets) for changes. This Catalog supersedes all previous Catalogs and academic information and policies and is binding on all students. Consideration will be given, however, to a petition by a student for permission to continue a course of study in effect at the time the student enrolled provided that no more than the normal period of time is taken to complete the program.

## II. DEGREE REQUIREMENTS

### DEGREES GRANTED

- *Chaver* certificate
- *Semikha Yoreh Yoreh*
- *Semikha Yadin Yadin*

### A. CHAVER CERTIFICATE

Open to students with a background in Talmud but who plan to enter professions other than the rabbinate.

Requirements:

- Admission into RIETS and the Ludwig Jesselson Kollel Chaverim, and completion of the following course of studies:
- Participants pursue a post-college year of intense study of Talmud and Halakhah related to their professional goal. Must attend morning and early afternoon study hall session and lecture in Talmud, and afternoon lecture in Halakhah.
- Three years of directed self-study while in professional school or working. Return to RIETS for brief period of summation and completion of research paper.

### B. SEMIKHA YOREH YOREH

The main RIETS course of study leads to Semikha Yoreh Yoreh (the traditional ordination), certifying that an individual has qualified as a rabbi by virtue of his piety; intensive knowledge of the Talmud, Codes, and Halakhah; as well as deep commitment and dedication to enhancing the quality of life for all people.

To receive ordination, a student must be admitted into RIETS and complete the following course of studies, generally over a four year period:

#### Required Course of Study

##### A. TAC Courses - Talmud, Codes, and Study Hall Sessions

- 4 semesters of Talmud (includes lectures and morning study hall session). Students take one course of either 8 or 9 credits each semester in the Department of Talmud and Codes. Specific course assignment is made by the dean.
- Hullin requirement (can be taken as regular Talmud course over two semesters and satisfy 2 semesters of Talmud, or can be taken concurrently with regular Talmud courses as a special course generally given twice per week)
- 2 semesters Yoreh Deah (Hullin is a prerequisite) - includes classes and morning study hall session, generally taken in the third year (can be taken during another year with permission from the dean)

- 4th year: must attend one study hall session - either 9-1 or 1-5, depending on hours of internship (see below for the internship requirement)
- night study hall session - voluntary for all except kollel members

#### B. HAL Courses

- 2 semesters of Contemporary Halakhah (HAL 6571 through 6579) - any time *Hilkhot Aveilut* - 1 semester - any time (generally given in the fall)
- *Hilkhot Niddah* - 1 semester - any time (generally given in the spring)

Fourth year required course:

- *Halakhah L'Maaseh* Program (HAL 6801-6802) - 2 semesters

#### C. RTP Courses

- 8 credits or the equivalent (see “acceptable substitutions,” following)—required of all *semikha* students
- year 1—First Year Survey course (RTP 6001-6002) - 2 semesters
- years 2 and 3—students choose from one of three tracks in this program—pulpit, education, or chaplaincy—and generally take four RTP credits that pertain to their track. These four credits are comprised of 3 classroom courses and one semester of fieldwork during the third year. Courses relevant to a student’s track are strongly recommended. But students may switch tracks with permission from the dean.

Courses open to those

- in the Education track are RTP6102, 6103, 6104, 6302; second-year students in this track take the Seminar on Jewish Education RTP 6401.
- in the Chaplaincy and Pulpit track are RTP 6102, 6147,6204; second-year students in one of these tracks take the Homiletics Seminars RTP 6301-6302. Specialized chaplaincy electives are RTP 6501 and RTP 6112.

Third-year students take one semester of the Third-Year Shimush/Fieldwork Program (RTP 6131). This program course generally entails activities such as the observation of classes in an outside school and/or the giving of model lessons for those in the education track, or the observation of a rabbi in a synagogue and limited pastoral functions for those in the pulpit track. Appropriate venues are arranged in the chaplain track.

Fourth Year Professional Seminars (RTP 6701-6702) (the Professional Internship course):

During the fourth year of the *Semikha* program all students are required to take 2 semesters of Professional Seminars/Irving I. Stone Rabbinic Internship Program. This consists of extensive fieldwork and some classroom sessions that discuss and analyze the internship experience. Depending on the student’s choice of track, this internship entails teaching, serving as an assistant rabbi, doing communal service

work, or other fieldwork relevant to the *Semikha* student. These pulpit, educational, and chaplaincy internships through synagogue, school, and agency placements are in supervised settings with support services. Students are generally paid for their work by the institution or organization benefiting from it.

Students are also involved in other activities that prepare them for the rabbinate, including youth seminars, *Shabbatonim*, and retreats. This is part of the process of molding an abiding sense of responsibility to entirety of the Jewish people.

D. JTH Courses

Required only of students electing the “Machshevet Yisrael” option (see following “corequisite”); open to all students

E. SHP Courses

Required only of Wexner Fellows (see following). Non-Wexner *Semikha* students can also take SHP course with permission of the dean. See attachment for course sequence and sample four-year program.

F. Hebrew

Students must pass a comprehensive examination demonstrating proficiency in the Hebrew language. Exemptions from this requirement are possible. (See following under “acceptable substitutions.”)

G. Corequisite

In addition to the requirements listed above, ordination is predicated on successful completion of one of the following corequisite programs:

- six semesters of Kollel studies at RIETS (Katz Kollel or Gruss Institute). This requirement can be met any time during the four years of the *semikha* program, except that undergraduate seniors admitted to the *semikha* program cannot begin the kollel in that year.
- twelve credits in the Department of Jewish Thought (Machshevet Yisrael) at RIETS, or
- obtaining one of the following three masters degrees:
  - M.A. at YU’s Bernard Revel Graduate School, which offers programs in Bible, Jewish philosophy, Jewish history, and rabbinic literature.
  - M.S. at YU’s Azrieli Graduate School of Jewish Education and Administration. Azrieli offers the M.S. in Jewish elementary and secondary education
  - or
  - M.S.W. at YU’s Wurzweiler School of Social Work. Wurzweiler's Block Program is tailored to RIETS students’ needs.

**Acceptable Substitutions**

### **RTP courses**

At the dean's discretion, equivalent graduate courses or experience in the field can be substituted for some RTP courses. It is advisable to consult with the dean before taking a course with the intention of using it as a substitute for an RTP course.

### **Hebrew Proficiency Exam**

Exemption from Hebrew proficiency exam can be received by completing an accepted advanced Ulpan.

### **Kollel**

- 2 credits of Machshevet Yisrael (JTH) can be substituted for 1 semester of Kollel Talmud courses and Kollel
- Gruss Kollel - year of study at Gruss Institute in Israel can take place of one year of residency in NY.

### **JTH courses**

- At the discretion of the dean credits in Revel or Azrieli may be substituted for credits of Machshevet Yisrael on a course by course basis.
- 2 credits of Machshevet Yisrael can be substituted for one semester of Kollel.

## **C. SEMIKHA YADIN YADIN**

The *Yadin Yadin Semikha*, the advanced ordination that qualifies rabbis as Poskim (decisors of Jewish law), is offered in the Kollel Le'Horoah through an intensive post-graduate study program following traditional ordination.

### **Requirements**

Admission into the Kollel Le'Horoah and completion of the requirements. Admissions requirements:

1. *Semikha*
2. Passing battery of oral exams by 5 examiners
3. Exceptional Talmudic academic record

### **Course of Study**

Residency requirement: 4 years of half-time study in Kollel Le'Horoah and half-time of shiurim in other Kollelim, or 2 years of full time study in Kollel Le'Horoah, studying only for *Yadin Yadin*. (Because of the rigors of the course, most students avail themselves of the 4 year option.)

Content of Study:

- If taken in four years: 2 years of *Chosen Mishpat* (Advanced Jurisprudence), and 2 years of *Even Haezer* (Family Law).
- If taken in two years, one year each of *Choshen Mishpat* (Advanced Jurisprudence) and *Even Haezer* (Family Law).
- With permission the program of study can continue for more than four years.

## **III. COURSE DESCRIPTIONS**

## ***TALMUD (TAC)***

The major emphasis of students at RIETS is on the study of the Talmud.

Every seven years, the RIETS faculty meets to pick a group of tractates whose study they deem to be particularly beneficial to be studied over the following seven-year period. At the end of the seven years, the faculty meets to vote on the next cycle, which may vary, substantially from the previous selections.

While this general system is true of most yeshivot, RIETS is distinctive in that its cycle, although relating to the different categories of Jewish law, is not repetitive of the selections within those categories.

In addition, all RIETS *semikha* students are required to study specific areas of law that have special significance for practicing rabbis. They do so in an intensive TAC course dealing with a section of the Code of Jewish law called “Yoreh Deah” and in several other lecture courses under the HAL designation that have been designed precisely for this purpose.

## ***HALAKHAH (HAL)***

### **HAL 6581, 6582 Jewish Law in Professions and Business**

An analysis of various topics—business ethics and bioethics—based on relevant texts in the Talmud, early and late commentaries, and responsa. The student will learn how to approach various halakhic issues frequently faced by practicing rabbis.

### **HAL 6425 Laws of Mourning**

An analysis of death and mourning rituals and laws as found in the code of Jewish law, commentaries and responsa. The student will learn how to approach various halakhic issues frequently faced by practical rabbis.

### **HAL 6426 Laws of Niddah**

An analysis of the laws of Niddah as found in the code of Jewish law, commentaries and responsa. The student is taught how to deal with questions relating to the issue of Niddah.

### **HAL 6571 Contemporary Jewish Law**

The interface between halakhah and issues confronting contemporary society as seen through the prism of responsa literature. Topics include privacy, abortion, assisted suicide, transplants, surrogate motherhood, agunah, and extradition.

### **HAL 6591 Sephardic Halakhah - Moadim**

A review of the laws pertaining to the holiday cycle with emphasis on Rambam, Tur, Bet Yosef, Shulchan Arukh, Kaf Hachayim, and the responsa of Rabbi Ovadya Yosef and other Sephardic luminaries. Emphasis is given to halakhic practice in the main Sephardic communities and the sources upon which it is based. Differences in observance between Sephardic and Ashkenazic Jewry are noted.

**HAL 6597 Sephardic Halakhah—Orach Hayim**

A study of the holiday cycle using the Code of Jewish Law and other sources, with particular emphasis, on Sephardic rites and practices. Responsa of Rabbi Ovadya Yosef and other Sephardic luminaries are analyzed.

**HAL 6601 Sephardic Halakhah—Laws of Niddah**

A study of Hilkhot Nidah as found in the Code of Jewish Law, commentaries and Sephardic luminaries, with emphasis on addressing those issues commonly presented to the practicing rabbi. Emphasis is given to halakhic practice in the main Sephardic communities and the sources upon which it is based. Differences in observance between Sephardic and Ashkenazic Jewry are noted.

**HAL 6602 Sephardic Halakhah—Mourning**

A review of the laws of mourning as found in the Code of Jewish Law, commentaries and Sephardic luminaries, with emphasis on halakhic practice in the main Sephardic communities and its sources. Difference in observance between Sephardic and Ashkenazic practice are noted.

**HAL 6615 Sephardic Codes**

An analysis of selected topics in Tractate Hullin as they are codified in Shulchan Arukh: Yoreh Deah. Major areas include Shechitah, Basar b'Halav, Ta'aruvot, and Melikhah. Emphasis is placed on Sephardic practices through the study of Sephardic commentaries and responsa. Sources studied include Rambam, Tur, Bet Yosef and Kaf Hachayim and the responsa of Rabbi Ovadya Yosef and other Sephardic luminaries

**HAL 6637 Sephardic Halakhah—Shabbat**

An analysis of selected topics relating to Sabbath observance, including exploration of the prohibited categories of labor. Special attention is given to Sephardic practice and an understanding of Sephardic commentaries and responsa, especially the works of Rabbi Ovadya Yosef.

**HAL 6801 Fourth Year Halakhah L'Maaseh Program**

An analysis of halakhic topics deemed critical for the contemporary practicing rabbi. Topics include Eruvin, Bishul b'Shabbat, Gerut, Milah, Hechsher Kelim, Tevilat Kelim and Siddur Kiddushin. Sourcework will begin with the Talmud and Earlier and Later Commentaries, Codes of Jewish Law, and responsa literature from earlier and modern periods. The emphasis is on addressing current issues in these fields.

***JEWISH THOUGHT (JTH)***

Each of the courses in Jewish thought concentrates on a particular area in Jewish philosophy through the study of appropriate textual material, ancient, medieval and modern.

**JTH 6203 Introduction to the Philosophy of Rav Soloveichik**

A study of the thought of Rabbi Joseph Soloveichik. Topics covered include his conception of the philosophy of Halakhah; his conception of Ratzon Vashov; his approach to theodicy; his

emphasis on human creativity as compared to the thought of Rabbi Chaim Volozin; his views on natural theology; and his conception of Devekut.

### **JTH 6213, 6214 Jew's Role in the World**

Selected topics in Jewish philosophy and Hashkafah. An exploration of classical Jewish thinkers on issues of importance to contemporary Jewish life. Topics covered include the Jewish attitude to the rest of the world; the nature of Halakhah, halakhic authority, Aggadah, and Daas Torah; science and religion; Halakhah and medicine; women and Halakhah; women and Talmud Torah; the Agunah issue; the Baal Teshuva movement; religious reactions to the State of Israel; and religious attitudes toward secular education.

### **JTH 6302 Taamei Hamitzvot in Jewish Thought**

An exploration of Ta'amei Hamitzvot following the pattern of Isaak Heinemann's Taamei Hamitzvot Be-Sifrut Yisrael. Topics include the views of Hazal, Rabbeynu Sa'adiah Gaon, R Bahya Ibn Pakuda, R Yehudah Halevi, R Abraham Ibn Ezra, R Abraham Ibn Daud, Rambam, Ramban, Ralbag and later thinkers.

### **JTH 6310 Hashkafat Ha Ramban**

A survey of Ramban's life and works. Topics covered include his precursors and lines of influence upon his thought; his relationship to Rashi and Ibn Ezra; his understanding of the expulsion from Gan Eden and other topics in Sefer Bereshit; his views on the separation of church and state; his critique of Rambam's view of sacrifices; his view of the Yom Kippur service; his views of the end of the world; and his views on the Land of Israel.

### ***RABBINIC TRAINING PROGRAM (RTP)***

#### **RTP 6001-6002 First Year Survey Course**

Introduction to the scope of career opportunities available to rabbis in communal work as congregational rabbis, educators and Jewish Communal Professionals and a presentation of the diversity of models and opportunities within each individual component. The course exposes students to outstanding personalities who have been pioneers in their fields or who have been acclaimed as outstanding practitioners in their fields.

#### **RTP 6131 Third Year Shimush Field Work Program**

Limited fieldwork placement in pulpit, education, organization, or chaplaincy framework. Students are assigned mentors who supervise their fieldwork.

#### **RTP 6147 Seminar in Professional Rabbis**

Course focusing on a proper understanding of life cycle events, including love and marriage, illness, death and mourning, faced by the congregational rabbi. The readings are from relevant halachic texts, with emphasis on clinical aspects. This course is a corequisite for the fieldwork component in the Pulpit track of the Shimush Program and is open to all senior students in RIETS.

#### **RTP 6204 Outreach Training Program**

Introduction to outreach from prominent rabbis in the field, including guest lecturers. Topics covered include philosophical issues of the unaffiliated Jew, halakhic issues related to kiruv, teaching methods, and how to promote and conduct a kiruv program. The course may be coupled with hands on internship at Manhattan Jewish Experience and other outreach programs in the New York area. The internship may fulfill the requirements for third year shimush. (See earlier.)

### **RTP 6251 Rabbinical Leadership**

Congregation and Community (Rabbinical Skills in Communal Organization) Develop the essential organizational and leadership skills needed by rabbis in running a synagogue, day school and Jewish institution. Topics include a primer in community organization and leadership development, community organization planning and growing your organization, working with individuals in an organizational context, and sustaining committed leadership over time. The course combines didactic instruction with interactive and participatory workshops.

### **RTP 6301 Homiletics Seminar**

An introduction to the art of preparing sermons. Covers the analysis of style, topics, and appropriate use of source material. Students will present model sermons they have composed, which will be critiqued by the instructor and class.

### **RTP 6305 Pastoral Psychology**

The Pastoral Psychology courses constitute a survey of issues that are relevant to future rabbis and Jewish educators. The objectives of the course are as follows: Introduce students to salient concepts, principles, and parameters of mental health, relevant to rabbinic practice in both the congregational and the educational spheres, teach some of the basic principles of counseling, sensitize students to the divergent ways in which individuals ask for help, and modalities through which help is given, and to teach students ways of assessing a problem, and determining the most effective and appropriate course of intervention. Emphasis will be on those issues most often encountered by rabbis in their practice, e.g. marriage and family conflict, personal problems, illness, suicide, bereavement, etc.

The introductory classes are based on a formal presentation of assessment and intervention strategies. The more advanced classes focus on more specific counseling skills presented in the format of role playing and subsequent discussion. An emphasis on couple's counseling and issues revolving around marriage and prenuptial processes are highlighted as well. In addition, the students are taught relevant group dynamics particularly as they play out in the classroom and congregation.

### **RTP 6401 Seminar in Jewish Education**

An overview of contemporary issues in Jewish education, which includes an analysis of Classical and contemporary options in yeshiva education, current enrollment patterns, Israeli school systems and informal Jewish education, as well as field visits to yeshivot to observe classes and meet with principals.

### **RTP 6505 Rabbinic Writing Seminar**

The Rabbinic Writing Seminars expose students to a wide array of writing genres, discuss specific concepts of writing and language structure, and work on editing and re-writing skills all within a practical context and mindful of content and audience. Writing assignments are given both in and out of class and are reviewed and critiqued on an individual basis with the instructor.

The writing assignments are both varied and relevant, with a particular focus on writing style and effective communication to a variety of audiences. Classmates anonymously edit some of the writing assignments and actual sentences from the students' work are used for structured exercises geared towards the enhancement of grammar, punctuation, syntax and the like.

The more advance courses focus more exclusively on traditional rabbinic topics and essays based on Talmudic and traditional Jewish texts. A transition is achieved at which point the writing assignments are also conducted in Hebrew geared towards a more scholarly and academic audience. As part of the requirements for this portion of the program, the student needs to compose a scholarly article for publication in the University's journal on Jewish erudition.

### **RTP 6607 Contemporary Responsa**

An analysis of contemporary responsa literature, with emphasis on the writing of Rabbi Moshe Feinstein, making use of both published and unpublished materials.

### **RTP 6701 Fourth Year Professional Seminars/Internships**

Placement of fourth-year students as interns in pulpit, education, chaplaincy and organizational setting. Students are mentored by professionals who work with them individually. Students meet on a bi-weekly basis as a group with leading rabbis and educators and have the opportunity to discuss issues and challenges faced in their fieldwork.

## ***SEMIKHAH HONORS PROGRAM***

### **SHP 6201 The Rabbi as Educator**

This course focuses on the varied educational demands of a rabbinic position, including techniques for teaching Talmud and Bible to a lay population with differing levels of Jewish education and observance, teaching youth and adults in both formal and informal setting, and how to present source material in Hebrew and English.

### **SHP 6257 Community Relations**

Course aimed at developing the essential organizational and leadership skills needed by rabbis in running a synagogue, day school and Jewish institution. Topics include a primer in community organization and leadership development, community organization planning and growing your organization, working with individuals in an organizational context, and sustaining committed leadership over time. The course combines didactic instruction with interactive and participatory workshops.

### **SHP 6350 Pastoral Psychology (Crosslisted with RTP 6305)**

The Pastoral Psychology courses constitute a survey of issues that are relevant to future rabbis and Jewish educators. The objectives of the course are as follows: Introduce students to salient concepts, principles, and parameters of mental health, relevant to rabbinic practice in both the

congregational and the educational spheres, teach some of the basic principles of counseling, sensitize students to the divergent ways in which individuals ask for help, and modalities through which help is given, and to teach students ways of assessing a problem, and determining the most effective and appropriate course of intervention.

Emphasis will be on those issues most often encountered by rabbis in their practice, e.g. marriage and family conflict, personal problems, illness, suicide, bereavement, etc.

The introductory classes are based on a formal presentation of assessment and intervention strategies. The more advanced classes focus on more specific counseling skills presented in the format of role playing and subsequent discussion. An emphasis on couple's counseling and issues revolving around marriage and prenuptial processes are highlighted as well. In addition, the students are taught relevant group dynamics particularly as they play out in the classroom and congregation.

### **SHP 6352 Lifespan Counseling**

This course focuses on human development with an emphasis on the needs of future congregants at the various stages of life. The particular challenges of childhood through old age are identified in conjunction with many of the typical demands on the rabbi for that specific period of life. Interventions that are age specific are covered as well.

### **SHP 6501 Business Ethics**

Identifies salient principles in Jewish law and general ethical ideals that govern business and commercial relations. Moral dilemmas in specific settings are presented and analyzed using the case study method. Topics include false goodwill, advertising and marketing; salesmanship; pricing policies; labor relations; and fair competition. American and Rabbinic Law are compared. The practical implications and applications for a practicing rabbi and questions or dilemmas he may face is a prominent part of the course.

### **SHP 6505 Rabbinic Writing Seminar** (Crosslisted with RTP 6505)

The Rabbinic Writing Seminars expose students to a wide array of writing genres, discuss specific concepts of writing and language structure, and work on editing and re-writing skills all within a practical context and mindful of content and audience. Writing assignments are given both in and out of class and are reviewed and critiqued on an individual basis with the instructor. The writing assignments are both varied and relevant, with a particular focus on writing style and effective communication to a variety of audiences. Classmates anonymously edit some of the writing assignments and actual sentences from the students' work are used for structured exercises geared towards the enhancement of grammar, punctuation, syntax and the like. The more advanced courses focus more exclusively on traditional rabbinic topics and essays based on Talmudic and traditional Jewish texts. A transition is achieved at which point the writing assignments are also conducted in Hebrew geared towards a more scholarly and academic audience. As part of the requirements for this portion of the program, the student needs to compose a scholarly article for publication in the University's journal on Jewish erudition.

### **SHP 6511 Crisis Intervention**

The unique challenges and techniques for crises that may precipitously face the prospective rabbi are covered in this course. This includes post-traumatic reactions, sudden death and illness, acute psychiatric illness or catastrophic life events or occurrences. Immediately ameliorative interventions are considered as well as the process of both accessing communal or government assistance as well as assisting fellow congregants and family members in coping and assisting.

### **SHP 6512 Advanced Pastoral Skills**

This course is aimed at teaching the students the skills of crisis counseling, using a combination of handouts, transcripts of therapy sessions and role-plays depicting situations typically encountered by rabbis in the course of their pastoral duties. It focuses on building skills in verbal response modes and intentions, managing boundaries, determining patterns, strategies for change and resistance.

### **SHP 6513, 6514 Pastoral Skills Seminar I-II**

These seminars seek to develop in the student fundamental and requisite skills for effective pastoral counseling. The experiential group is a learning context particularly suited to help students attain an increased level of self-awareness and personal insight in order to use themselves more sensitively in their work with people. The focus is on diagnostic interviewing skills, listening skills, and short-term intervention techniques appropriate for rabbis who are called upon to help people in crisis.

### **SHP 6515 Foundations of Dispute Resolution**

The goal of this course is to develop basic skills in conflict resolution and mediation. The course focuses on the roots and motivators of conflict and how to reverse destructive rifts into positive means of growth and empowerment. The students are also taught how to identify interventions opportunities and formulate interventions responses. The various mediation skills and interventions are imparted through theoretical discussions, assigned readings, videotape presentations as well as exercises and role playing.

### **SHP 6516 Mediation for Marriage**

Applies mediation skills in resolving marital conflict or negotiating a separation and divorce. Various methods of resolving conflict are reviewed and role-played with particular focus given to the common corrosive factors affecting marriage or ferociously contested divorces as well as the interface between relationship and legal issues.

### **SHP 6531-6533 Public Speaking Seminars**

The Public Speaking seminars are geared towards preparing prospective rabbis for the task of cogently presenting concepts and ideas both from the pulpit or in a more didactic setting. The skills promoted include the use of self-presentation, organization and visual aids. The more advanced classes cover topics such as humor, multimedia presentations, fielding questions and the use of sound bites. The students regularly present to the class, followed by a critique by the classmates and instructor. Subsequently, each presenter retreats to another room where they view their speech on a videotape in order to self-evaluate.

### **SHP 6540 Couples' Counseling**

The initial topics covered in this seminar include understanding relationships, dating, preparing for marriage, the role of the rabbi in pre-marital counseling, early-stage marital issues, communication, defining real problems, as well as conducting the initial interview with a couple. During the latter phase of the course, the following issues are discussed:

Marital and family systems, the impact of families of origin, stages of couple counseling, effective interventions, marital contracts, conflict resolution, individual pathology in a marriage, abusive relationships, the developing family/parenthood, the rabbi's role in the larger network of change, and uses and misuses of ritual. The material is taught through didactic instruction, role-playing and experiential exercises.

### **SHP 6545 Group Facilitation**

The goal of this course is to familiarize the prospective rabbi with group dynamics as they impact on the synagogue, classroom or committees. The perspective of the "group" as an entity with a life of its own will be highlighted including concepts such as roles, scapegoating, group contagion and projection. Understanding and managing such groups will be considered through presentation and discussion of typical scenarios for the rabbi, community leader or educator.

### **SHP 6560 Pastoral Counseling Practicum**

Limited fieldwork placement employing the pastoral psychology skills learned in the foundation and advanced courses. Fieldwork is supervised by a professional psychologist and the students meet on a regular basis to review case studies with the instructor.

### **SHP 6570 Conflict Resolution Practicum**

Attend sessions of a Rabbinical court to study the laws and practices of Rabbinical courts and to see the application of mediation skills in action. The application of previously taught mediation skills are now viewed as they apply to cases disputed and solved in a religious court. The specific laws and practices of the Rabbinical court are both taught and viewed as students attend proceedings and adjudications.

## IV. GUIDELINES FOR REGISTRATION

### For all students

- When and where to register:
  - The RIETS office is located in Zysman Hall, room 106. Please note that the office will be moving to the sixth floor of the new Glueck Center in September.
  - Early registration: Wednesday & Thursday August 19<sup>th</sup> -20<sup>th</sup> from 10:30 AM – 1:00 PM and from 3:00 – 5:00 PM.
  - Registration: Monday and Tuesday, August 24-25 from 10:30 AM - 1:00 PM and 3:00 PM - 5:00 PM.
  - Late Registration: Tuesday September 1<sup>st</sup> and Wednesday September 2<sup>nd</sup> from 10:30 AM -1:00 PM (\$25 late fee required)
- There is a \$270 registration fee per semester. Payment should be made at the Office of Student Finance (Furst Hall, room 121)
- Fill out the Program Registration Form (R3.1) Consult the RIETS schedule for courses and carefully print the information requested. Complete the outside work form.
- Please bring all the forms to Rabbi Bronstein in the RIETS office for approval. Then bring the signed Program Form to the Office of Student Finance (Furst Hall, room 121) for financial approval. Finally, drop the form across the hall at the Office of the Registrar (Furst Hall, room 114).
- Be sure to register for each shiur, kollel, or course you are taking on your Program Registration Form.
- Please check the “Requirements for Ordination” pamphlet in the RIETS office as a guide for registration.
- Sephardic Students: A series of shiurim in Sephardic halakhah are available. Please check the course listings at the end of this pamphlet.
- Changes during the semester: If you wish to change Shiurim or classes during the semester, complete a shiur change form and bring it to Rabbi Bronstein for approval.
- Each student must pass a Comprehensive Examination demonstrating his proficiency in the Hebrew language. A student who has passed an approved Ulpan is excused from this requirement. The Comprehensive Examination will be administered on Sunday, *November 8<sup>th</sup>*, and the fee is \$10. The deadline for registering for this examination is Thursday, *November 5<sup>th</sup>*.
- Many exciting changes to the Semikha curriculum will be announced this year and gradually woven into the curriculum. While all students can benefit from these changes, they will not affect the status of any students who have satisfied existing semikha requirements.
- Questions regarding registration, shiurim, and program of study should be referred to the RIETS office in Zysman Hall, room 106, 212-960-5310.

### First Year Students

- Welcome to RIETS! It is our pleasure to have you as part of the Yeshiva!
- All entering students must have a student ID number. If you do not have one, please report to the Office of Admissions, Furst Hall, room 100.

- Most students register for Talmud Shiurim in years one and two. The Yeshiva will be learning Masekhet Bava Batra this year. There are also shiurim in Masekhet Hullin, Shabbat and Niddah. You may register for Talmud shiurim on an Undergraduate (technically) or Semikha level. Please discuss your shiur selection with Rabbi Bronstein.
- It is recommended that you take “Contemporary Jewish Law” (HAL 6577) on Tuesdays in your first year of Semikha unless you have a scheduling conflict. Please note that in 2010-2011 we plan to offer the course on Thursdays and, in subsequent years, to alternate every year between Tuesdays and Thursdays.
- See the attached page on “Professional Classes” before registering for Friday classes. If you are starting Semikha, but will not be taking the professional classes this fall, please contact Rabbi Penner at [penner@yu.edu](mailto:penner@yu.edu).
- If you will be working towards your co-requisite requirement this year, please see the instructions listed under “Second Year Students”.

### Second Year Students

- It is recommended that you learn Hilkhot Niddah and Hilkhot Aveilut this year, before you start your third year of Semikha. Rabbi Tandler will be delivering shiurim in Hilkhot Niddah this Fall on Mondays, Tuesdays and Wednesdays from 10:30 AM – 12:00 PM in Glueck 403. **Please note that Rabbi Tandler will also be learning Masekhet Niddah.** Students in his shiur who complete both the halakha and gemara segments will fulfill their Hilkhot Niddah requirement and receive credit for a year of Talmud. Students may, however, attend the Hilkhot Niddah segment by itself. Rabbi Tandler will be delivering shiurim in Hilkhot Aveilut in the spring.
- Most students register for Talmud Shiurim in year two. The Yeshiva will be learning Masekhet Bava Batra this year. There are also shiurim in Masekhet Hullin, Shabbat and Niddah. You may, however, choose to learn Yoreh Deah this year and complete your Talmud shiur requirement next year. See below regarding Yoreh Deah.
- You should be at least beginning your co-requisite this year. To complete Semikha, students must either attend six semesters of the Katz Kollel (TAC 8003), twelve classes in Machshevet Yisrael (listed as JTH in the schedule of courses) or receive a Master’s Degree from the Azrieli Graduate School of Jewish Education & Administration, the Bernard Revel Graduate School of Jewish Studies, or the Wurzweiler School of Social Work. To join the Kollel, please see Rabbi Bronstein. You must fill out a separate application and schedule a bechina with Rav Schachter. For more information about any of the above graduate schools, please see the appropriate links at [www.yu.edu](http://www.yu.edu)
- Second year students must register for a professional track and take classes within their track. See the attached page on “Professional Classes” before registering for Friday classes. There are five professional tracks: Education, Community Rabbinate / Pulpit, Outreach, Chaplaincy and Organizational Careers
- Each professional track has a track advisor. You will be contacted by your track advisor after the chagim to set up a meeting to discuss your professional plans.

### Third Year Students

- It is recommended that you study Yoreh Deah this year. Yoreh Deah can be studied this year in a number of different ways:

- a) A regular preparation seder / shiur format with Rabbi Yosef Weiss. Credit is also given for Hullin as part of Rabbi Weiss' shiur without taking an additional Hullin bechina.

- b) A daily shiur in Masekhet Hullin and Yoreh Deah given by Rabbi Hershel Schachter.

- c) Twice-weekly chaburot with Rabbi Baruch Simon, Mondays and Wednesdays from 9:00 AM – 10:30 AM.

- d) Self study of Yoreh Deah with weekly Chaburot given by Rabbi Menachem Genack. This year, the Chaburot will be given Sunday morning and one evening per week. Rabbi Genack will cover the following topics: shechitah, ma'achalei akum, nikkur and treifot (with the participation of Rabbi Belsky), hechsher keilim and basar she'nitaleim min ha'ayin.

- e) Directed study of Yoreh Deah with bi-weekly Chaburot given by Rabbi Ozer Glickman. The Chaburot will be given Sunday morning and one afternoon a week.

Students in each option (other than Rabbi Weiss) will also receive credit for the Hullin requirement if they successfully complete Hullin examinations that each Rebbe will administer.

Students are advised to consult with Rabbi Bronstein about the best venue for them to successfully complete the Yoreh Deah requirement. Please note that although certain options for Yoreh Deah meet only once or twice a week students are still required to be in attendance during regular seder / shiur hours.

- All third year students must fulfill their Third Year Internship requirement. Third Year Shimush is a 20-30 hour (total) commitment to prepare you for the rabbinic/educational activities you plan to engage in. A list of suggestions for fulfilling this requirement can be obtained in the RIETS office. Please register for RTP 6131, even if you have already completed your shimush but have not yet received credit. Placements must be approved by Rabbi Marc Penner ([penner@yu.edu](mailto:penner@yu.edu)).

After completion of your shimush, please complete a form, available in the RIETS office, describing your experience.

#### Fourth Year Students

- Please note that you must learn in Yeshiva at least one seder per day to receive credit for your fourth year of Semikha.
- You must register for the “Fourth Year Halakah Lema’aseh Program” (HAL 6801) unless you have already completed this requirement. Chaburot take place on Thursdays from 1:30-2:30 PM, in the Glueck center and are supplemented by guided textual study. Five units are covered and bechinos are given on each section. This program is coordinated by Rabbi Daniel Stein, ([dnstein@yu.edu](mailto:dnstein@yu.edu)) Please ask for a packet (in Hilkhos Eruvin) when you register in the RIETS office.
- You should already have arranged for an appropriate internship for this year. If you have not yet done so, please contact Rabbi Gideon Shloush at [gshloush@yu.edu](mailto:gshloush@yu.edu) immediately. You should register for “Fourth Year Professional Seminars / Internship (RTP 6701).” A full schedule of the internship seminars will be available shortly.
- Please note that there is a mandatory session for all Fourth Year interns on Thursday, September 3rd 2009 from 6:30-9:00 PM. If you cannot attend, please contact Rabbi Shloush immediately.
- In order for the University to begin paying you for your internship position you will need to fill out both an internship application form and w4 forms. These forms are available from Fayga Laya Brisman (Furst Hall room 419) and should be returned to her as soon as possible.
- Students in the Pulpit and Outreach tracks must take Advanced Pastoral Counseling, and the Derasha (Senior Homiletics) Workshop. If you have a scheduling conflict, please contact Rabbi Marc Penner at [penner@yu.edu](mailto:penner@yu.edu)
- If you hope to be working in Avodat Hakodesh next year, it is crucial that you begin the placement process during your fourth year. Please see Rabbi Ronald Schwarzberg, Director Career Development and Placement for the Max Stern Division of Communal Services (Furst Hall room 413, 212-960-5212). You can make an appointment with Keren Simon at 212-960-5400 x 6360 or [ksimon@yu.edu](mailto:ksimon@yu.edu).

#### Post- Semikha

- Students who have completed residency requirements for Ordination and are enrolled in the Katz Kollel, Kollel L’Horaah or Kollel Elyon, must register for these programs as well as any regular shiurim which they will attend.

#### Wexner Semicha Honors Students, Wexner Kollel Elyon Fellows, and Machon Beren Fellows

- Please discuss your requirements with Rabbi Bronstein.
- First year students take Pastoral Psych. Foundations at 9:00am and Rabbinic Writing I at 11am
- Second year students take Public Speaking I at 9:00am and Marriage and Fundamental Counseling Skills at 11:00am.
- Third year students take Rabbinic Writing III at 9:00am and Marriage and Fundamental Counseling Skills at 11:00am.

- Fourth year students take Pastoral Counseling Practicum on Wednesday afternoons and, Rabbinic Writing IV as a tutorial.
- Fifth year students and above take Pastoral Counseling Practicum, Rabbinic Writing IV and Conflict Resolution Practicum as tutorials.

Professional Courses – RPEP – Fall, 2009

All courses are *required* and are on *Friday mornings* unless otherwise indicated.

First Year Courses

9:15 Survey of Professional Opportunities – Penner (RTP 6001)

Second Semester Courses (for students who started Semikha in the spring)

9:15 Pastoral Psychology – Blumenthal (RTP 6351)

Second Year Courses

*Education Track*

9:15 Public Speaking I – Baer (RTP 6531A)

*Outreach Track*

9:15 Introduction to Outreach – Wildes (RTP 6207) for 10 weeks

Principles of Outreach – Wildes (RTP 6208) for the last 5 weeks

11:00 Public Speaking I – August or Baer [6531 B or 6531C]

*Pulpit Track*

9:15 Rabbinic Leadership Seminar - Hirt (RTP 6251)

Principles of Outreach – Wildes (RTP 6208) for the last 5 weeks

11:00 Public Speaking I – August or Baer [6531 B or 6531C]

*Organizational Track*

9:15 Organizational Practicum (5 trips over the semester) – Shloush

Principles of Outreach – Wildes (RTP 6208) for the last 5 weeks

*Chaplaincy Track*

9:15 Introduction to Outreach – Wildes (RTP 6207) for 10 weeks

Principles of Outreach – Wildes (RTP 6208) for the last 5 weeks

### Third Year Courses

#### *Outreach Track*

- 9:15 Introduction to Outreach – Wildes (RTP 6207) for 10 weeks  
Principles of Outreach – Wildes (RTP 6208) for the last 5 weeks

#### *Pulpit Track*

- 9:15 Public Speaking II – Harris (RTP 6532A)

*Third year students who are fulfilling their 4<sup>th</sup> year internship requirements this year are required to simultaneously take the fourth year courses below unless they have a scheduling conflict. Please speak to Rabbi Penner if you have a conflict.*

### Fourth Year Courses

*All fourth year students must fulfill their fourth year internship requirement. Placements must be approved by Rabbi Marc Penner or Rabbi Gideon Shloush ([gshloush@yu.edu](mailto:gshloush@yu.edu)). In addition to the fieldwork, there are several mandatory internship seminars throughout the year.*

#### *Pulpit / Outreach Tracks*

- |     |          |  |
|-----|----------|--|
| Tue | 12:10 PM | Advanced Counseling – Pelcovitz / Penner (RTP 6355A)   |
| Wed | 12:10 PM | Senior Homiletics Workshop – Penner (RTP 6303A)  |
| Fri | 9:15 AM  | Public Speaking II – Harris (RTP 6532A) <i>(If you have not fulfilled this requirement during your third year)</i> |

*Chaplaincy Track - Continue with CPE training, plus:*

- |     |          |  |
|-----|----------|--|
| Tue | 12:10 PM | Advanced Counseling – Pelcovitz / Penner (RTP 6355A) |
|-----|----------|--|

All of the fourth year courses are open to *and recommended* for students in the other professional tracks

## V. SAMPLE SCHEDULES

### Sample Schedule # 1

A student starting semikha in his last of year of YC or SSSB in the education track might proceed as follows:

#### First Year

Fall: Talmud  
Survey of Professional Opportunities

Spring: Talmud  
Educational Leadership

#### Second Year

Fall: Talmud  
Contemporary Halakhah  
Hilkhhot Niddah  
Public Speaking I  
Graduate Courses at Azrieli Graduate School

Spring: Talmud  
Contemporary Halakhah  
Hilkhhot Aveilut  
Graduate Courses at Azrieli Graduate School

#### Third Year

Fall: Hullin / Yoreh Deah  
Pastoral Psychology I  
Graduate Courses at Azrieli Graduate School

Spring: Hullin / Yoreh Deah  
Pastoral Psychology I  
Graduate Courses at Azrieli Graduate School

#### Fourth Year

Fall: Internship Program (Student Teaching)

4<sup>th</sup> Year Halakhah Lema'aseh

Spring: Internship Program (Student Teaching)

4<sup>th</sup> Year Halakhah Lema'aseh

#### Sample Schedule # 2

A Student starting semikha after college, in community rabbinate / pulpit track might proceed as follows:

#### First Year

Fall: Talmud

Contemporary Halakhah

Survey of Professional Opportunities

Katz Kollel

Spring: Talmud

Contemporary Halakhah

Public Speaking I

Katz Kollel

#### Second Year

Fall: Talmud

Hilkhoh Niddah

Principles of Outreach

Jewish Community Leadership

Katz Kollel

Spring: Talmud

Hilkhot Aveilut

American Jewish Community

Homiletics

Katz Kollel

Third Year

Fall: Yoreh Deah

Katz Kollel

Pastoral Psychology I

3<sup>rd</sup> Year Internship

Spring: Yoreh Deah

Katz Kollel

Public Speaking II

Pastoral Psychology II

Successful Synagogues

Fourth Year

Fall: Internship Program (Synagogue intern)

4<sup>th</sup> Year Halakhah Lema'aseh

Advanced Pastoral Counseling

Derasha Workshop

Spring: Internship Program (Synagogue intern)

4<sup>th</sup> Year Halakhah Lema'aseh

Advanced Pastoral Counseling

Derasha Workshop

Practical Rabbinics

## VI. ACADEMIC POLICIES

### ACADEMIC YEAR

The academic year at RIETS is based on two four-month terms, and two one-month sessions

- Fall term runs from September to late December
- Winter session runs from late December to late January
- Spring term runs from late January to mid-May.
- Summer session consists of the month of June.

Regular courses take place during the Fall and Spring terms. Students are expected to continue their independent studies during the winter and summer sessions.

The regular weekly schedule of classes includes Sunday sessions.

### CALENDAR AND HOURS

RIETS semesters provide a minimum of 14 weeks of contact class-hours and generally meet for several weeks more. Thus, there is usually an excess of contact hours for each credit earned.

TAC Study hall sessions generally run from 9am to 12:45pm Lectures generally run from 12:45pm to 2:45pm

Courses meet daily Sunday through Thursday or Monday through Thursday

RTP classes are held generally on Friday.

JPH (JTH) classes are generally held on Monday afternoon and Friday morning. HAL classes meet Monday through Thursday.

SHP classes generally meet on Friday.

Afternoon Study Hall Sessions (required of all kollel students, some fourth year students, voluntary for others): 3-6:30pm, Sunday through Thursday.

Night Study Hall Sessions (required of all kollel students, voluntary for others)

Katz Kollel: daily study hall sessions, Sunday through Thursday, 3pm-6:30pm, lectures given by the head of the Kollel on a regular basis during the times of the study hall session.

Post graduate Kollelim: daily study hall sessions, Sunday through Thursday, 3pm-6:30pm, lectures given by the head of the Kollel or by Kollel Fellows on a regular basis during the times of the study hall session.

YU corequisite graduate programs can be taken in the afternoons or evenings, depending on the

individual schedules.

## VACATION DAYS AND JEWISH HOLIDAYS

The Jewish calendar is primarily lunar, so the dates on which these holidays fall in the “secular”, primarily solar, calendar change every year, with a leap-month added to the Jewish calendar in certain years to compensate for the difference between the lunar and solar calendars. The days of the Jewish Holidays begin shortly before sunset and end shortly after sunset.

### 1. Holidays

- a) Shabbat
- B) Rosh HaShanah
- c) Yom Kippur
- d) Sukkot
- e) Shemini Atzeret
- f) Simchat Torah
- g) Chanukah
- i) Purim
- j) Passover (“Pesach” in Hebrew)
- k) Shavuot

## ATTENDANCE

If a student is absent or seriously incapacitated through illness for a considerable portion, but less than half, of a semester, the student's course load may be reduced. In all cases, if a student is absent from any course for any cause for more than half a semester, the course will not be counted and the student will receive a grade of W or G in the course. Customarily, students wait 20 minutes when an instructor is delayed for class.

## EXAMINATIONS

All students must take examinations as scheduled. A student who is absent from a class test due to illness or an equally compelling cause must consult with the instructor about exam requirements.

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 or immediately preceding it. Under these conditions, the student should notify the Office of the Dean immediately and should subsequently submit a request for a makeup test, along with a physician's note if applicable. Makeup examinations are scheduled by the Dean in the subsequent semester.

Once a student has taken a final examination, no re-examination 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, the test is taken in the remainder of the allotted time.

Cheating on an examination will subject the offender to disciplinary action, including possible expulsion from RIETS.

## GRADES

Grades are available by accessing [www.yu.edu](http://www.yu.edu).

The work of each student is graded on the following scale:

A, A- Excellent

B+, B, B- Good

C+, C, C- Fair (lowest passing grade)

F Failure

N No credit

P Pass

### Administrative Grades

I Incomplete

G Withdrawal without permission (counted as failure)

L Audit (no credit)

M Missing

W Withdrawal without penalty or prejudice

Y Yearlong (where grade is assigned only after completion of two- semester sequence.)

Incomplete grades may be requested by students to accommodate unavoidable delays in the completion of course requirements and to allow for excused medical emergencies during final examinations. File appropriate forms for incomplete coursework with faculty. If work is not completed by the assigned deadline, the Incomplete defaults to the grade designated by the faculty member based on work completed, or to an F.

Withdrawal requires submission of Drop/Add form to the Registrar and may require written permission of the Office of the Dean. Unless the proper procedures are followed, the student receives a G, equivalent to failure, in the course.

A student who has achieved a passing grade in a course may not retake it. Even if repetition is allowed, the original grade will remain on the record. Credit will be granted only once.

## SATISFACTORY PROGRESS

All students must meet the following standards of good academic standing and satisfactory academic progress.

Academic Average: All students must maintain a minimum average of 2.0 per semester and cumulatively.

Each grade has a numerical value as follows:

A = 4.000

A- = 3.667

B+ = 3.333

B = 3.000

B- = 2.667

C+ = 2.333

C = 2.000

C- = 1.667

F, G = 0

When the numerical value is multiplied by the credit value of the course, the resulting figure is known as 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 rounded to the third decimal place.

### Academic Retention, Probation, and Dismissal

Students are expected to maintain an academic average of at least 2.0 each semester and cumulatively. Students who, in any semester, fail to achieve an average of at least 2.0 or to accrue the required credits above may be 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, and financial assistance.

Students whose semester or cumulative average falls below 2.0 two semesters in succession, or three semesters non-consecutively, or who fail all their courses in a semester, may be dismissed from the school without further notice.

### Disciplinary Probation and Dismissal

RIETS expects its students to exhibit high qualities of character as well as demonstrate academic ability. Every student is expected to adhere to the ideals represented by RIETS 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 RIETS; the receipt of academic credits; graduation; and the conferring of any degree, diploma or certificate upon the student are entirely subject to the disciplinary powers of RIETS and to the student's maintaining high standards of ethical and academic conduct. A student may be placed on probation or dismissed by RIETS at any time for infringement of these standards.

## 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, which may include failure in the course or disciplinary dismissal.

## OUTSIDE COURSEWORK

Permission of the Dean of RIETS is required in order to take any courses at another institution. File the Leave of Absence form if planning a semester of study off-campus.

## STUDY ABROAD

Qualified students may apply to study toward ordination at the Caroline and Joseph Gruss Institute in Jerusalem, which is RIETS' Israeli branch.

## LEAVES OF ABSENCE

Students who intend to absent themselves from RIETS for a semester or more and then return at some future time must apply for a formal leave of absence (on the Leave of Absence form).

If they do not obtain such a leave, readmission may be denied.

Leaves of absence are ordinarily granted for a maximum of four semesters. Students on leave will not receive credit for study at another institution without prior permission.

## WITHDRAWAL FROM RIETS

A student who is withdrawing from RIETS and does not expect to return at some future date should fill out the Application for Official Withdrawal from School form.

## RECORDS AND TRANSCRIPTS

Current or former students who wish transcripts of their records should secure copies of the Request for Transcript form from the Office of the Registrar or from the Web. The form lists the fees, regulations, and procedures governing the issuance of transcripts. Students may generate free, unofficial transcripts in the Office or download them from the Web.

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.

See below under privacy " 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. To obtain a written report of grades students and parents (if the student is financially dependent on the parents) may send a signed written request to the Office of the Registrar.

Students who believe that there is an error in their academic record (e.g., in a grade average, credit value, or course) must promptly call this to the attention of 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.

## **STUDENT IDENTIFICATION CARDS**

### **1. General Policies**

All RIETS students are required to obtain an official YU photo identification card. Photos are taken for I.D. cards early in the semester, and notices are posted regarding time and location of the photographer's sessions. You must keep your identification card with you at all times, and present your card each time you enter the building and any time a member of the YU security or administrative staff requests that you do so. Valid student identification cards must be presented when obtaining information from the Office of the Registrar or when checking out materials from the library. (Your student ID is your library card.)

### **2. Replacement Identification Cards**

Lost photo identification cards should be replaced as soon as possible. You should go to the Office of Student Finance for clearance, and then have your picture taken and a new card created. There may be a \$10 fee to obtain a replacement card.

## **Injuries on the Premises**

If you suffer physical injury while on University premises, contact the security guard in the lobby and notify the Office of Student Services. If you need assistance due to illness or injury, or are aware of another person who needs assistance, immediately contact the nearest security guard or call 911.

### **Lost or Stolen Books and Property**

All losses or thefts should be reported immediately to a security guard. Please do not leave your belongings (including laptop computers, pocketbooks, etc.) unattended and carefully lock your lockers. If you are looking for lost property, check with the nearest security desk. In addition, the Library holds items recovered there for a brief period at the Circulation Desk before bringing them to Security.

Additional information regarding Yeshiva University's policies may be found online at [www.yu.edu/policies/](http://www.yu.edu/policies/).

## **VII. STUDENT GRIEVANCE POLICY AND PROCEDURE**

The Rabbi Isaac Elchanan Theological Seminary (RIETS) is committed to a policy of addressing all student grievances through a set of procedures designed to resolve the student's issues and concerns in a fair and expeditious manner.

Procedure:

Students who wish to appeal (grieve) an academic policy or other action of the administration or of an individual faculty member are directed to the following:

1. Discuss the matter with the instructor of the course or other individual involved.
2. If the student feels the issue or concern is still unresolved, he should consult with the Administrator of RIETS, who may, at the option of the parties, mediate a solution or appoint and refer the issues to an ad hoc committee (the "Committee") of faculty and administrators of RIETS.
3. The Committee will include members who by their experience and training can address the issues being considered (the "Member"). If the student or the Member feels there is a conflict of interest between them, either may request that an alternate serve on the Committee instead.
4. The Committee will interview the student, who may present any documentation or statements to support his position. The Committee may consider additional documents or interview others who have relevant information to present.
5. After considering all the factors, the Committee will make a decision within 30 days and convey it to the Administrator of RIETS, who will notify the student in writing.
6. The student may appeal the Committee's decision to the Dean of RIETS, in writing, within 10 days of notification. The Dean may accept, modify or overturn the

Committee's decision and will notify so the student in writing within 14 days. The Dean's determination will be final.

7. RIETS will retain, in an appropriate file, documents presented by the student and others, as well as written decisions and communications with regard to these proceedings.
8. RIETS will not retaliate or take any adverse action against a student as a consequence of his bringing a grievance or invoking this Procedure.

## **VIII. SEATING PROCEDURES**

### **Updated Seating Procedures for the Harry Fischel and Jacob and Dreizel Glueck Batei Midrashot:**

MYP and RIETS shiurim will be primarily learning in two Batei Midrashot starting this Fall – the Harry Fischel Beit Midrash (the old “Main Beit Midrash”) and the Glueck Beit Midrash. Please consult the Shiur Placement List link on the website for a complete list of shiur locations. Each Rosh Yeshiva and his shiur will have a designated learning area within a beit midrash. Seats will be assigned by the Shiur Assistant of your shiur or by your rebbe if there is no designated Shiur Assistant. Please consult the charts and diagrams below to familiarize yourself with your shiur's location and the name of your Shiur Assistant.

When you arrive for morning seder on Wednesday August 26th feel free to sit anywhere within your shiur's location. You will be informed of your official seat before the end of the week. If you need assistance getting settled in the beit midrash do not hesitate to ask your Shiur Assistant for help.

RIETS/Kollel talmidim have designated areas in the Glueck Beit Midrash. However, if you would like to retain your makom kavuah in the Harry Fischel Beit Midrash instead of switching to Glueck, please speak to Rabbi David Pahmer, Shoel Umaishiv in the Harry Fischel Beit Midrash, by Thursday August 27th, and he will arrange it for you.

While crews are working around the clock to have the Glueck Center completed in time for the first day of yeshiva, construction projects suffer occasional setbacks. In case the Glueck Center is not fully ready, those shiurim scheduled to learn in Glueck will be given temporary alternate areas for seder and signs will be posted with instructions.

The opening of the Jacob and Dreizel Glueck Beit Midrash marks an exciting new chapter for our Yeshiva. The six-story Judaic Studies center will house a nearly five-hundred seat Beit Midrash, twelve shiur rooms and offices for each of the Roshei Yeshiva. The transition to the “Glueck era” will take some time - and we ask for your patience during this time - but there will be significant benefits for Yeshiva life and learning for many years to come!



Students have the right (i) to make a report to RIETS' Security Department, local law enforcement and/ or State Police or choose not to report; (ii) to report the incident to RIETS; (iii) to be protected by RIETS from retaliation for reporting an incident; and (iv) to receive assistance and resources from RIETS.

Note: The Policy was drafted to comply with Article 129B of the New York Education Law.

Nothing contained in the Policy shall be interpreted or construed as approving any act, action, or conduct which is in violation of Torah values or Halacha, and no such implication should be made. citizenship status, or other categories protected by law, or in retaliation for opposition to any practices proscribed by this policy. 1 If a student believes that he has been the victim of improper discrimination, harassment or intimidation, he is encouraged to speak to the Dean (Glueck Room 632, ext. 7300.) Administrative and investigative responsibility relating to enforcement of this policy has been assigned to the University's Diversity & Affirmative Action Officer, who is located at the Resnick Campus (Einstein), 1300 Morris Park Ave, 1206 Belfer Educational Center, Bronx, NY 10461 and can be reached at 718-430-3771. When warranted, the University will take appropriate corrective action to remedy all violations of this policy, up to and including termination and/or expulsion. Where appropriate, the University may also report discriminatory conduct to licensing boards. Yeshiva University prohibits any form of retaliation against any employee or student for filing a bona fide complaint, or for assisting in a complaint investigation.

A copy of Yeshiva University's Policy Statement on Non-Discrimination, Affirmative Action and Unlawful Workplace Harassment may be found on the University Website, [www.yu.edu](http://www.yu.edu), by clicking on: "Quick Links", "YU A-Z" and "Policies".

## **Family Educational Rights and Privacy Act (FERPA) Policy**

*Effective Fall 2009*

### **I. Purpose**

The Family Educational Rights and Privacy Act ("FERPA" - 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to students who are at least eighteen years old or who attend or attended a post-secondary institution, even if they have not reached the age of eighteen.

### **II. Policy**

It is the policy of Yeshiva University ("University") to comply with all provisions of FERPA.

### **III. FERPA Summary**

Below is a summary of the important rights granted to students under FERPA. To view the definitive set of regulations and for other helpful information, please visit:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

#### **A. Definitions**

##### **1. Education Record**

Education Record means any record (1) directly related to a student and (2) maintained by the University or a party acting for the University. There are

several important categories of records that are specifically exempted from the definition of an Education Record:

- a. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker of the records, and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records,
- b. Records maintained by a law enforcement unit of the University that were created by that law enforcement unit for the purpose of law enforcement,
- c. Records relating to individuals who are employed by the University, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose,
- d. Records relating to a student which are: (1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, acting in his/her professional capacity or assisting in a paraprofessional capacity; (2) used solely in connection with the provision of treatment to the student; and (3) not disclosed to anyone other than individuals providing such treatment.
- e. Records that only contain information about an individual after he or she is no longer a student at the University.

## 2. **School Official**

School Official means a person employed by the University in an administrative, supervisory, academic or research, or support staff position, including health or medical staff; a trustee, public safety officer, or outside contractor such as an attorney or auditor acting as an agent for the University; a student serving on an official committee, such as a disciplinary or grievance committee or who is assisting another School Official in performing his or her tasks; and any contractors, consultants, volunteers or other party to whom to whom the University has outsourced institutional services or functions as long as the individual: (1) performs a service for which an institution would otherwise have to use its own employees; (2) is under the direct control of the University with respect to the use and maintenance of the education record; and (3) is subject to the same conditions on use and re-disclosure of education records that apply to other School Officials.

## 3. **Directory Information**

Directory Information means the following student information:

- Student name
- Local address and telephone number
- Campus e-mail address
- Dates of attendance at the University

- Registration status
- Graduating Class
- College or school
- Major field of study
- Awards
- Honors
- Degree(s) conferred and date(s) received
- Past and present participation in officially recognized sports and activities
- Physical characteristics (height, weight) of NCAA athletes
- Previous educational institutions attended

**4. Legitimate Education Interest**

Legitimate Education Interest means an interest that a School Official has in the protected records when the School Official is performing a task that is:

- Specified in his or her position description or contract agreement;
- Related to a student's education; or
- Related to the discipline of a student.

**5. Personally Identifiable Information**

Personally Identifiable Information includes, but is not limited to:

- The student's name
- The name of the student's parent or other family members
- The address of the student or student's family
- A personal identifier, such as the student's social security number, student number, or biometric record
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

**B. STUDENT RIGHTS UNDER FERPA**

**1. RIGHT OF INSPECTION AND REVIEW**

- Current and former students have the right to inspect and review their Education Records within 45 days of the date that the University receives a request for access.
- a. A request that identifies the Education Record(s) to be reviewed or inspected must be submitted in writing by the student to the University

Registrar, a Dean, a Chair, or other appropriate University School Official. That School Official will make arrangements for access to the records with the University Registrar and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official to whom the request was made, that School Official shall advise the student of the correct individual to whom the request should be made.

**2. Right to Request Amendment of Education Record**

The University provides a student with an opportunity to request amendment to the contents of an Education Record which he/she considers to be inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. A School Official who receives such a request will coordinate with the University Registrar and they will decide within a reasonable period of time whether corrective action consistent with the student's request will be taken. The student must be notified of the decision. If the decision is in agreement with the student's request, the appropriate record(s) must be amended. A student who is not provided full relief sought by his/her challenge must be informed by the appropriate School Official, in writing, of the decision and his/her right to a formal hearing on the matter.

**3. Right to Consent to Disclosure of Education Records**

The University will disclose information from a student's Education Records only with the written consent of the student, unless one of the following exceptions apply:

- a. Directory Information may be made available to anyone who makes a request for such information, without first notifying the student, unless a [Request for Non-Disclosure of Directory Information form](#) is completed by a student while he/she is enrolled and the [form](#) is submitted to the Office of the University Registrar.
- b. The disclosure is to authorize federal and state representatives for audit or evaluation or compliance activities.
- c. The disclosure is to School Officials that are in the process of carrying out their assigned educational or administrative responsibilities and have a Legitimate Educational Interest. The determination as to whether or not a Legitimate Educational Interest exists will be made by the University Registrar, who serves as the FERPA Officer for the University. When the FERPA Officer has any questions regarding the request, the FERPA Officer should withhold disclosure unless he or she obtains consent from the student or the concurrence of a supervisor or other appropriate official that the record may be released.
- d. The disclosure is to provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- e. The disclosure is to maintain the health or safety of the student or others on or off campus. When the University discloses personally identifiable

information under the health or safety emergency exception, the University must record the significant threat to the health or safety of a student or other individuals and the parties to whom the information was disclosed. This documentation must be done within a reasonable period of time after (but not necessarily prior to) the disclosure and must be maintained with the student's education records. This documentation should identify the underlying facts the University relied upon in determining there was a defined and significant threat.

- f. The disclosure is to officials of other institutions in which a student seeks or intends to enroll, as long as the disclosure relates solely to the purposes of the transfer, on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer.
- g. The disclosure is in connection with financial aid for which a student has applied or received, if the information is necessary for the determination of eligibility, amount and conditions of aid or to enforce the terms and condition of aid.
- h. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction, provided that individual identity of students is not made and that the disclosure is restricted to the representatives of the organization that have a legitimate interest in the information. Information may only be disclosed per a written agreement between the University and the organization conducting the study on the University's behalf that:
  - i. Identifies the purpose, scope, and duration of the study; ii.) Requires the organization to use personally identifiable information from education records only to meet the purpose of the study as noted in the agreement; iii.) Requires that the organization conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and iv.) Requires the organization to destroy or return the personally identifiable information to the University when the information is no longer need and specifies the time period in which the destruction or return must occur.
  - ii. Requires the organization to use personally identifiable information from education records only to meet the purpose of the study as noted in the agreement;
  - iii. Requires that the organization conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
  - iv. Requires the organization to destroy or return the personally identifiable information to the University when the information is no longer need and specifies the time period in which the destruction or return must occur.
- i. The disclosure is to accrediting organizations carrying out their accrediting functions.
- j. The disclosure is to comply with a judicial order or a lawfully-issued subpoena, provided that the University makes a reasonable attempt to

notify the student in advance of compliance. If a contractor receives a subpoena for a student's information, the contractor is required to provide the appropriate notice. The University is not required to notify the student if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the institution not to disclose the existence or contents of the subpoena. In addition, the University is not required to notify the student if disclosure is necessary to comply with an ex-parte court order obtained by the U.S. Attorney General or an Assistant Attorney General concerning certain criminal investigations and prosecutions.

- k. The disclosure is to a victim of an alleged crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense). The disclosure may only include the final results of the disciplinary proceeding conducted by the institution, regardless of whether the University concluded a violation was committed or not. The University may not require students who are sexual assault victims to sign confidentiality pledges to protect from further disclosure the disciplinary proceedings.
- l. The disclosure is to the parents of a student under 21 years of age who has been found responsible for a violation involving the use or possession of alcohol and/or drugs.
- m. The disclosure is related to a student registered sex offender and is information that was provided to the University pursuant to the Wetterling Act and other applicable federal guidelines. In addition, the University may make available to the campus community additional information about a student who is also a registered sex offender where the information is relevant to protecting the public.
- n. The disclosure is one where all Personally Identifiable Information has been removed. Written record of such a disclosure is not required.

In the event that a student wants to provide ongoing access to their Education Records to an individual such as a parent or family member, they must first complete a FERPA Student Authorization to Release Records form. This will allow the individual named on the [form](#) by the student to have complete or limited access to the student's Education Record until such permission is revoked by the student.

#### 4. **Right to File a Complaint**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202-5920

#### IV. **Contact Information**

In the event of questions or concerns regarding this policy or other matters pertaining to FERPA, a student can contact the Office of the University Registrar at 212.960.5400 or email at [registrar@yu.edu](mailto:registrar@yu.edu).

## **X. FINANCIAL AID**

All graduate students admitted to RIETS receive a full tuition scholarship. Students admitted to the Kollel programs may also receive a stipend and full housing cost remission for single students.

Students admitted to Kollel programs which entitle them to cash stipends and/or housing cost remission will be so informed in writing. Students who have not received letters of acceptance to the various Kollel programs should not assume that they are in a fellowship program.

The Irving I. Stone Rabbinic Internship Program provides funding for internships. You can learn more about financial aid by visiting the [office of student finance](#).

## **XI. HOUSING**

Free housing is available for all single RIETS students in any of the Kollel programs in 24 or 26 Laurel Hill Terrace or in the Strenger Hall dormitory building. The Laurel Hill apartments, adjacent to the campus, are leased for this purpose by Yeshiva University and paid for by RIETS.

Married Kollel members may apply for rental housing in the Laurel Hill apartments.

Single non-Kollel RIETS students may obtain dormitory-style housing in the Laurel Hill apartments or Strenger Hall for a \$4,750 dormitory fee, the same that is charged to undergraduates in university housing. An optional meal plan is also available.

In the last few years, a significant community of young families has evolved around the RIETS campus and has upgraded student life. RIETS is committed to enhancing services and facilities for students and couples residing in the campus area and has recently constructed an eruv around the greater Wilf Campus area.

## **XII. CAREER SERVICES**

All RIETS alumni are entitled to placement services through the Morris and Gertrude Bienenfeld Department of Jewish Career Development and Placement, which annually places dozens of chavirim in pulpits, the chaplaincy, Jewish organizational work, and positions of kiruv and educational leadership.

The Morris and Gertrude Bienenfeld Department of Jewish Career Development and Placement is one of many community services offered by [Yeshiva University Center for the Jewish Future](#).

## ***OUR TRACK RECORD***

During the 2007-08 academic year, RIETS Rabbinic Alumni secured a record number of positions for its musmakhim: 27 in the congregational rabbinate, 16 in education, 16 in outreach and kollelim, and 6 in Jewish organizations and chaplaincy.

» [View a recent placement announcement \(PDF\)](#)

## ***CONTRACTS AND MEDIATION***

The office will also negotiate contracts for all RIETS musmakhim engaged in positions in avodat hakodesh and engage in conflict resolution if necessary.

## ***CONTACT US***

Our team is here to help our fellow musmakhim in any way we can. Please do not hesitate to be in touch.

### **Rabbi Ronald Schwarzberg**

Director, Morris and Gertrude Bienenfeld  
Department of Jewish Career Development and Placement  
Yeshiva University Center for the Jewish Future  
212-960-5212  
[rschwarz@yu.edu](mailto:rschwarz@yu.edu)

## **XIII. DISABILITY SERVICES**

The mission of the Office of Disability Services is to advocate for people with disabilities and to provide equal opportunities and equal access to education, employment, programs and activities at Yeshiva University.

In achieving this, ODS collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable and appropriate accommodative measures. In efforts to ensure compliance with current legislation and eliminate attitudinal barriers against people with disabilities, ODS also provides guidance and education to the campus community.

All members and guests of Yeshiva University who have a disability need to register with the Office of Disability Services if requesting auxiliary aids, accommodations and services in order to fully participate in Yeshiva University's programs and activities. All requests are considered on a case-by-case basis and in a timely fashion.

## **XIV. INFORMATION RESOURCES & TECHNOLOGY**

**Academic Computing At Yeshiva University**

The University encourages the use of computers as a tool to enhance education. It makes leading edge computer facilities available for use by faculty and students to support teaching and learning. State-of-the-art hardware and software are installed by and receive ongoing support from the **Academic Computing** Division of Academic Services (within Information Technology Services, also known as **ITS**), which also provides on-site support for basic system usage.

It is the goal of the **Academic Computing** Division to maintain the availability of equipment in classrooms and labs at the highest levels possible in support of all students and faculty.

For more details about computing services available, see our [Faculty Guide](#) or [Student Guide](#).

### **Current Status of Academic Computing Labs:**

The Academic Computing Labs on both campuses are open for our Fall hours. Please [click here](#) for the listing.

**Note:** all facilities are open until building closures, except for BH1103, which is open 24 hours. (The latter is, of course, closed for Shabbos.)

For a summary of the latest improvements, [click here](#).

For a Quick Overview of Computing for Students on the Beren and Wilf Campuses at Yeshiva University, [click here](#).

### **Using Yeshiva's Wireless Networks**

We are pleased to announce the completion of a major expansion of the Yeshiva University wireless network! Now all Manhattan residence halls have wireless network connectivity, which *replaces* the previous wired connectivity. We will continue to expand wireless coverage in the coming months to include academic and administrative buildings on the Manhattan campuses, as well as widely-used common areas between buildings. This wireless expansion also applies to the Resnick Campus (the new YUWireless and YUGuest networks are replacing Walnut).

### **Wireless Connection Standard**

In order to equally support access for all users of the new YU Wireless systems ITS will be instituting a wireless connection standard. The standard number of connections to the YU Wireless per user is one (1). This means that a user can connect to the YU Wireless with one device at a time. A user may connect either their computer (laptop/desktop) or another device but not both at the same time. Other devices include cell phones, PDA, and gaming systems.

### **Getting Started**

- [Download System Requirements](#) - does your computer meet the minimum requirements to use YUWireless?

- [Automatically configure your Windows computer to use YUWireless.](#)
- [Manually configure your Apple computer to use YUWireless.](#)
- [Troubleshooting your connection.](#)
- [Download instructions to learn how to use Safe Connect.](#)

## Availability

### Beren Campus:

Brookdale Residence Hall  
 Schottenstein Residence Hall  
 36th Street Residence Hall  
 35th Street Residence Hall  
 251 Lexington Avenue  
 215 Lexington Bistro Cafe/12th Floor  
 Hedi Stienberg Library

### Wilf Campus:

Rubin Residence Hall  
 Morgenstern Residence Hall  
 Muss Residence Hall  
 475 West 186 Street (IHP Apartments Only)  
 Mendell Gottesman Library  
 Pollack Library  
 3rd and 5th Floors of Belfer Hall

### Resnick Campus:

YUWireless is available campus-wide with the exception of Eastchester Housing, which remains hard wired.

## Important Note

If you are **using a computer without built-in Wireless**, a USB Wireless adaptor is required. We recommend:

- [Netgear's RangeMax Dual Band Wireless-N USB Adapter](#) (approximate cost: \$75)
- [Linksys N Ultra Range Plus Wireless-N USB Network Adapter with Dual-Band](#) (approximate cost: \$79)

You can purchase these from many major resellers like Staples or Best Buy.

*Note: The above wireless adaptors are recommended for PC's only. Most consumer Mac computers including, iMacs, MacBooks, MacBook Pros, and Mac Mini's have built in Wireless cards.*

For questions or support, contact the [Academic Computing office on your campus.](#)

## **ACADEMIC COMPUTING CONTACT INFORMATION**

If you are in need of assistance with Academic Computing facilities or services:  
On the **Wilf Campus**, please contact:

Belfer Hall  
2495 Amsterdam Avenue  
BH 1315  
(212) 960-5438 (or extension 438 )

**Computer labs at Wilf and Beren Campuses are available for student use during the normal operating hours of the building in which they are located. Technical support by Academic Computing staff is available during the hours listed below. In addition, many of the computer applications provide extensive on-line help capabilities. For the Academic Computing Lab rules, [click here](#).**

### **Wilf Campus Fall Hours**

**Monday- Thursday**

**8:30 am - 12:00 am**

**Friday**

**8:30 am - 2:30 pm**

**Saturday**

**Closed**

**Sunday**

**8:30 am - 5:00 pm**

### **Use of Copyrighted Material**

Use of Copyrighted Material

Every employee of Yeshiva University must fully comply with all restrictions on the use of copyrighted material in any activity related to his or her employment, or while using University owned or furnished computer equipment and/or computer network.

This requirement applies to every type of usage of such material including publishing and reproduction by traditional means and including but not limited to the use of the Internet and the World Wide Web.

While copyrighted material may sometimes be used without permission, such circumstances are very limited.

The most common method of compliance is to request and obtain the permission of the copyright owner to use the copyrighted material.

The penalties for unauthorized use of copyrighted material ("infringement") can be substantial and may result in personal liability to the unauthorized user.

Any questions regarding the use of copyrighted material should be directed to the office of the University's General Counsel before the material is used.

### **University Wireless Access Standards**

MIS and RIT are in the process of implementing standardized wireless network access technology throughout the University. University-managed or approved wireless access is already available in some locations. Standardized wireless access allows authenticated users to associate with a wireless connection and log on anywhere within the University in a consistent manner and protects individual connections from interference from others.

Wireless access is intended to provide convenient mobile access to on- and off-campus network resources in designated areas of the University campus. Wireless access is intended as an adjunct to wired access and can not replace the speed and reliability of wired access for most network users.

The following standards will apply to all wireless access located on University premises.

1. Since wireless networking represents unique security challenges over conventional wired networking, every session on any wireless access point connected to the University network requires user and/or equipment authentication.
2. IDs and passwords, whether issued for wireless access or from an existing authentication database, are for the sole use of the individual to whom they are assigned, and may not be shared among multiple users.
3. Privately operated wireless access points installed on any ports or computers connected to the University network require explicit approval by MIS and/or RIT, or as provided for in other University policies and standards.
4. Privately operated wireless access points on University premises and not connected to the University network are permitted.

5. In the event of technical incompatibility where one access point interferes with the proper operation of another, the University's wireless network implementation takes precedence over privately operated wireless. In such cases, the owner of the privately operated wireless access point may be required to take measures to remove the interference, such as the use of a designated frequency, or cease operation.
  
6. Wireless access points connected to ports or devices protected by University Administrative firewalls must be approved by University management and installed and managed by MIS or RIT.
  
7. Wireless connections providing access to or transmission of sensitive data must be encrypted.
  - a. Sensitive data includes but is not limited to all data generated by, stored in, or accessed from administrative applications.
  
  - b. HIPAA Protected Health Information, personal identifiers such as SSN, and any other confidential information which refers to identifiable individuals are also considered to be sensitive data.
  
8. Users of University wireless connections must adhere to the provisions of the Computer Policy Handbook ("CPH"), which is available online at [http://www.yu.edu/mis/docs/CPH\\_2ND\\_ED\\_Employee.pdf](http://www.yu.edu/mis/docs/CPH_2ND_ED_Employee.pdf)