Academic Information and Policies

Regulations applicable to both Stern College for Women (SCW) and Sy Syms School of Business (SSSB) are given here; those pertaining to a particular school are found in that school's section of this catalog.

CHANGES IN REGULATIONS

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

ATTENDANCE

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

A record of the student's attendance in each class may be kept by the instructor. In performance courses (such as laboratory, public speaking, music, language, and physical education), attendance is required at all class sessions. Attendance is compulsory for students on probation and all students in classes where the instructor requires attendance.

If a student is absent from any course for any cause for more than half a semester and does not officially withdraw from the course, the student will receive a grade of G.

LATE ADMISSION TO AND WITHDRAWAL FROM COURSES

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

Semester Period	Permission needed to register late	Permission needed to drop course(s)	Notation of withdrawal on permanent record
First two weeks of semester	None*	None	Course is not listed
Next 8 weeks of semester	Not permitted	None	Course is not listed
Next two weeks	Not permitted	Dean's permission **only**	Course is listed with a "W"
Remainder of semester	Not permitted	Not permitted	

Please note:

- Only tuition, not fees, is subject to refund. The refund policy is available on the website of Office of Student Finance.-www.yu.edu/osf.
- Regulations apply to the proportional period in a summer session.
- Prior to the date when permission to drop a course is required, the student must remember to drop the course online. If a student stops attending but does not withdraw officially, a G grade is assigned by the instructor.
- If permission is granted to withdraw from a course after the allowed date without a "W", the course is listed on the permanent record with a grade of "W".
- Withdrawals that change a student's full-time status can affect other areas such as financial aid, University Housing, and visa status. Please check with the appropriate offices for guidance.

* Laboratory courses may not be added after the first week of the semester.

EXAMINATIONS

All students must take in-class examinations as scheduled. A student who misses an in-class exam during the semester due to illness or an equally compelling cause must consult with the instructor.

Final exams are administered and supervised by the Office of the Dean through the Director of Examinations. A final examination may be postponed only on account of illness or some equally compelling emergency that causes absence at the time of the examination. Under these conditions, the student must notify the Director of Examinations immediately and must subsequently submit a request for a makeup final exam, along with a physician's note, if applicable.

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

If a student arrives late at any examination and has no valid excuse for the lateness, she takes the test in the remainder of the allotted time.

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

GRADES

Students may access their grades at *www.yu.edu/myyu*.

A, A-	Excellent
B+, B, B-	Good
C+, C, C-	Fair
D+, D, D-	Poor

F	Failure
N	No credit
P	Pass

Administrative Grades

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

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

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

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

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

An SCW student who has achieved a passing grade in a course may not retake it. In exceptional cases, the dean of a school may permit a student who has received a D to retake the course provided the student has not taken a more advanced course in the subject after receiving the D. If repetition is allowed, the original grade remains on the record and counts in the cumulative GPA.

An SSSB student must achieve a C- or better in all Business Core, major and minor courses. A course may not be taken if the student has received below a C- in the prerequisite course. The student must repeat this course or an acceptable substitution. All grades remain on the record and count in the cumulative GPA.

Credits earned in the S. Daniel Abraham Israel Program are listed on the SCW B.A., or SSSB B.S., transcript as a total number of credits without a grade. Individual courses, grades, and credits taken in the S. Daniel Abraham Israel Program are listed on a separate record.

DEAN'S LIST

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

Initial determination of Dean's List eligibility for the previous academic year takes place in mid-July. Students with unresolved incomplete grades are not evaluated. If all of a student's incomplete grades are resolved by the end of September, the student will be evaluated and, if the criteria are met, placed on the Dean's List.

GRADUATION CUM LAUDE, MAGNA CUM LAUDE, SUMMA CUM LAUDE

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

DETERMINATION of VALEDICTORIAN

For SCW:

1. Individual course grades listed on the CORE record, and all grades listed on the SCW transcript including those courses taken at YU graduate schools are entered into the overall GPA. The composite HEST grades are not included in the calculation.
2. The student with the highest GPA, regardless of major, is designated SCW valedictorian provided she meets the stated minimum residency requirement (84 SCW on-campus credits and 6 semesters full-time).
3. In the event of a tie the student with the most credits taken at YU in NY and listed on the SCW transcript, counting CORE as individual courses, is designated valedictorian.
4. Courses in progress are included in counting the total number of credits.

For Rebecca Ivry Department of Jewish Studies:

1. Student must be a Jewish Studies major.

2. All Jewish Studies grades listed on the SCW transcript, including individual grades in CORE courses, are entered into the Jewish Studies GPA.

3. The student with the highest GPA is designated valedictorian provided she has completed a minimum of 50 JS credits (with Core course credits counted individually) at SCW and meets the stated minimum residency requirement (84 SCW on-campus credits and 6 semesters full-time).

4. In the event of a tie the student with the highest number of JS credits at YU in NY and listed on the SCW transcript, counting CORE as individual courses, is designated valedictorian.

5. Courses in progress are included in counting the total number of credits.

For SSSB-Beren:

Valedictorian and other academic awards are granted based on highest GPA with consideration to the following factors:

1. All grades listed on the SSSB transcript, including HEST (Core composite) are factored into the overall GPA.
2. Only students who have earned at least 75 credits on campus at the time of the decision are eligible.
3. Courses in progress are not included.

In the event of a tie, the student with the most credits taken at YU in NY and listed on the SSSB transcript is designated valedictorian.

CLASS STATUS

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

Credits Completed	Class
0	Lower Freshman
12	Upper Freshman
27	Lower Sophomore
45	Upper Sophomore
60	Lower Junior
78	Upper Junior
94	Lower Senior
111	Upper Senior

SATISFACTORY PROGRESS STANDARDS

All students must meet the standards of good academic standing and satisfactory academic progress as stated below. Students not meeting these standards are put on probation and become ineligible for New York State aid. A one-time waiver for one semester may be granted if failure is due to extraordinary circumstances.

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

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

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

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

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

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

ACADEMIC PROBATION AND DISMISSAL

Students who, in any semester, fail to achieve an average of at least 2.0 or accrue the required credits above are placed on academic probation.

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

Restrictions or conditions may be imposed upon students on probation in the following areas: programs, employment, extracurricular activities, intercollegiate athletics, and financial assistance.

Students not meeting the standards become ineligible for New York State aid, but a one-time waiver for one semester may be granted if failure is due to extraordinary circumstances.

Students whose semester or cumulative average falls below 2.0 two semesters in succession or three semesters non-consecutively, or who fail all their courses in a semester, may be dismissed from the school.

Appeals procedure:
If there are mitigating circumstances, students may appeal dismissal in writing to their school's Academic Standards Committee. The appeal must be made before the following semester begins. The committee may allow the student to continue on probation under certain conditions and restrictions. Decisions are communicated in writing to the student, the Office of the Dean, the Office of the Registrar, the Office of Student Finance, and the Office of Student Affairs.

DISCIPLINARY PROBATION AND DISMISSAL

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

ACADEMIC INTEGRITY POLICIES

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

CHEATING ON WRITTEN EXAMS

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

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

Notification Process
Any member of the Yeshiva University community may initiate a report of cheating on a written exam. The complainant should send a written report to the Associate Dean or Administrator of the school in which the student is enrolled. The Associate Dean will then submit a written copy of the charges to the student.
If the student initially admits the allegations, he/she will receive an "F" in the course in question and may request a voluntary withdrawal from the University should the student be subject to dismissal.

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

Hearing
If the student denies the allegations, the Associate Dean will convene a hearing before the Academic Integrity Committee, a three-person committee comprised of Yeshiva University faculty. The Associate Dean will notify the student in writing of the date, time, and place of the hearing. The student may bring written materials and witnesses, but no advocates or advisors (including parents and attorneys).
The Committee will consider all the facts and circumstances, may ask for further information from the relevant parties, and will determine whether the student committed an academic integrity violation. The Committee will provide a written summary of the hearing and findings along with its recommendation to the Dean of the school in which the student is enrolled.[2]

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

Appeal
Within ten days of receipt of the Dean's letter, the student may file an appeal by submitting it in writing to the Provost of Yeshiva University. No appeal will be considered if received after the ten-day deadline. The Provost will consider the merits of the appeal and will consult with the Chair of the Academic Integrity Committee. The Provost may interview the student, but will not conduct a new hearing. The standard for review will be whether the student received appropriate notice and had an opportunity to be heard (i.e.

[1] This policy applies to the following schools and programs: Stern College for Women, Sy Syms School of Business, Yeshiva College, and all Undergraduate Torah Studies Programs including the Mazer Yeshiva Program, Irving I. Stone Beit Midrash Program, Isaac Breuer College of Hebraic Studies, and James Striar School of General Jewish Studies.
[2] The Deans of the undergradute schools will cooperate as necessary in implementing this policy.

whether there was a fair hearing), and whether the school followed its procedures. The Provost may designate the Dean of one of the graduate or professional schools of Yeshiva University to hear the appeal. The student will receive notice of the decision in writing in a timely fashion, but no later than three weeks from the receipt of the appeal. This decision is final.

Records
Copies of the final decision (after appeal) will be sent to the Deans of the undergraduate schools and to the Office of the Registrar.

Readmission
Students who have been dismissed as a result of this procedure may apply for readmission after one semester of non-attendance. An application for readmission should be made directly to the Dean or Associate Dean of the school from which the student was dismissed (not to the Office of Admissions). The application should state the reasons for readmission and include a statement of steps the student has taken or changes he/she has made to merit readmission. Any readmission may require conditions of probation and/or academic or other counseling.

PLAGIARISM

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

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

   Examples include but are not limited to:
   a. Assignment is downloaded from an Internet source and/or obtained from a paper mill.
   b. Assignment is obtained from someone else (including another student).
   c. Assignment contains part or all of the writings of another person (including another student), without acknowledgment of the source.
   d. Assignment contains passages that were cut and pasted from an Internet source, without acknowledgement of the source.

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

   Students are responsible for knowing how to quote from, paraphrase, summarize, and cite sources correctly. However, when a student has attempted to acknowledge a source but has not done so fully or completely, the instructor, perhaps in

consultation with other faculty, administrators, or an academic integrity panel, may determine that the issue is Misuse of Sources or bad writing, rather than Intentional Misrepresentation.[3]

Penalties and Procedures

For Misuse of Sources

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

For Intentional Misrepresentation

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

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

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

The Committee will consider all the facts and circumstances, may ask for further information from the relevant parties, and will determine whether the student committed an act of intentional misrepresentation of the assignment. The Committee will provide a written summary of the hearing and findings along with its recommendation for an

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

appropriate penalty (see above) to the Dean of the school in which the student is enrolled.[4]

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

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

Records
Copies of the final decision (after appeal) will be sent to the Deans of the undergraduate schools and to the Office of the Registrar.

Readmission
Students who have been dismissed as a result of this procedure may apply for readmission after one semester of non-attendance. An application for readmission should be made directly to the Dean or Associate Dean of the school from which the student was dismissed (not to the Admissions Office). The application should state the reasons for readmission and include a statement of steps the student has taken or changes he/she has made to merit readmission. Any readmission may require conditions of probation and/or academic or other counseling.

Other Violations of Academic Integrity on Assignments

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

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

[4] The Deans of the undergradute schools will cooperate as necessary in implementing this policy.

Penalties and Procedures

If a student commits one of the above (or similar) violations, the faculty member will propose an appropriate penalty. If the student accepts the proposed penalty, the faculty member will notify the Associate Dean of the school in which the student is enrolled of the action taken. If the student denies the allegations or contests the penalty, the faculty member will notify the Associate Dean of the school in which the student is enrolled, who will then convene a hearing of the Academic Integrity Committee in accordance with the procedures outlined above under the section entitled "Plagiarism."

EXCEPTIONS TO ACADEMIC POLICIES

Any exception to school policies and regulations such as graduation requirements, prerequisites and final exams, must be approved in writing by the dean or the Academic Standards Committee of the school. Students should consult an Academic Advisor for other requests.

INDEPENDENT STUDY – Stern College

Under special circumstances, students may undertake academic work in a specific area not covered in the formal course offerings.

Independent study for credit may be done under the following conditions:

- The student must normally be a senior or at least a junior, but others will be considered.
- A minimum average of 2.500 is required.
- With special permission, the work may count toward the major.
- The student must work under the supervision of a faculty sponsor. For work done outside the university, an immediate supervisor, in addition to the faculty sponsor, may be required.
- Independent study may be done during the summer, with permission of the sponsor and the appropriate dean. A fee is charged.
- The student may complete no more than one independent study project per semester and no more than three altogether. Under normal circumstances, only 1 or 2 credits are permitted for an independent study project done during the school year.

The required procedure is as follows:

- During the regular registration period for the semester in which the student plans to do the work, the student must submit an Application for Independent Study Form. This form provides space for a description of the project and for the faculty sponsor to list required examinations and papers, and describe the nature of the direct supervision of the student.
- The appropriate dean considers each application and must approve it before work begins. If the project is carried on outside the university, the student must submit to the faculty sponsor, upon completion of the project, a final report accompanied by a letter of evaluation from the student's immediate supervisor.
- Independent study is listed on the student's record as "(Subject) 4901" (second term is 4902, etc.) and is graded on a P/N basis.

INDEPENDENT STUDY – Sy Syms School of Business

An *Independent Study* at SSSB is a course taken with faculty supervision for knowledge enhancement beyond the courses offered in a particular area of interest. It is an academic, research-based project which complements carefully designed programs of study.

Independent Study for credit may be done under the following conditions:

- The student must be a senior.
- A minimum cumulative average of 3.300 is required.
- An *Independent Study* may count as an elective for an SSSB major.
- Students earn three (3) credits and a letter grade for each *Independent Study which is counted as part of their semester workload.*
- Students may take no more than one *Independent Study* course per semester and no more than two courses toward their degree.
- Independent study is listed on the student's record as "(Subject) 4901" (second term is 4902, etc.).
- An *Independent Study* can be taken in the fall, spring and/or summer semesters. Per credit tuition is charged for an SSSB Independent Study done during the summer.

The required procedure is as follows:

- In advance of registration for the semester in which the student plans to do the work, the student must submit the SSSB Independent Study Application Form. This form provides space for the course overview and requirements.
- The appropriate faculty sponsor, area head, and Associate Dean for Undergraduate Programs consider each application and must approve it before work begins.

DIRECTED STUDY

Under special circumstances, students who are in need of a course listed in the catalog but not currently offered are permitted to take the course they need by directed study. Approval is granted on an individual basis as follows:

- Except under the most unusual circumstances, a student may take only one directed study course per semester.
- The student must be a senior or, with special permission, a junior, with a minimum average of 2.500.
- The student must work under the supervision of a faculty sponsor.
- Directed study may, in exceptional cases, be done during the summer. Per credit tuition is charged.

The required procedure is as follows:

- During the regular registration period for the semester in which the student plans to do the work, the student must submit an Application for Directed Study Form to the Office of the Registrar. The faculty sponsor lists required examinations and papers, and describes the nature of the direct supervision of the student.
- The appropriate dean considers each application and must approve it before work begins. At the end of the term, the instructor submits a grade to the Office of the

Registrar. The course is listed on the student's record with its regular number and title.

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

INTERNSHIPS

Students may receive internship credit for significant business or professional learning experiences that provide them with an opportunity to grow intellectually or professionally.

To receive credit for an internship, the following regulations apply:

- At the start of the semester, or summer, in which the student plans to do the work, the student must file an Internshihp Application Form. The internship must be approved by the department faculty member and/or an academic advisor before the student is registered for the internship.
- One hundred hours of internship is equivalent to 1 credit.
- A maximum of 3 internship credits may be used toward the major with department approval in SCW or toward electives in SSSB.
- The student should keep a journal of her activities.
- The student must submit a final report, journal, and evaluation from her supervisor by the end of each semester.
- Internships are listed on the student's record as "(Subject) 4741" (second term is 4742, etc.) and are graded on a P/N basis.
- Credits will be counted toward the student's course workload.
- The student may pursue internship credits during the summer.
- There is a $200 tuition charge and a registration fee for summer internships. Full-time students doing internships during the fall and spring semesters do not pay additional internship charges.

COURSES AT OUTSIDE INSTITUTIONS

To take courses at another institution, students must fill out the appropriate Request for Outside Course Form, available in the Office of the Registrar and online at *www.yu.edu/registrar*. Approval is required before the work begins. Upon conclusion of the work, the student should request the outside institution to forward an official transcript to the SCW/SSSB registrar.

The number of credits that may be earned during any summer session follows the regulations of the New York State Education Department. They are indicated on the Request Form.

Courses taken at other universities/colleges will be evaluated for transfer credit. Only courses with grades of C or higher are transferrable. Whether taken before or after

admission to Yeshiva University, such courses appear on the student's record with credit value only. Grades earned elsewhere are not entered on the records of Yeshiva University, except in specified programs. Courses taken at universities outside of the U.S., Canada and Israel, must be evaluated by WES.

STUDY ABROAD

Yeshiva University believes in the value of study abroad. Many Yeshiva University students are particularly interested in studying in Israel. Information about the S. Daniel Abraham Israel Program is available in the Office of Admissions or online at http://www.yu.edu/Israel-Program/. Students who study abroad but not in one of the university's programs must file a Leave of Absence Form and a Request for Outside Course Form, available in the Office of the Registrar or online at *www.yu.edu/registrar*.

JOINT AND COMBINED PROGRAMS

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

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

GRADUATE COURSES

Seniors not participating in a joint degree program may be permitted to take graduate courses at YU for undergraduate credit. The Undergraduate Request for Permission to take a Graduate Course Form, available in the Office of the Registrar, gives full information on obtaining approvals for such courses. Graduate credit will not be granted retroactively, even if the graduate course is not needed to fulfill requirements for the undergraduate degree.

LEAVES OF ABSENCE

Prior to the start of a semester students who intend to absent themselves from the university for a semester or two and then return must file a Leave of Absence Form. If they do not obtain such a leave, readmission may be denied.

Leaves of absence are granted for a maximum of two semesters. Students planning to attend another institution to transfer courses back to YU should file the Request for Outside Course Form prior to enrollment in the other institution.

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

WITHDRAWAL FROM THE UNIVERSITY

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

RECORDS AND TRANSCRIPTS

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

A transcript is not issued without the student's written request, except to the person(s) or agency upon whom the student is financially dependent, or as provided by law. The issuance of transcripts, and generally the release of any information about a student, is subject to the provisions of the federal Family Educational Rights and Privacy Act of 1974. Yeshiva University has adopted regulations to implement the act. A copy of these regulations is available upon written request, accompanied by a self-addressed stamped envelope, to the Office of the Registrar.

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

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. Transcripts list courses in progress without grades.

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

CHANGE OF NAME OR ADDRESS

A student who wishes to change either a first or last name on school records must file a Request for Change of Name on School Records Form in the Office of the Registrar. Students who change their home or local residences are required to notify the Office of the Registrar within 10 days on the Notification of Change of Address Form. Alternatively, students may update their addresses and phone numbers online

at *www.yu.edu/myyu*. A student is responsible for all mail sent to the old address if her address has not been updated.

DIPLOMAS

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

USE OF THE UNIVERSITY'S NAME

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

ACADEMIC TERMINOLOGY

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

- **Academic Average** A measure of the student's scholastic achievement.
- **Advanced Standing** Credit given toward a degree for academic work completed at another institution, or based on an approved examination.
- **Class Section** A course offered at a specific time. It is identified in course schedules by a letter, e.g., ART 1051, section J.
- **Co-requisite** A course that must be taken during the same semester as another course.
- **Correlate** A course required for a major that is not in the department of the major.
- **Course** A particular portion of a subject. It is identified by a course number, e.g., ART 1051.
- **Course Description** The statement in the catalog outlining the content of a particular course.
- **Course Title** A word or phrase describing the course content. For example, the course title of ART 1051 is History of Art.
- **Credit** The credit value of each course is listed after its title in the catalog. At least 45 academic hours (each 50 minutes long) of formal classroom instruction and other types of study are required to earn 1 credit. These 45 hours are divided as follows: in an undergraduate lecture recitation course, 15 academic hours in class plus 30 in outside preparation; in a laboratory course, 30 academic hours in class plus 15 in outside preparation; in observation and supervised student teaching, 36 academic hours in class plus 9 in outside preparation. Class hours include examinations. These hours are minimums and may be increased to satisfy special requirements in certain courses.
- **Curriculum** A planned group of courses (and ancillary experiences) leading to a specific degree, diploma, or certificate.
- **Department** An administrative unit of faculty members teaching one discipline (see below) or several closely related disciplines.

- **Discipline** A particular branch of knowledge, e.g., Biology or English.
- **Elective** A course that a student may choose to take, as distinguished from a required course.
- **Major** The subject a student chooses for primary emphasis.
- **Minor** A subject a student chooses for secondary emphasis.
- **Prerequisite** A preliminary requirement that must be met before a particular course may be taken.
- **Probation** The status of a student whose enrollment has been placed on a trial basis for scholastic or disciplinary reasons.
- **Registration** The process of enrolling as a student. It consists of three stages: a) completing financial arrangements b) filling out general information forms provided by the university and having them approved (new students); c).selecting courses and sections, and entering them online or having them entered in the computer by the Office of the Registrar; The student is not registered until all three stages have been completed.
- **Required Course** One required for graduation, either for all students or those in a particular area of study.
- **Residency Requirement** The requirement for a degree or diploma that specifies the minimum period of time that a student must be in attendance at the school through which the document is granted and the minimum number of credits that must be completed there The residence requirement is intended to give each student adequate contact with the school and its faculty. Residence credit is distinguished from transfer credit, i.e., credit for courses taken at another institution.
- **Seminar** A course pursued by a small group of students with a professor, with each engaged in original research or independent study and all exchanging results through reports and discussions.
- **Transcript** An unabridged copy of the student's record, certified by the Office of the Registrar.

PRIVACY

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