



## **ACADEMIC INFORMATION AND POLICIES**

### **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.riets.edu](http://www.riets.edu) 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.

### **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.)
I	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.
W	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.

### **Student Grievance Procedure**

Students who wish to appeal an academic policy or action by the administration or by an individual faculty member are directed to follow this procedure:

1. Discuss the matter with the instructor of the course or other individual involved. If a satisfactory resolution cannot be achieved in this manner, the student may, if he wishes, pursue the matter by following point 2 and 3 below.
2. Consult with the Administrator of RIETS who may, at his option, mediate a solution or appoint and refer the issue to an ad hoc committee (the "Committee") of faculty and administrators of RIETS, which may include individuals who by their experience and training can add to the work of the Committee. The Committee shall make a decision



within thirty days and convey it to the Administrator of RIETS, who will notify the student.

3. The student may appeal the decision, in writing, within ten day of notification, to the Dean of RIETS, whose determination shall be final.

### **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 following 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 form, or make such changes directly online.

A student is responsible for all mail sent to the old address if the University has not been so notified and if the student has not changed his address online.

## **DIPLOMAS**

Duplicate or revised diplomas can be secured under certain circumstances. Full information is given in the Duplicate Diploma Request form, available in the Office of the Registrar and on the Web.

**USE OF THE RIETS NAME**

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

**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 and its affiliates have 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 and its affiliates may disclose a student’s Education Records, and permits certain disclosure without the student’s written permission. Please visit the Office of the Registrar to obtain the Yeshiva University and its affiliates’ FERPA Policy Statement.