



## Academic Information and Policies

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

### CHANGES IN REGULATIONS

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

### ATTENDANCE

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

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

If a student is absent or seriously incapacitated by 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 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
Third week of semester	Faculty and Dean	None	Course is not listed
Remainder of semester	Not permitted	Dean's permission	Course is listed with a "W"



**Please note:**

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



### **Administrative Grades**

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

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

**I** grades may be given by faculty to accommodate unavoidable delays in the completion of course requirements and to allow for excused medical emergencies.

If a student misses a final exam, he must submit a request for a make-up exam in the Office of the Dean. If approved the student must take the exam by the given deadline. Any other outstanding work must be submitted to the faculty by the deadline. After the deadline, the I may default to an F, or to a grade designated by the faculty member, based on work completed.

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

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.

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

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

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



### **Appeal of Final Grade**

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

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

### **DEAN'S LIST**

Each academic year, undergraduate students who are full-time for the fall and spring





## **ACADEMIC PROBATION AND DISMISSAL**



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- 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.<sup>3</sup>

#### 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



### **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 appropriate penalty (see above) to the Dean of the school in which the student is enrolled.<sup>4</sup>

### **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



### **Other Violations of Academic Integrity on Assignments**

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

- x Assisting or attempting to assist another student in an act of academic dishonesty.
- x Providing papers, essays, research, or other work to aid another student in Intentional Misrepresentation.
- x Engaging in unauthorized cooperation with other individuals in completing assignments or examinations.
- x 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.

#### 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





- x History, particularly American, and an understanding of the political, cultural and economic factors that led to the development of our society
- x Political thought and theory, and the American political system
- x Ethical theory and theories of justice
- x Economics, especially microeconomic theory
- x Basic mathematical and financial skills, including pre-calculus mathematics and the ability to analyze financial data
- x An understanding of human behavior and the social sciences

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### **CAREER CENTER**

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

### **CREDIT-BEARING OPTIONS BEYOND REGULARLY SCHEDULED COURSES**

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

### **OUTSIDE COURSE WORK**

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

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

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





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should visit [www.yu.edu/transcript](http://www.yu.edu/transcript). The site includes information about fees, regulations, and procedures governing the issuance of official transcripts.

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

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

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

Official records of students are sent only in the form of a complete transcript. No partial





- x **Advanced Standing Credit** given toward a degree for academic work completed at another institution, or based on an approved examination.
- x **Class Section**



adequate contact with the school and its faculty. Residence credit is credit earned while matriculated at a school, and is distinguished from transfer credit, i.e., credit for courses taken at another school of the university or at another institution; it does not imply that the student must live in a university dormitory.

- x **Status** The category under which a student is enrolled, e.g., regular, transient, provisional.
- x **Transcript** An unabridged copy of the student's record, certified by the Office of the Registrar.

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

### **PRIVACY**

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