

## 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, 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.

Attendance in all classes is compulsory for students on academic probation.

### 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
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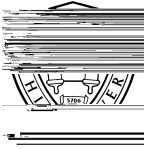
First two weeks Dean's permission

		None	Course is not recorded Remainder of semester
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	Not permitted	Dean's permission	Course is listed with a "W"
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#### 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 from a course after the allowed date, the course is listed on the permanent record with a grade of "W".
- x 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 Academic Advising for information regarding full-time status and its implications.

### **EXAMINATIONS**

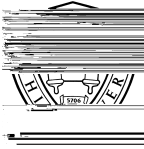
All students must take examinations as scheduled. A student who misses a class test due to illness or an equally compelling cause must consult with the instructor.

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 Office of the Dean immediately along with a physician's note if applicable. Deferrals will only be granted by the Office of the Dean. Students must take makeup examinations at the times scheduled by the Office of the Dean.

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, he is granted no extra time for the examination and may be barred from taking the examination for reasons of academic integrity.

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



W Withdrawal without penalty or prejudice  
Y Year course

**P** grades 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. All outstanding work must be submitted to the faculty by the given deadline or at the latest, by the deadline towards the beginning of the following semester as indicated on the Academic Calendar. If the work is not submitted by the deadline, the I grade will default to an F grade or to a grade designated by the faculty member based on work completed.

**W** - Withdrawal from a class after ten weeks of the term 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.

No credit is given for grades F, G, I, L, N, W or Y.

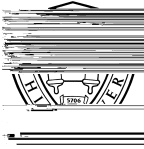
A student who has achieved a passing grade in a course may not retake it. In exceptional cases, a school's Academic Standards Committee may permit a student who has received a D to retake the course, provided that the student has not taken a more advanced course in the subject after receiving the D. 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, major, minor and in the required economics and quantitative courses. 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 it 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 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 semesters who have achieved an academic grade point average of at least 3.500 in both semesters are included on the Dean's List, which is noted 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. After this no additional students will be added to the dean's list for the previous academic year.

### **GRADUATION WITH LATIN HONORS (CUM LAUDE, MAGNA CUM LAUDE, SUMMA CUM LAUDE)**

To receive honors at graduation, students at Yeshiva College must have completed at least 94 credits in residence at the New York campus and students at Sy Syms 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.

### **CLASS STATUS**

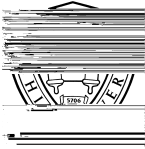
Class status is determined by the number of credits completed. See the chart below:

<b>Credits Completed</b>	<b>Class</b>
0	Lower Freshman
12	Upper Freshman
28	Lower Sophomore
45	Upper Sophomore
61	Lower Junior
78	Upper Junior
94	Lower Senior
111	Upper Senior

### **SATISFACTORY PROGRESS**

All students must meet the standards of good academic standing and satisfactory academic progress as stated below. Students not meeting these standards may become ineligible for financial aid, but a one-time waiver for one semester may be granted if failure is due to extraordinary circumstances.

Maintenance of these standards is required for certification by New York State for financial assistance under Section 145-2.2 of the Regulations of the Commissioner of

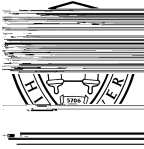


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Education and is required by federal regulations to receive aid under Title IV of the Higher Education Act.

**Academic Average:** Each school section lists its specific grade requirements. All



probation will be notified in writing of their probationary status including for which program(s) they are on probation and how that affects their future academic program.

Restrictions or conditions are imposed upon students on probation in the following areas: academic programs, extracurricular activities, intercollegiate athletics, and financial assistance, including work-study positions on campus.

Students whose semester or cumulative average falls below 2.000 or who fail to earn 12 credits two semesters in succession or three semesters non-consecutively, may be dismissed from the school without further notice.

Appeals Procedure: Students may appeal their dismissal in writing to their school's Office of the Dean. The appeal must be filed within ten days of the receipt of the notification of dismissal. The Dean may allow the student to continue on probation under certain conditions and restrictions.

All decisions pertaining to dismissal are communicated in writing to the student, the Office of the Dean, the Office of the Registrar, the Office of Student Finance, the Office of Student Affairs, and the Office of Undergraduate Torah Studies.

### **DISCIPLINARY PROBATION AND DISMISSAL**

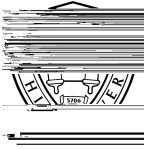
Yeshiva University expects its students to exhibit high qualities of character as well as academic ability. Every student is expected to adhere to the ideals represented by the University and to show seriousness of purpose, intellectual dedication, and respect for the views and convictions of others. A student's continued presence on the rolls of the University; the receipt of academic credits, honors, and awards; and the conferring of any degree, diploma, or certificate upon the student are entirely subject to the disciplinary powers of the University and are predicated on 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**

~~XXXXXXXXXX~~  
~~XXXXXXXXXX~~  
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~~XXXXXXXXXX~~  
~~XXXXXX~~

### **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.<sup>1</sup>

### **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.<sup>2</sup>

### **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.

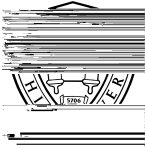
### **Appeal**

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

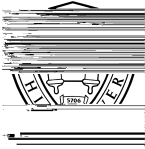
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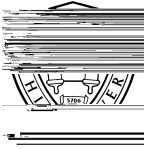
<sup>1</sup> This policy applies to the following schools and programs: Stern College for Women, Sy Syms School of Business, Yeshiva College and all Undergraduate Torah Studies Programs including the Mazer Yeshiva Program, Irving I. Stone Beit Midrash Program, Isaac Breuer College of Hebrew Studies, and James Striar School of General Jewish Studies.

<sup>2</sup> The Deans of the undergraduate schools will cooperate as necessary in implementing this policy.









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.

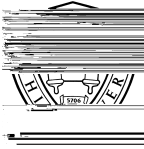
### **Records**

Copies of the final decision (after appeal) will be sent to the Deans of the 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**



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**

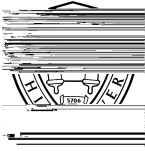
Any exceptions from Yeshiva College or Sy Syms School regulations and requirements must be approved in writing by the respective Academic Standards Committee. Requests at Yeshiva College should be sent electronically to [ycacademicstandards@yu.edu](mailto:ycacademicstandards@yu.edu). Requests at Sy Syms should be sent electronically to [symsacademicstandards@yu.edu](mailto:symsacademicstandards@yu.edu). Each committee will inform the Office of the Registrar if the exception is approved. A student should retain a copy of all approvals for his records.

### **ACADEMIC ADVISEMENT**

Academic Advisement at Yeshiva College and Sy Syms School of Business provide guidance and information to students as they complete their degrees. The advisors aim to foster intellectual growth as they help students navigate the complexities of the dual curriculum and develop academic programs to realize their full potential. For more information please visit <https://www.yu.edu/academic-advising/undergraduate-men>.

### **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



Students interested in careers in social service can consult the Dean's Office of the University's Wurzweiler School of Social Work.

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

Yeshiva College offers a variety of non-classroom, credit-bearing options, including Research, 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**

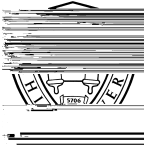
Permission from Academic Advising is required to take any courses at another institution. Students must fill out an Outside Course Permit form available at Academic Advisement. Upon conclusion of the work, the student should request the outside institution to forward an official transcript to the Office 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 in the records of Yeshiva University, except in specified programs. Courses taken at universities outside of the U.S. must be evaluated by WES.

### **ONLINE COURSE POLICY**

Summer online YU courses are accepted, while those offered by other institutions will be considered. As per the general outside course policy, students will need to fill out the Outside Course Permit form to receive approval for outside online courses. Online courses from community colleges or for-profit inurse2pTterr12 Tgover0ses are a[cour Tgoveepted, whi. B o



## **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 an Outside Course Permit form, available in the Office of the Registrar or online at [www.yu.edu/registrar](http://www.yu.edu/registrar). Students are urged to visit Academic Advising to review these options and their responsibility to the school prior to making any final decisions on study abroad.

## **JOINT AND COMBINED PROGRAMS**

Joint bachelor's-masters programs with the graduate schools of Yeshiva University exist in the fields of economics, Jewish education, Jewish studies, mathematics and social work. 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 University's Department of Rehabilitation Medicine Occupational Therapy Program, 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**

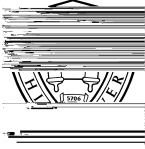
Seniors who are not in the joint degree programs may be permitted to take graduate courses for undergraduate credit. The Request to Take Graduate Course for Undergraduate Credit form, available in the Office of the Registrar, gives full information on obtaining approvals for such courses.

## **LEAVE OF ABSENCE**

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.

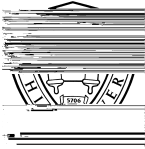
Leaves of absence are granted for a maximum of two consecutive semesters. Students on leave may not receive credit for study at another institution without prior permission. Students planning to attend another institution to transfer courses back to YU should file the Outside Course Permit form prior to enrollment in the other institution.

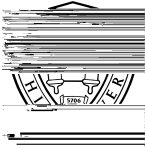
Students enrolled in combined degree programs at institutions outside Yeshiva University, and who are not registered for any courses at Yeshiva University, must file a Request for Maintenance of Matriculation form to maintain matriculation at Yeshiva University until their degree requirements are completed.



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