

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 Undergraduate Catalog. A student who is enrolled provided that no more than six years is taken to complete the program.

ATTENDANCE

At the start of the semester, each student must attend class in person to learn the specific attendance, examination, and other requirements of each course.

In addition, Yeshiva University has a government reporting requirement for students attending on an international student visa. For these students to study legally in the U.S., YU must report to the U.S. Department of Homeland Security (DHS) that they are physically present and registered full-time. YU starts taking attendance on the first day of classes.

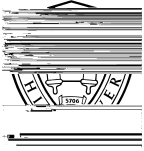
Attendance policy is determined by the instructor of each course. A student who does not meet such requirements may be dropped from a course. In performance courses (such as laboratory, music, and language), attendance is required at all class sessions. Continued unexcused absences will result in the student being dropped from the course or being awarded the grade of G (failure due to lack of attendance), which may lead to probation or academic dismissal from the college.

LATE ADMIS

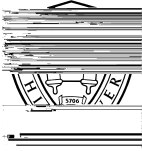
Semester

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	Dean's permission	None	Course is not listed
Next 7 weeks of semester	Not permitted	None	Course is

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before being subject to dismissal from Sy Syms. Additionally, **no more than two courses** can be repeated before being subject to dismissal from Sy Syms.

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 must appeal in writing to the Department Chair whose decision is final.

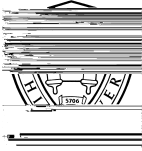
DEAN'S LIST

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.

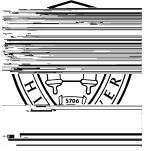
GRADUATION WITH LATIN HONORS (CUM LAUDE, MAGNA CUM LAUDE, SUMMA CUM LAUDE)

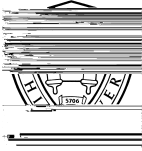
To receive honors at graduation, students must have I c á M p



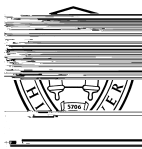
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All test booklets will be provided by the professor (unless students are explicitly allowed by the professor to use their own). Only simple ten button calculators without memory capacity and without communication capabilities will be allowed during applicable exams, unless an alternate style of calculator is explicitly approved, or directly provided, by the professor.

If laptops are explicitly permitted during an exam, no applications besides those explicitly approved (including for messaging) may be open on a student's computer (even if hidden). Proctors will monitor any laptop usage closely – before and throughout the exam.

E) Monitoring equipment

If possible, testing rooms equipped with cameras, or other monitoring equipment, should be utilized.

Exam Formats

Faculty will create new exams for their courses each semester and will be judicious in using test banks (see expectations below). For multiple-choice and short-answer exams, students sitting next to each other will receive multiple alternating versions. Non-essay exams will not be administered as take-home exams.

Faculty are encouraged to submit past exams to the library, to serve as a public resource for students.

When the use of test-bank questions is appropriate for a discipline and course, these are the expectations for their usage in exams:

- All students should be informed that the exam will include questions taken from test banks.

- The questions must be taken from multiple test banks.

- The test bank associated with the course's textbook(s) must not be used.

Make-up Final Exams

Professors will prepare a different, entirely new exam for students who have been approved for a make-up exam. Therefore, we make reasonable efforts to limit approved deferrals to cases where there is documented proof¹ of the following circumstances:

- Three exams scheduled on the same day

- Marriage, bar/bat mitzvah, or birth of immediate family member

- Death of immediate family member, including grandparents

- Jury duty

- Hospitalization

- Documented illness

¹ The documentation for a medical excused absence should be a "charge master" (a bill for

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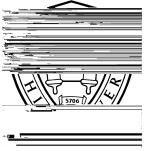
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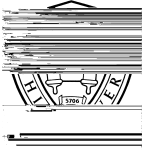
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PLAGIARISM

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:

Assignment downloaded from an Internet source and/or obtained from a paper mill.

Assignment is obtained from someone else (including another student).

Assignment contains part or all of the writings of another person (including another student), without acknowledgment of the source.

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.

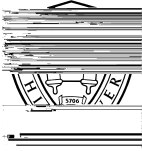
Students are responsible for knowing how to quote from, paraphrase, summarize, and cite sources correctly. However, when a student has attempted to acknowledge a source but has not done so fully or completely, the instructor, perhaps in consultation with other faculty, administrators, or an academic integrity panel, may determine that the issue is Misuse of Sources or bad writing, rather than Intentional Misrepresentation.²

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.

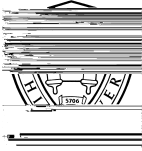
² Portions of this definition are adapted from The Council of Writing Program Administrators, "Defining and Avoiding Plagiarism: WPA Statement on Best Policies" <<http://www.wpacouncil.org/positions/index.html>>; Syracuse University, "Academic Integrity Policies and Procedures", <https://psdocs.syr.edu/sudocs/vpcai/finalizeddocs3.pdf>>; and Washington State University, "Plagiarism: What is it?" <<http://www.wsulibs.wsu.edu/plagiarism/what.html>>.



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



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

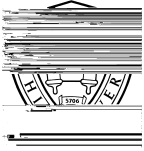
In addition to plagiarism, other examples of academic integrity violations include, but are not limited to:

- Assisting or attempting to assist another student in an act of academic dishonesty.

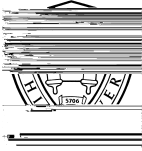
- Providing papers, essays, research, or other work to aid another student in Intentional Misrepresentation.

- 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.



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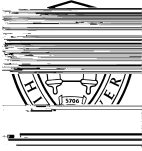


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Under regulations of the New York State Education Department, students may earn no more credit during summer sessions than is proportional to the amount of credit that may be earned for course work during the regular term at Yeshiva University, whether 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





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.

WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the university should file a Request for Withdrawal form available at www.yu.edu/registrar and consult with the Office of Student Finance regarding any charges remaining on the student's account.

RECORDS AND TRANSCRIPTS

Students may generate unofficial transcripts at no cost in the Office of the Registrar or through Banner Self-Service at <https://insidetrack.yu.edu>. 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 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.

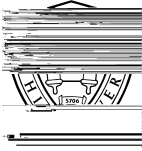
Official records of students are sent only in the form of a complete transcript. No partial records are sent, nor are records listing only courses without grades.

Students who believe there is an error in their academic record (e.g., 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 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. Alternatively, students may update their addresses and phone numbers through Banner Self-Service at <https://insidetrack.yu.edu>. A student is responsible for all mail sent to the old address if his 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

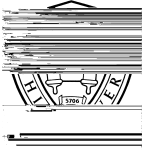
No student or student organization may use the name of the University or any of its components in print or digital/electronic media for any purpose, including identification, without written permission from the Office of Student Affairs.

ACADEMIC TERMINOLOGY

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

Academic Average A measure of the student's scholastic achievement.

Advanced Standing Credit



an unexcused absence is when a student does not attend a class nor notify the instructor about why the class was missed to receive permission for the absence.

Major The subject a student chooses for primary emphasis.

Minor A subject a student chooses for secondary emphasis.

Prerequisite A 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) filling out general information forms provided by the university and having them approved; b) completing financial arrangements; 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 full-time 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 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.

Status The category under which a student is enrolled, e.g., regular, transient, provisional.

Terminal Probation If a student is subject to suspension or dismissal for academic reasons, the Dean of the College may allow the student to remain at the school for one more semester in lieu of dismissal. The conditions are 13 credits maximum allowed and completion of at least 12 credits with GPA of 3.000 or higher. A student failing to meet these conditions will be dismissed from the College with no appeal possible.

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.

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.