



Yeshiva University  
Undergra



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
Next 7 weeks of semester	Not permitted	None	Course is not listed
Remainder of semester	Not permitted	Dean's permission only in extreme cases of medical or personal circumstances	Course is listed with a "W"

## 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 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 and must subsequently submit a request for a makeup exam, along with a physician's note if applicable. 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 Academic Integrity Policies.

## GRADES

Grades are accessible at [www.yu.edu/myyu](http://www.yu.edu/myyu).

- A, A- Excellent
- B+, B, B- Good
- C+, C, C- Fair
- D+, D, D- Poor
- F Failure
- N No credit





### 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 3.5 in each semester for Yeshiva College students or an average of 3.5 in both semesters for Sy Syms students 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, 3.50; magna cum laude, 3.70; summa cum laude, 3.85.

### 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
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 following standards of good academic standing and satisfactory academic progress.

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





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Appeals Procedure: If there are mitigating circumstances, students may appeal their dismissal in writing to t i:



#### 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 in place of a mandatory dismissal outlined below.

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 impartial 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 will be dismissed from Yeshiva University unless an appeal is filed pursuant to this policy.

#### 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 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.<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 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



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.

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#### 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.



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- 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





become involved with. In later years, intensive guidance is offered for students preparing for the Law School Admissions Test (LSAT), completing the application process, and selecting schools. All pre-law students are encouraged to take advantage of pre-law events such as on-campus visits from law school deans and panel discussions with visiting attorneys.

#### Pre-law Website

Listings of upcoming events and programs are posted on a regular basis, as well as important information for pre-law students. Please visit <http://www.yu.edu/academic-advising/undergraduate/prelaw/>

#### Wilf Pre -Law Listserve

All students considering a career in law are encouraged to join the Wilf Pre-Law listserve at <https://lists.yu.edu/mailman/listinfo/beren-wilf-prelaw>  
The list name is Beren Wilf-Prelaw.

#### Internships

Working side by side with attorneys is an excellent way of determining if a career in the law is for you. Internship possibilities are available at law firms, the Innocence Project, the American Civil Liberties Union, New York State Supreme Court, New Jersey Attorney General's Office, and other governmental agencies. The Office of Career Services should also be considered as a source for legal internships.

#### Access to Cardozo School of Law

Undergraduates who are considering law school may arrange to visit any of the first-year lectures in contracts, civil procedure, criminal law or torts at Yeshiva University's highly ranked law school. There is also an undergraduate enrichment program run at Cardozo each year where students have the opportunity to participate in small seminars with law professors and get a sense of the law school.

#### Internships

Practical legal experience is an excellent way of determining if a career in the law is right for you. Internship opportunities are available through the Yeshiva University Pre-Law Judicial Internship Program, at the District Attorneys' offices, the Innocence Project, the American Civil Liberties Union, the New York City Court System and many other governmental agencies and law firms. The Office of Pre-Law Advisement puts out an inf



arguing for or against a resolution before a panel of three judges. After the presentations, each student receives individualized critiques from the judges and prizes totaling \$2,250 per campus (\$1,000 for first place, \$750 for second place and \$500 for third place) are awarded to students on each campus. If you are unsure about your interest in the law this competition is a great way to find out.

#### Yeshiva University's Jacob Hecht Pre- Law Society

YU has a vibrant student-run Jacob Hecht Pre-Law Society on each campus. These student leaders work with the Office of Pre-Law Advisement to organize visits with law school admissions officers, pre-law speakers, panelists and law-related field trips. One highlight of the 2011-2012 Pre-Law program was a series entitled "Life as a Lawyer," featuring three panel discussions; first law students, then young professionals and finally experienced professionals spoke to our students about their experiences. This series gave our students an opportunity to meet lawyers at all stages of their careers and to get a realistic picture of the rewarding and challenging aspects of climbing the ladder to a successful career in the law.

If you are interested in learning more please feel free to contact Ms. Ariella Hellman at [ariella.hellman@yu.edu](mailto:ariella.hellman@yu.edu) or by phone at 212.960.5400 ext. 5645

**Jewish -Education:** Students interested in Jewish education can consult with the Dean's Office of the Azrieli Graduate School of Jewish Education and Administration on the Wilf Campus.

**Jewish Communal Professions:** Students contemplating professional careers in the Jewish communal service field have many resources available to them.

The University's affiliated Rabbi Isaac Elchanan Theological Seminary offers guidance in such fields as Jewish education, community organization, and youth leadership.

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

#### CAREER DEVELOPMENT CENTER

The Career Development Center provides a full range of programs and resources to all undergraduate students. The Center offers career counseling, resume and interview preparation, graduate school application assistance, online and print information and research materials, YU CareerLink online job and internship postings, career planning and job search workshops, career fairs, on-campus recruiting, and special panels and forums. The Center's goal is to assist and support students in exploring, identifying, and launching their careers, and the CDC team encourages 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.

### WAIVERS

All exemptions and 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). Sy Syms students should submit these request forms to the Office of the Dean, which will inform the Office of the Registrar if the waiver is approved. A student should retain a copy of all approvals for his records.

### OUTSIDE COURSE WORK

Permission of the Advisement Center is required to take any liberal arts courses at another institution; permission of the Dean of the Sy Syms School is required to take business courses at another institution. Students must fill out an Outside Course Permit form available in the Advisement Center.

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, 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.

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