

STUDENT PROGRAMS

All programs of study must be planned with and receive the approval of the student's adviser.

GRADES

The work of each student is graded on the following basis:

A	4.0
A-	3.667
B+	3.334
B	3.0
B-	2.667
C+	2.334
C	2.0
F	0
G	0 (course dropped without permission)
I	Incomplete
M	Missing (no grade reported by instructor)
W	Official withdrawal without penalty or prejudice

When the numerical value is multiplied by the credit value of a course, the resulting figure is known as the number of quality points.

The student's average rating is computed by dividing the number of quality points earned by the total number of credits completed, including courses failed. The average is rounded to the third decimal place. Grades achieved at other schools are not averaged in with a student's record at the Revel or the Fischel schools.

Withdrawal from a course requires the permission of the dean and the approval of the Office of the Registrar. Unless this permission is obtained, the student will receive a "G" grade. After the course has met four times, a student withdrawing from any course will receive a "W." The dates by which students may withdraw without penalty are listed in the academic calendar.

Students who receive an "I" grade have one semester and a summer to complete the required work. If the work is not received within this time frame, the "I" will be changed to an "F" (see academic calendar for date.)

ACADEMIC LOAD

A full-time student is one who carries 12 or more credits; a half-time student is one who carries 6-9 credits; and a part-time student carries 3 credits during a fall or spring semester.

Students who work or attend another school cannot be full-time students.

LEAVES OF ABSENCE

A student requesting a Leave of Absence must file a "Graduate Leave of Absence" form available in the Office of the Registrar or the Office of the Dean. A leave of absence is not granted for more than one academic year.

Leaves of absence do not extend the time limitations set for completion of degree requirements.

Students must file for leaves during the regular registration period of the semester for which the leave is desired. A student who neither registers nor secures an official leave of absence is considered as having withdrawn from the School. Such a student is required to apply for readmission.

TRANSFER OF CREDIT

Credit for work completed at another institution of higher education is not automatically granted; the dean and the Office of the Registrar must approve its acceptability and its appropriateness to the degree sought at the School.

No credit is given for any course transferred from another institution with a grade below B or a P grade, nor for any subject which is technical or commercial, or in any way not ordinarily classified as a liberal arts subject.

Students may transfer a maximum of 6 credits toward the master of arts degree and 12 credits toward the doctor of philosophy degree.

No credit is allowed for any courses completed more than 10 years before the date of application for advanced standing, whether or not the credit was earned toward a formal degree.

Students who have taken courses at other graduate institutions and wish to apply for transfer of credit must do so by filing an “Application for Transfer Credit Toward a Graduate Degree” form by the end of their first semester in attendance. Regulations and procedures are available in the Office of the Registrar.

All official actions concerning transfer of credit are taken by the registrar after all records are checked and subsequent to written approval by the dean.

Students already in attendance may take courses at other institutions or at other schools of Yeshiva University only under very special circumstances and after they have received written permission from the dean and the Office of the Registrar. Requests for such permission are to be made on the “Request for Permission for Graduate Work at Other Schools” form available from the Office of the Registrar. Such credits are counted as transfer credits and are subject to all the above regulations.

WITHDRAWAL**Withdrawal from School**

A student who withdraws from any program is required to file an “Official Withdrawal from School” form with the Office of the Registrar. *A student withdrawing from School does not expect to return to this School.* Dropping a course in which the student is registered for a given semester is processed by a “Drop/Add” form (see *Dropping/Adding a Course* below). If a student decides to return to School after withdrawing, the student will have to reapply to the School. The student ID card must be returned with the withdrawal form. A student who does not plan to take any course(s) for a semester, but wishes to maintain the School record, files a “Leave of Absence” form rather than a “Withdrawal from School.”

Dropping/Adding a Course

A “Drop/Add” form is used if the student wishes to change a course registration. Any change of program—either dropping a course, adding a course, or changing a section of a course—requires a “Drop/Add” form and payment of the Change of Program Fee. Permission of the Dean’s Office is needed to drop or add a course—or to change a section of a course—before the Office of the Registrar will process the change.

A student may withdraw from a course without academic penalty during the first quarter of each semester or summer session; the date is listed in the Academic Calendar. In a regular semester, it must be prior to the fourth meeting of the class. After that time, the grade of “W” is recorded on the student’s record. A student who withdraws from a course without receiving written permission from the Office of the Registrar will receive a grade of “G,” which is equivalent to failure and counted as an “F” in the grade point average. A student who does not attend a course but is registered for it will receive the “G” grade as well.

For information on tuition refunds, see page 28.

MAINTENANCE OF ACADEMIC STANDARDS

Students are required to maintain satisfactory standards of scholastic performance. Failure to make satisfactory progress toward degree requirements may result in the loss of financial aid, scholarships, and loans. Degree candidates must maintain a B average (3.0). If an overall 3.0 grade point average is not maintained in a given semester, the student is placed on academic probation. A student on academic probation must raise the overall grade point average to 3.0 by the end of the following semester. Failure to achieve the required 3.0 average after being placed on academic probation is grounds for dismissal by the School. A student who fails a course in any semester or who receives an excessive number of incompletes will be placed on academic probation for the following semester. If another course is failed or incompletes are again received at the end of that semester, the student may be dropped from the School. Failure in two or more courses results in automatic dismissal from the School.

POSTERS AND NOTICES

All posters and notices must be initialed by the appropriate administrative officer of the School before they are displayed on the School's various bulletin boards. Students should regularly examine these bulletin boards for official notices. The School maintains an active listing of employment opportunities.

USE OF THE UNIVERSITY'S NAME

No student or student organization may use the name of Yeshiva University or of Bernard Revel Graduate School for any purpose, including identification, without written permission from the Office of the Dean.

PRIVACY RIGHTS

Yeshiva University has adopted regulations to protect the privacy rights of its students under the Family Educational Rights and Privacy Act (FERPA) of 1974. A copy of the regulations is available on written request, accompanied by a self-addressed stamped envelope, to the Office of the Registrar.

RECORDS AND TRANSCRIPTS

In accordance with the provisions of FERPA, a transcript is not issued without the student's written request, except in a few circumstances in which the law allows or requires a transcript to be sent without the student's permission. Details are given in the University's FERPA policy statement, a copy of which may be obtained as described under *Privacy Rights*, above.

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

The fee for a transcript must be paid in advance (refer to *Tuition and Fees* section of this Catalog). A transcript is not issued for a student who has an overdue debt to the University or has failed to return all books to its libraries.

A student who wishes to change either a first or last name on School records must file a "Request for Change of Name on School Records" form in the Office of the Registrar.

A student who believes that there is an error in his or her academic record (e.g., in a grade, average, credit value, or course description) must promptly call this to the attention of the Office of the Registrar. Even if there has been a mistake on the part of the University, no request for a correction will be considered unless the student notifies the Office of the Registrar within three months.

DIPLOMAS

Duplicate or revised diplomas can be secured under certain circumstances determined by the standards accepted by American universities. Full information is available in the Office of the Registrar.

CHANGE OF ADDRESS

Students who change their home or local residences are required to notify the Office of the Registrar using "Change of Address" within 10 days. A student is responsible for all mail sent to the old address if the University has not been so notified.



GRADUATION

Commencement exercises are held each May or June at the close of the academic year. Diplomas are issued thereafter. However, degrees may be awarded on September 30, January 31, or June 30. A student applies for a degree by filing an "Application for Graduation" form by a given date during the semester prior to anticipated graduation. Final dates for filing are listed in the Academic Calendar.

Should the degree not be awarded during that term, a new application must be filed every term until the degree is awarded. Graduation fees paid initially remain valid for an additional three consecutive semesters and need not be paid again unless more than two years elapse between payment and award of degree.

TIME LIMITATIONS

A student must complete the requirements for the master's degree within five years of admission to the School.

Requirements for the doctoral degree must be completed within 10 years of beginning graduate studies. Student who go beyond this limit may be required to take additional, more current, coursework.

STUDENT RESPONSIBILITY

It is the responsibility of each student to ensure that all regulations have been observed, all fees paid, and all course requirements met, including prerequisites whenever required. The degree candidate should note

that completion of the specified number of credits does not in itself satisfy degree requirements.

ACADEMIC DISCIPLINE

A student's admission, continuance on the rolls of the School, receipt of academic credits, graduation, and the conferring of any degree, diploma, or certificate on the student are entirely subject to the disciplinary powers of the School and to the student's maintaining high standards of ethical and scholarly conduct. The School is free to dismiss the student at any time for infringement of these standards.

STUDENT INFORMATION

False or misleading statements on admission, registration, scholarship application, or other School forms, or records dealing with outside employment, attendance at other institutions, financial status, departmental or degree requirements, or any other items of student information requested by the School may result in disciplinary dismissal.

ACADEMIC INTEGRITY AND ETHICAL AND PROFESSIONAL STANDARDS IN GRADUATE STUDY

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 penalties which may include failure in the course, disciplinary dismissal, or such other penalties as are deemed proper.

Graduate study requires excellence of intellect. Graduate students are expected to show seriousness and intellectual dedication, respect for the views and convictions of others, concern for the impact of advanced knowledge on society at large, regard for instructors, fellow students, and the School as a whole and, above all, adherence to the highest ethical and moral standards in their personal and professional lives.

Maintenance of good standing while a student at the School is, in part, dependent on developing and maintaining standards of ethical and professional conduct.