

Academic Information and Policies

Regulations uniformly applicable to both Yeshiva College and the Sy Syms School of Business are given 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 university bulletin boards and/or www.yu.edu/catalog for changes. This catalog supersedes all previous catalogs and academic information and policies and is binding on all students. Consideration will be given, however, to a petition by a student for permission to continue a course of study in effect at the time the student enrolled provided that no more than the normal period 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:

If a student is absent or seriously incapacitated 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, the course will not be counted, and the student will receive a grade of W or G for the course.

Students should wait 20 minutes for an instructor if he or she is delayed in starting class.

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 or immediately preceding it. Under these conditions, the student should notify the Office of the Dean immediately and should subsequently submit a request for a make-up test, along with a physician's note if applicable. If the request is approved, the student pays a \$15 make-up fee. Makeup examinations are scheduled by the Director of Examinations and the Office of the Dean in the subsequent semester.

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 to any examination and has no valid excuse for the lateness, he takes the test in the remainder of the allotted time.

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

GRADES

Grades are accessible at www.yu.edu/myyu.

A, A-	Excellent	Administrative Grades	
B+, B, B-	Good	G	Withdrawal without permission (counted as failure)
C+, C, C-	Fair		
D+, D, D-	Poor (lowest passing grade)	I	Incomplete
F	Failure	L	Audit (no credit)
N	No credit	M	Missing
P	Pass	W	Withdrawal without penalty or prejudice
R	Repeat (to continue taking a remedial course)	Y	Yearlong (where grade is assigned only after completion of two-semester sequence)

P is used for all courses bearing less than one credit, for independent study courses, and for courses taken under the A/P/N option.

R is given in remedial courses when the student must continue in the class.

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

In Yeshiva College, deferral forms are required for final examinations only, and are available in the Dean's Office. A student seeking to defer a Yeshiva College final examination should ask a faculty member to approve by signature and then file the form with the YC Director of Examinations. In the Sy Syms School of Business, deferral forms, available in the Dean's Office, are required for all I grades. SSSB students must submit deferral forms with appropriate documentation to the Dean's Office, who will then contact the faculty member. Students must take make-up examinations at the times scheduled by the Dean's Office in the first weeks of the following term.

The completion deadline for all incomplete work is six weeks for the Sy Syms School of Business. In Yeshiva College the completion deadline is a semester and a summer after the semester the course was taken. See the academic calendar for the exact dates. After the deadline, the I defaults to an F, or to a grade designated by the faculty member, based on work completed.

W Withdrawal requires submission of a Drop/Add form to the registrar and may require written permission of the Office of the Dean. Unless proper procedures are followed, the student receives a G, equivalent to failure, in the course. See Late Admission and Withdrawal.

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 counts in the cumulative GPA. Credit is granted only once.

At the Sy Syms School, advanced courses in the major may not be taken if the student has received a D in the prerequisite course. A required course in the major in which a grade of D is received must be repeated.

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

When the numerical value is multiplied by the credit value of a course, the resulting figure is the number of quality points. The student's average is computed by dividing the number of quality points earned by the total number of credits completed with a grade of A through G. The average is rounded to the third decimal place.

Except in programs in which tuition is paid by Yeshiva University, grades achieved at other colleges and universities are not averaged in with a student's record at Yeshiva University; only credit is granted on transfer. Separate regulations govern the S. Daniel Abraham Israel Program.

Minimum Number of Credits: To maintain financial aid eligibility, each student must have accrued a minimum number of credits by the beginning of each semester of attendance, as follows:

Second	6	Seventh	60
Third	15	Eighth	75
Fourth	25	Ninth	90
Fifth	36	Tenth	105
Sixth	48	Eleventh	120

Note that credit is given only for grades A through D- and P. No credit is given for grades F, G, I, L, N, R, or W.

ACADEMIC RETENTION, PROBATION, AND DISMISSAL

Students who, in any semester, fail to achieve an average of at least 2.0 or to accrue the required credits specified above may be placed on academic probation. A student on probation at MYP, BMP, IBC, or JSS is limited to taking 13 credits within YC or SSSB and is subject to any restrictions that apply to probationary status.

Probation serves as a serious warning to students whose records are unsatisfactory and is intended to help them achieve the necessary improvement.

Restrictions or conditions may be imposed upon students on probation in the following areas: programs, employment, extracurricular activities, intercollegiate athletics, and financial assistance.

Students not meeting the standards become ineligible for New York State aid, but a one-time waiver for one semester may be granted by the appropriate academic standards committee or dean if failure is due to extraordinary circumstances.

Students whose semester or cumulative average falls below 2.0 two semesters in succession or three semesters nonconsecutively, or who fail all their courses in a semester, may be dismissed from the school without further notice.

Appeals procedure: If there are mitigating circumstances, students may appeal dismissal in writing. In Yeshiva College, this appeal should be addressed to the dean through the director of the Advising Center. In the Sy Syms School of Business, the appeal is addressed to the dean. The appeal must be made before the following semester begins. The student may be allowed to continue on probation under certain conditions and restrictions. Decisions are communicated in writing to the student.

These standards are applicable to all students. They are required for certification by New York State for financial assistance under Section 145-2.2 of the Regulations of the Commissioner of Education and are required by federal regulations to receive aid under Title IV of the Higher Education Act.

DEAN'S LIST

Each year, full-time students in Yeshiva College and the Sy Syms School (with a minimum of 12 credits for the fall semester and 12 credits for the spring semester) who have achieved an academic grade-point average of at least 3.5 are included on the Dean's List.



GRADUATION 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.

Students who have completed fewer than 94 credits at Yeshiva College or fewer than 84 at Sy Syms may file a petition for graduation honors with that school's academic standards committee.

LATE ADMISSION AND WITHDRAWAL

The following governs late admission to, and drops and withdrawals from, classes in all undergraduate schools.

Period	Permission needed to register late	Permission needed to withdraw	Notation of withdrawal on permanent record
First two weeks of semester	None	None	Course is not listed
Next two weeks of semester	Instructor and Dean	None	Course is not listed
Four weeks prior to "W date" listed in academic calendar	Not permitted	None	Course is not listed
Remainder of semester	Not permitted	Dean	Course is listed/W appears on transcript

Please note:

- Only tuition is subject to refund, not fees.
- Regulations apply to the equivalent period in a summer session or intersession.
- When a course from which a student has withdrawn is listed on the permanent record, the grade is W.
- Even when permission to withdraw is not required, the proper forms must be filed in the Office of the Registrar. If a student withdraws but does not file the proper forms, a G grade is assigned.

ACADEMIC ADVISEMENT

Yeshiva College

In the Yeshiva College Academic Advising Center, faculty advisors help students develop an academic program that will realize their full human potential while preparing them to achieve professional goals. Along with deans and faculty, advisors are able to discuss courses and majors, to interpret college regulations and requirements, and to offer appropriate direction with regard to personal problems. Each first-time student at Yeshiva College is assigned an advisor with whom he can explore curricular options and postgraduate plans. In addition, advisors oversee the progress of provisional students until they firmly establish themselves.

Sy Syms School

The Office of the Dean of the Sy Syms School of Business provides academic advisement for the Sy Syms students. The associate dean and faculty advisors review the academic requirements of each major and concentration with each student. Carefully constructed advisement and program-of-study sheets help the student in planning his academic program. Each semester, students' registrations are approved by a dean or an academic advisor. The academic records of all juniors and seniors are reviewed, and students are advised as to what requirements are needed to graduate. Students are referred to the Office of Placement and Career Services for career counseling if they are unsure of or wish to change their major.

Health Sciences

Students interested in health-related fields are encouraged to meet with the Pre-Health Sciences advisor. Students contemplating graduate study in health sciences should meet with the advisor during their first year on campus and attend all informational meetings dealing with preparedness for health professions admis-

sions, the applications process, and professional school selection (during the junior and senior years). In addition, students should make themselves aware of the specific requirements of schools where they intend to apply.

Pre-Law

Students considering graduate study in law should meet with the Pre-Law advisor during their freshman year. Intensive guidance services dealing with preparation for the Law School Admissions Test, the application process, and professional school selection are provided during the junior and senior years.

Pre-Education

Students considering professional careers in education should meet with the Pre-Education advisor by the junior year to learn about graduate teacher preparation programs and certification at the elementary or secondary level. Students interested in Jewish education will consult the Pre-Education advisor and arrange appointments with appropriate officers of the Yeshiva University Azrieli Graduate School of Jewish Education and Administration.

Jewish Service

Students contemplating professional careers in the Jewish service field have many resources available to them. The Max Stern Division of Communal Services of the University's affiliated Rabbi Isaac Elchanan Theological Seminary offers guidance in such fields as Jewish education, community organization, and youth leadership, and arranges appointments with appropriate officers of Wurzweiler School of Social Work. It counsels in the areas of the rabbinate, chaplaincy, and cantorial work, arranging meetings with the appropriate officers of Rabbi Isaac Elchanan Theological Seminary and its Philip and Sarah Belz School of Jewish Music.

PLACEMENT AND CAREER SERVICES

The Office of Placement and Career Services provides a full range of placement activities and services to all undergraduate students including on-campus recruiting, resume referral, career fairs, internships, summer jobs, job postings, business lectures, forums, and a career library. The office also offers career counseling and testing, career information and research, and educational planning, including graduate-school applications.

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 continuance on the rolls of the university; the receipt of academic credits, honors, and awards; graduation; and the conferring of any degree, diploma, or certificate upon the student are entirely subject to the disciplinary powers of the university and to the student's 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

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 appropriate penalties, which may include failure in the course or disciplinary dismissal.

CLASS STATUS

A student who has satisfactorily completed, or received credit for, one year of full-time study (see each school's regulations on Workload for definition of "full-time") and who has removed any entrance condition is classified as a sophomore. A student who has received credit for two years of full-time study is classified as a junior; and three years, as a senior. Exact credit values for the transition points are as follows:

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

WORK OUTSIDE REGULAR COURSES

Yeshiva College offers a variety of non-classroom, credit-bearing options, such as Guided Project, Guided Reading, Independent Study, Directed Study and credit-bearing Internship. For information and regulations governing these options, please see the deans, the director of the Academic Advising Center, or faculty advisors in the Academic Advising Center. Forms are available in the Yeshiva College Dean's Office.

WAIVERS

While faculty and other advisors may make recommendations for waivers and changes in graduation requirements, all exemptions and exceptions must be approved in writing by the dean and/or the academic standards committee of the school. The Request for Waiver of Prerequisite form is used to request a waiver of prerequisite, and the Standard Request form for other requests. Students should submit these forms to the Dean's Office, 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.



standards committee of the school. The Request for Waiver of Prerequisite form is used to request a waiver of prerequisite, and the Standard Request form for other requests. Students should submit these forms to the Dean's Office, 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 COURSEWORK

Permission of the dean of the school in which the student is matriculated is required in order to take any courses at another institution or another school of Yeshiva University. (Students should use the Request for Outside Course form for courses at other institutions and the Undergraduate Request for Permission to take a Graduate Course form for courses at other schools of the University). File the Leave of Absence form if planning a semester of study off-campus.

In accordance with the regulations of the New York State Education Department, for summer sessions and intersessions, whether taken at Yeshiva

University or elsewhere, students may earn no more credit than is proportional to the amount of credit that may be earned for coursework during the regular term at Yeshiva University.

Courses transferred from another institution, 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 Yeshiva College or Sy Syms transcript.

Separate regulations govern the S. Daniel Abraham Israel Program.

ADVANCED STANDING

A maximum of 32 credits may be transferred for work done in high school as follows:

Joint Programs: A maximum of four semester courses (12 credits) taken in 12th grade through joint high-school/college programs if those programs are offered on college campuses, taught by college professors, and require research in college libraries. The university's undergraduate programs do not grant transfer credit/exemptions for joint high-school programs with community colleges or for courses taken during the summer at community colleges.

No credit is awarded for Ontario Academic Courses (OACs), the Israeli Bagrut, or Psychometric Exams.

CEGEP credits not taken in the summer are considered community-college credits. They are evaluated as transfer credit.

The balance of maximum transferable high-school credits may be earned through the following standardized exams:

- **Advanced Placement Examination (AP):** AP and AP-type courses may only be taken for credit/exemption before graduation from high school. Generally, an AP score of 4 or 5 earns credit; a score of 3 earns exemption*. To earn lab credit for AP science courses, students must present lab work for University approval. A score of 5 earns credit for English composition in Yeshiva College. Neither credit nor exemption is awarded for English literature.

* For AP examinations taken after June, 2004, only a score of 5 earns credit and exemption.

- **Jerusalem Examination:** The Jerusalem Examination is in two parts: Hebrew language and Hebrew literature. Hebrew University administers the examination annually at various locations throughout the world, including many cities in the United States and Canada. Yeshiva University's policy on credit for this examination is available from the Office of the Registrar or the Office of Admissions. Students must take the Jerusalem Examination prior to graduation from high school to earn Yeshiva University credit. The Jerusalem Exam alone will not confer exemption or credit toward the Hebrew language requirement. Starting with the academic year 2004-2005, students can receive exemption and credit toward the Hebrew language requirement only if they pass at the appropriate level, both the Jerusalem Exam and a supplementary Hebrew grammar exam to be administered by the Hebrew Department of Yeshiva College.

Part I: Literature

65–74 No credit; no exemption

75–up 3 credits-HEB Elective
(does not satisfy any requirements)

Part II: Language

0–64 No credit; no exemption

65–74 Exemption – HEB 1205

Intermediate Hebrew I

75–84 3 credits – HEB 1205

Intermediate Hebrew I

85–89 3 credits – HEB 1205

Intermediate Hebrew I; exemption from

HEB 1206, Intermediate Hebrew II

90–up 6 credits – HEB 1205, Intermediate Hebrew I;

HEB 1206, Intermediate Hebrew II

Jewish History Examination: The university administers its own college-level placement examination in Jewish history at cooperating high schools each January and June. Students must take this test before graduation from high school. For tests taken after June 2004, only the grade of 5 will receive credit and exemption.

TRANSFER STUDENTS

Students who transfer to Yeshiva College after two or more years of full-time study at an accredited degree-granting college or university (not a yeshiva), will meet the residency requirement after being in residence at Yeshiva College in New York for at least four semesters and taking at least 12 credits each semester and completing at least 58 credits at Yeshiva College. All other students transferring credits must complete a minimum of 84 credits in residence at the Yeshiva University campus in New York.

All students who wish to obtain transfer credit for courses taken at other institutions must file official transcripts with the Office of the Registrar no later than two months after beginning studies at Yeshiva University or two months after completion of the courses, whichever is later.

No credit may be transferred if the course grade is below C; or if the subject is technical, vocational or not ordinarily classified as liberal arts, science, or business; or if the course is more than 10 years old. Transfer credits do not appear on a student's permanent record until the student has satisfactorily completed at least 12 credits at Yeshiva University in New York, and may be revoked, either in whole or in part, if subsequent work, either generally or in a particular subject, is not satisfactory.

The maximum credit that may be transferred from accredited, degree-granting institutions is no more than 22 per semester and 43 in a 12-month period. A maximum of 8 credits per semester, or 16 in a 12-month period, for a total of up to 32 credits, may be granted for study at an approved American non-degree-granting institution. Transfer of credit is subject to several limitations and restrictions; contact the Office of Admissions for full details.

Courses transferred from another institution, 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 Yeshiva College/Sy Syms School of Business transcript.

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 and other opportunities for study abroad is available in the Admissions Office and the Yeshiva College Academic Advising Center. Students who study abroad but not in one of Yeshiva University's programs should fill out the Request for Outside Course form to obtain approvals prior to study. If planning to be gone a semester or more, a student should file the Leave of Absence form.

JOINT AND COMBINED PROGRAMS

Joint bachelor's–master's programs exist in the fields of Jewish education, Jewish studies, social work, and accounting. 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 Yeshiva College Academic Advising Center and the Office of the Registrar.

Undergraduate students enrolled in joint degree programs with graduate schools of Yeshiva University should consult policies and procedures for those programs. Combined programs with other institutions include Bar-Ilan University School of Economics and Business Administration, Columbia University School of Engineering and Applied Science, Columbia's Department of Rehabilitation Medicine Occupational Therapy program, New York College of Podiatric Medicine, SUNY College of Optometry, and NYU College of Dentistry. Further information is available in the Offices of the Deans and the Yeshiva College Advising Center.

GRADUATE COURSES

Undergraduate students enrolled in joint-degree programs with graduate schools should consult policies and procedures for those programs. For other undergraduates, seniors may take graduate courses for graduate credit only under exceptional circumstances. Further information is available in the Yeshiva College Academic Advising Center; forms are available in the Office of the Registrar.

Seniors who are not eligible for the joint programs, or who are interested in subjects for which joint programs do not exist, may be permitted to take graduate courses for undergraduate credit. The Undergraduate Request for Permission to take a Graduate Course form, available in the Office of the Registrar or online at www.yu.edu/registrar, gives full information on obtaining approvals for such courses. Only a student who has requested and received permission to take a course for graduate credit will receive it. Graduate credit will not be granted retroactively, even if the undergraduate course is not needed to fulfill requirements for the undergraduate degree.



LEAVES OF ABSENCE

Students who intend to absent themselves from the university for a semester or more and then return at a future time must file a Leave of Absence form. If they do not obtain such a leave, readmission may be denied.

Leaves of absence are ordinarily granted for a maximum of four semesters. Students on leave will not receive credit for study at another institution without prior permission. Students must file the Request for Outside Course form prior to enrollment in another institution.

Students enrolled in Joint or Combined degree programs, who are not registered for any courses at Yeshiva University, must file a Leave of Absence form to maintain matriculation at Yeshiva University until their degree requirements are completed.

WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the university and not expecting to return should file the Application for Official Withdrawal from School form.

RECORDS AND TRANSCRIPTS

Students may generate free, unofficial transcripts in the Office of the Registrar or online at www.yu.edu/myyu. Current or former students who want official transcripts of their records should secure copies of the Request for Transcript form from the Office of the Registrar or online at www.yu.edu/registrar. The form includes information about fees, regulations, and procedures governing the issuance of official transcripts.

A transcript is not issued without the student's written request, except to the person(s) or agency upon whom the student is financially dependent, 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.

To obtain a written report of grades, students and parents may send a signed, written request to the Office of the Registrar.

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 online at www.yu.edu/myyu. 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 for any purpose, including identification, without written permission from the Office of the Dean.

ACADEMIC TERMINOLOGY

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

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

Advanced Standing: Credit given toward a degree for academic work completed at another institution, or based on an approved examination.

Class Section: A group of students taking a particular course at a specific time. It is identified in course schedules by a section number or letter, e.g., ART 1051, section 261.

Cluster: An administrative unit of faculty members teaching one discipline (see below), or several closely related disciplines.

Corequisite: A course that must be taken during the same semester as another course.

Correlate: A course required for a major that is not in the department of the major.

Course: A particular portion of a subject. It is identified by a course number, e.g., ART 1051.

Course Description: The statement in the catalog outlining the content of a course.

Course Title: A word or phrase describing the course content. For example, the course title of ART 1051 is History of Art.

Credit: The credit value of each course is listed after its title in the catalog. At least 45 academic hours (each 50 minutes long) of formal classroom instruction and other types of study are required to earn one credit. These 45 hours ordinarily are divided as follows: in an undergraduate lecture-recitation course, 15 academic hours in class plus 30 in outside preparation; in a laboratory course, 30 academic hours in class plus 15 in outside preparation. Class hours include examinations. These hours are minimums and may be increased to satisfy special requirements in certain courses.

Curriculum: A planned group of courses (and ancillary experiences) leading to a specific degree, diploma, or certificate.

Discipline: A particular branch of knowledge, e.g., biology or English.

Division: An administrative unit of faculty members teaching related disciplines. The undergraduate faculty is organized into the following divisions: Humanities, Jewish Studies, Natural Sciences and Mathematics, and Social and Behavioral Sciences. Sy Syms School of Business also functions as a division.

Elective: A course a student may choose to take, as distinguished from a required course.

Major: The subject a student chooses for primary emphasis.

Minor: A subject a student chooses for secondary emphasis.

Prerequisite: A preliminary 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.

Residence Requirement: The requirement for a degree or diploma that specifies the minimum period of time that a student must be in 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 distinguished from trans-

fer 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.

Seminar: A course pursued by a small group of students with a professor, with each engaged in original research or independent study and all exchanging results through reports and discussions.

Status: The category under which a student is enrolled, e.g., Regular, Transient.

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 Web site, 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 Web site to obtain the Yeshiva University FERPA Policy Statement.
