

# Academic Information and Policies

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Regulations uniformly applicable to both Stern College for Women 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](http://www.yu.edu/catalog) for changes. This catalog supersedes all previous catalogs and academic information and policies and is binding for 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 through illness 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 and does not officially withdraw from the course, the student will receive a grade of G.

## **EXAMINATIONS**

All students must take examinations as scheduled. A student who misses a 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 test, along with a physician's note if applicable. If the request is approved, the student pays a \$15 makeup fee.

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, she 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](http://www.yu.edu/myyu).

Students' work is graded on the following scale:

A, A-	Excellent	<b>Administrative Grades</b>	
B+, B, B-	Good	G	Withdrawal without permission (counted as failure)
C+, C, C-	Fair		
D+, D, D-	Poor	I	Incomplete
F	Failure	L	Audit (no credit)
N	No credit	M	Missing
P	Pass	W	Withdrawal without penalty or prejudice

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

I grades may be issued by faculty to accommodate unavoidable delays in the completion of course requirements and to allow for excused emergencies during final examinations. In Stern College, if the student does not complete the work by six weeks after the end of finals—mid-February for a fall course; beginning of July for a spring course—the I becomes an F. See the academic calendar for exact dates.

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, which 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.

W (withdrawal) requires filing a Change of Program form with the Office of the Registrar and, under certain circumstances, written permission of the Office of the Dean. Unless the proper procedures are followed, the student receives a G, equivalent to failure, in the course. See Late Admission and Withdrawal, which follows.

A student who has achieved a passing grade in a course may not retake it. In exceptional cases, the dean of a school may permit a student who has received a D to retake the course provided the student has not taken a more advanced course in the subject after receiving the D. 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 of Business, an advanced course in the major may not be taken if the student has received a D in the prerequisite course. The student must repeat this course.

**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	C = 2.000
A- = 3.667	C- = 1.667
B+= 3.333	D+= 1.333
B = 3.000	D = 1.000
B- = 2.667	D- = 0.667
C+= 2.333	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.



Courses, grades, and credits in the S. Daniel Abraham Israel Program are listed on a separate transcript. Block credit (without grades) for the year of study is recorded on the Stern College or Sy Syms School transcript.

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 administrative grades.

**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 above may be placed on academic probation.

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 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. In Stern College, the first semester on campus is considered probationary for students admitted with provisional status.

**Appeals procedure:** If there are mitigating circumstances, students may appeal dismissal in writing to their school's academic standards committee or dean's office. The appeal must be made before the following semester begins. The committee may allow the student to continue on probation under certain conditions and restrictions. Decisions are communicated in writing to the student, the Office of the Dean, the Office of the Registrar, the Office of Student Finance, and the Office of Student Affairs.

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.

**LATE ADMISSION AND WITHDRAWAL**

The following governs late admission to, and late withdrawal from, classes in Stern College for Women and Sy Syms School of Business.

**Stern College for Women**

Period	Permission needed to register late	Permission needed to drop courses	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

## Sy Syms School of Business

Period	Permission needed to register late	Permission needed to drop courses	Notation of withdrawal on permanent record
First two weeks of semester	Dean	None	Course is not listed
Next two weeks of semester	Not permitted	Dean	Course is not listed
Next five weeks of semester	Not permitted	Dean	Course is not listed
Remainder of semester	Not permitted	Not permitted	Course is listed

### Please note:

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

### DEAN'S LIST

Each year, full-time students at Stern College and the Sy Syms School who have achieved an academic grade-point average of at least 3.5 are included on the Dean's List. Inclusion on this list becomes part of the student's permanent record.

### GRADUATION CUM LAUDE, MAGNA CUM LAUDE, SUMMA CUM LAUDE

To receive honors at graduation, students at Stern College and Sy Syms School 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.

### ACADEMIC ADVISEMENT

#### Stern College

Academic advisors, deans, and faculty members help students develop academic programs to realize their full potential. Advisors, deans, and faculty are available to discuss courses and majors and to interpret college regulations and requirements. In addition to advising students about independent study, graduate school, fellowships, and professional options, advisors oversee the progress of students from the time they enter until graduation. Junior- and senior-year program reviews provide each student with a formal overview of remaining courses to fulfill graduation requirements.

#### Sy Syms School

The Office of the Dean of the Sy Syms School of Business provides academic advisement for Sy Syms students. The associate dean, assistant to the 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 plan her 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 on 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.

#### Pre-Health

Students interested in any health-related fields should meet with the Pre-Health Sciences advisor. Students contemplating graduate study in the health sciences are urged to meet with the advisor during their first year on campus. During the junior and senior years, they should attend all informational meetings dealing with

preparedness for health professions admissions, the application process, and professional school selection. In addition, students should visit the individual Web sites of the schools to which they will be applying for specific program requirements.

#### 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-Engineering

Students considering the Combined Plan in Engineering with Columbia University should meet with the Pre-Engineering advisor during their freshman year. The advisor guides students in planning a course of study and in choosing among the various options in engineering.

#### Shaped Major

Under special circumstances, students may design an individual major. Students meet with the Shaped Major advisor, who guides them in shaping a cohesive course of study to meet academic and professional goals. Majors such as art, and joint and combined degree programs, fall under this category.

#### Internships

Students are encouraged to pursue internships to complement their coursework. The Internship advisor suggests appropriate apprenticeships and reviews all internship applications for approval.

#### Placement and Career Services

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

#### 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 has removed any entrance condition is classified a sophomore. A student who has received credit for two years of full-time study is classified a junior; and three years, 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
60	Lower Junior
78	Upper Junior
94	Lower Senior
111	Upper Senior

## INDEPENDENT STUDY

Under special circumstances, students may undertake academic work in a specific area not covered in the formal course offerings.

Independent Study for credit may be done under the following conditions:

- The student must normally be a senior or at least a junior, but others will be considered.
- A minimum average of 2.5 is required.
- With special permission, the work may count toward the major.
- The student must work under the supervision of a faculty sponsor. For work done outside the university, an immediate supervisor, in addition to the faculty sponsor, may be required.
- Independent study may be done during the summer, with permission of the sponsor and the appropriate dean. A fee is charged.
- The student may complete no more than one independent study project per semester and no more than three altogether. Under normal circumstances, only one or two credits are permitted for an independent study project done during the school year.

The required procedure is as follows:

- During the regular registration period for the semester in which the student plans to do the work, the student must submit an Application for Independent Study form. This form provides space for a description of the project and for the recommendations of the faculty sponsor and the Office of the Registrar. The faculty sponsor lists required examinations and papers and describes the nature of the direct supervision of the student.
- The appropriate dean considers each application and must approve it before work begins.
- If the project is carried on outside the university, the student must submit to the faculty sponsor, upon completion of the project, a final report accompanied by a letter of evaluation from the student's immediate supervisor.
- Independent study is listed on the student's record as "(Subject) 4901" (second term is 4902, etc.) and is graded on a P/N basis.

## DIRECTED STUDY

Under special circumstances, students who are in need of a course listed in the catalog but not currently offered are permitted to take the course they need by directed study. Approval is granted on an individual basis as follows:

- Except under the most unusual circumstances, a student may take only one directed study course per semester.
- The student must be a senior or, with special permission, a junior, with a minimum average of 2.5.
- The student must work under the supervision of a faculty sponsor.
- Directed study may, in exceptional cases, be done during the summer. Per-credit tuition is charged.

The required procedure is as follows:

- During the regular registration period for the semester in which the student plans to do the work, the student must submit an Application for Directed Study form to the Office of the Registrar. The faculty sponsor lists required examinations and papers and describes the nature of the direct supervision of the student.
- The appropriate dean considers each application and must approve it before work begins. At the end of the term, the instructor submits a grade to the Office of the Registrar. The course is listed on the student's record with its regular number and title.

**Note:** Independent study and directed study are treated as regular courses and are counted as part of the student's regular workload. Specifically, if the project is not to be completed, the student must withdraw within regular deadlines. If the work is completed late, the student may apply for an extension and, if approved, will receive a grade of Incomplete.

## INTERNSHIPS

Students may receive internship credit for significant business or professional learning experiences that provide them with an opportunity to grow intellectually or professionally.

To receive credit for an internship, the following regulations apply:

- The student must file an Internship Application with the appropriate undergraduate school by the filing deadline listed on the form. The internship must be approved by the dean or faculty advisor before the student registers for each semester of internship.
- One hundred hours of internship is equivalent to one credit.
- A maximum of three internship credits may be used toward the major with department approval in Stern College or toward business electives in the Sy Syms School.
- The student should keep a journal of her activities.
- The student must submit a final report, journal, and evaluation from her supervisor by the end of each semester.
- The student will receive a grade of P/N.
- Credits will be counted toward the student's course workload.
- The student may pursue internship credits during the summer.
- There is a \$200 tuition charge and a registration fee for summer internships. Full-time students doing internships during the fall and spring semesters do not pay additional internship charges.

## WAIVERS

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

## COURSES AT OUTSIDE INSTITUTIONS

Permission of the dean of the school in which the student is matriculated is required to take any courses at another institution. Students must fill out a Request for Outside Courses form, available in the Registrar's office and online at [www.yu.edu/registrar](http://www.yu.edu/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 coursework during the regular term at Yeshiva University, whether the courses are taken at Yeshiva University or elsewhere. See the Request for Outside Courses form.

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 records of Yeshiva University, except in programs for which the tuition is paid through the university.

#### ADVANCED STANDING

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

**Advanced Placement Examination (AP):** In general, an AP score of 4 or 5 earns credit. To earn lab credit, students must present lab work for approval. To receive credits for English 1100, students will need to attend a workshop given by the Writing Center. Additional information is available from the Office of Admissions.

**Jerusalem Examination:** The Jerusalem Examination, prepared by the Office for Hebrew Examinations Overseas in conjunction with Hebrew University and the Jewish Agency, is administered in locations throughout the world. Students are eligible for credit only if they take both sections of the exam in their last year of high school.

A total score of 150 earns 3 credits of Hebrew 1205.

A total score of 160 earns 6 credits of Hebrew 1205-1206.

#### *The YU College Level Tests in Jewish History:*

YU has developed examinations in Jewish History that test the student's knowledge of the political, social, economic, and cultural currents in the history of the Jews from the Second Commonwealth to the Modern Era. There are three examinations: Classical, Medieval, and Modern Jewish History, any one of which may be taken for credit.

The tests are prepared and read by Yeshiva University Jewish Studies faculty and are graded on a scale of 1 (low) to 5 (high). Scores of 4 or 5 earn 3 credits for each examination in lieu of the equivalent college course. Neither credit nor exemption is granted for scores of 1, 2, or 3.

For further information about this examination (including a suggested reading list), consult with your high school guidance office or the Course Coordinator, Dr. Moshe Sokolow at 212-960-5292.

To receive credit, the Jerusalem Examination and the Jewish History Examination(s) must be taken while the student is still enrolled in high school.



#### TRANSFER STUDENTS

Applicants who have attended another college must satisfy the same requirements as applicants who come directly from high school. They must also have maintained a B average or its GPA equivalent at the institution from which they are transferring.

Students who wish to transfer credit for courses taken at other institutions may be asked for catalogs, course descriptions, or other material to supplement their official transcripts. No credit may be transferred if the course grade is below C; if the subject is technical, vocational, or not ordinarily classified as liberal arts 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.

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 records of Yeshiva University, except in programs for which the tuition is paid through the university.

#### 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 Admissions Office or online at [www.yu.edu/jip](http://www.yu.edu/jip). Students who study abroad, but not on the university's program, must file a Leave of Absence form and a Request for Outside Course form, available in the Office of the Registrar or online at [www.yu.edu/registrar](http://www.yu.edu/registrar).

#### JOINT AND COMBINED PROGRAMS

Joint bachelor's–master's programs with graduate schools of Yeshiva University 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 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's Department of Rehabilitation Medicine-Occupational Therapy Program, Johns Hopkins University School of Nursing, New York College of Podiatric Medicine, SUNY College of Optometry, NYU College of Dentistry, The Graduate Program in Physician Assistant Studies at Mercy College, Physical Therapy with New York Medical College Graduate School of Health Sciences, and the University of Medicine and Dentistry of New Jersey Physical Therapy program. Further information is available in the Offices of the Deans.

#### GRADUATE COURSES

Seniors not admitted into the joint-degree programs 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, gives full information on obtaining approvals for such courses. 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 on leave 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](http://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](http://www.yu.edu/registrar). The form includes information about fees, regulations, and procedures governing the issuance of 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. Transcripts list courses in progress without grades.

Students who believe there is an error in their academic record (e.g., in a 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 Request for 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 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](http://www.yu.edu/myyu). A student is responsible for all mail sent to the old address if her 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](http://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 letter, e.g., ART 1051, section J.

**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 particular 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 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; in observation and supervised student teaching, 36 academic hours in class plus 9 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.

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

**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 that a student may choose to take, as distinguished from a required course.

**Major:** The subject that a student chooses for primary emphasis.

**Minor:** A subject that 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) selecting courses and sections, and entering them online or having them entered in the computer by the Office of the Registrar; c) completing financial arrangements. 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 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.

**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" or "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](http://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.