WELCOME TO YESHIVA COLLEGE

Yeshiva University's undergraduate division is composed of three undergraduate schools: Yeshiva College (YC), Stern College for Women (Stern), and the Sy Syms School of Business (SSSB). SSSB has both men's and women's divisions. Classes for undergraduate men in both business and the liberal arts are held on the Wilf Campus, centered around 185th Street and Amsterdam Avenue. Classes for undergraduate women in both business and the liberal arts are held on the Beren Campus, centered around 34th Street and Lexington Avenue.

The YC Dean's office staff welcomes you to Yeshiva College and we hope you will have a pleasant experience working with us and our students. Our office is located in Furst Hall Room 101.

Deans

Karen Bacon
The Dr. Monique C. Katz
Dean of Undergraduate
Faculty of Arts and Sciences
kbacon@yu.edu
Ext. 4160

Fred Sugarman
Associate Dean for Student Affairs
Director of Wilf Campus
Academic Advising
fsugarma@yu.edu.
Ext. 4433

Shalom Holtz
Associate Dean for Academic Affairs
sholtz@yu.edu
Ext. 4434

Dean's Office Administration — Main Office Number: 646-592-4430

Samantha Hitt
Academic Administrator
Ext. 4432
samantha.hitt@yu.edu

Nicholas Pitsirikos
Office Manager
Ext. 4435
pitsirik@yu.edu

GETTING STARTED

Office, Phone, Voice Mail
After your new hire paperwork has been completed, the Dean's Office will provide you with your office room number, key, and phone extension (if applicable). Once you get settled into your office, please set up your voicemail on your office phone by dialing 092 and follow the prompts. In order to dial outside of the University, you must dial 9, 1 followed by the area code and number.

Faculty Mailboxes, Campus Post Office, Deliveries and Perishable Items
Mailboxes are located on the 5th floor of Belfer Hall and in the basement of Furst Hall. Your mailbox number and key will be provided to you by the Dean's Office.

The Production Department, located in the Basement of Belfer Hall, serves as the Campus Post Office for personal packages, purchase of stamps, etc. They accept cash and credit cards.

If you receive a package that is too large for your mailbox, the package will be placed in the package closet in Belfer or Furst Hall (depending on where your mailbox is located). You will receive an email from the Dean's

Office as well as a notice in your mailbox that you have a package awaiting you. If you have ordered perishable items such as laboratory chemicals, please stay in touch with the delivery service and alert the Dean's Office via e-mail that you are expecting such a delivery.

E-mail
After you complete all your new hire paperwork, the Dean's Office will request an email address to be set up from the Information Technology Services (ITS) Department. The username will be assigned to you and the default password is generally the first letter of your last name and the last four digits of your social security number.

To check your e-mail, visit www.owa.yu.edu. Enter your username and password in the appropriate boxes and then click "log in." Once inside, you will see a list of your incoming email messages. To read your mail, just click on the sender's name. Be sure to log out when you finish.

If you experience problems with your e-mail account, you may contact the ITS Help Desk at 212.960.5294 or by e-mail at **helpdesk@yu.edu.**

Computer Purchases
If you need to purchase a desktop computer for your office, your purchase request must be approved by Associate Dean Fred Sugarman (646-592-4430, fsugarma@yu.edu). In the request, please state whom the computer is for, and describe why it is necessary. After approval has been received, please forward the approval email to Nicholas Pitsirikos at pitsirik@yu.edu

MyYU
You will use your YU ID number to access your MyYU account. When logging in, please ensure that your personal information (address, telephone number, etc) is correct for purposes of payroll. This is also an online portal for your class rosters, classroom locations (once they are finalized by the registrar's office), a place to post your syllabus, the place to post your final grades, and to update your personal information for payroll purposes, as well.

Your MyYU ID number will be provided to you by the Dean's Office.

To access MyYU follow these instructions:
Go to yu.edu/myyu (or www.yu.edu → academics → MyYU).
Your user name is your YU ID. If the default password does not work, click on "reset pin."

When you log in for the first time you will have to select the reset pin option first (it will ask you for your ID number then email address). You must enter your YU email address (xxxxxxxx@yu.edu). You will then have to retrieve the temporary Pin number that is automatically emailed to you. Once you have that, then you will log in with the number above the temporary pin and then be prompted to create a new pin number of your own.

Select Faculty and Advisors
Select Term Selection (drop down list) – submit
Select CRN selection (drop down list) – submit

CANVAS LEARNING MANAGEMENT SYSTEM
Faculty may use CANVAS to post course syllabi, lecture notes, links to articles, PowerPoint presentations and multimedia. CANVAS contains features such as a quizzes, surveys, open and small group discussions, as well as dropboxes for assignments. If you have any questions or need assistance uploading materials, please contact Dewayne Horton at canvassupport@yu.edu or

Go to: https://yu.instructure.com

Username: YUAD\yourYUADusername (not case sensitive)

Password: YUAD password

Yeshiva University ID Card
Once your hiring paperwork is complete and your name appears on the Registrar's online course schedule, please go to the Security Office to have your picture taken for your YU ID card. The card will be printed out immediately. **The Yeshiva University ID Card must be carried at all times when you are on campus.** The Security Office is located at 521 West 185th Street, diagonally across from Furst Hall. Every Semester, the Dean's office will provide you with a sticker for the current term. This sticker must be affixed to your ID card.

Tenure Appointment, Sabbatical and Research Request Questions
Please bring any questions you may have about the above processes to the Dean Karen Bacon or Associate Dean for Academic Affairs, Shalom Holtz.
Dean Bacon - Email: kbacon@yu.edu Phone: 646-592-4160
Dean Holtz - Email: sholtz@yu.edu Phone: 646-592-4434

Resources for Research
Please bring any questions you may have about resources for research to the Dean or Associate Dean for Academic Affairs.

Teaching Students about Research
Wendy Kosakoff, our Public Services and Outreach Librarian, can help your students learn to use the library for academic research. You can submit to her a Library Instruction Request form to arrange to take your class for a lesson on using the library for research. This form can be found here: http://libguides.yu.edu/c.php?g=570811&p=3934721. Also, you can reach out directly to Ms. Kosakoff with any relevant questions at wendy.kosakoff@yu.edu.

Planning an Event
To see a list of Yeshiva College events, please visit http://www.yu.edu/yeshiva-college/calendars/. If you would like to schedule an event and have it added to the calendar, please contact Nicholas Pitsirikos at pitsirik@yu.edu.

Travel and Conference Policies
Travel Policies of Yeshiva University can be found on the website at http://www.yu.edu/procurement/travel/. Please bring any questions you may have about the travel and conference process to Office Manager Nicholas Pitsirikos. He may be reached via email pitsirik@yu.edu or phone: 646-592-4430.

Teaching Evaluations
Student evaluations of teachers are conducted once each term. You will receive an email close to the end of the semester with more specific information. Please make sure to read the notice and directions for the evaluations before giving the evaluations to your student designee. Please note, these evaluations will be shared with your department chair and the Deans, but are otherwise confidential. They are used as the basis of discussions for teaching skill evaluations, and are used for the purpose of contract renewal, tenure appointments, and promotions.

Classroom Observations
Adjuncts, full time, and tenure-track faculty will be observed in the classroom by the appropriate Department's Chair at least once during the academic year. These dates will be scheduled in advance via consultation with the faculty and department chair.

Teaching Assistants
In general, Yeshiva College does not provide teaching assistants. For large introductory science or social science courses, upper-class students who are majors are sometimes hired to assist with recitation (problem solving) sessions. Current undergraduate students ***may not*** be hired to assist with course grading.

Benefits Information
YU's Benefits Office is located on the Wilf campus in Belfer Hall Room 822. All Benefits-related paperwork is handled by this office directly. If you have not received your Benefits materials packet or if you have any benefits-related questions, contact the Benefits Office staff at 646-592-4340.

Campus Business Hours and Holiday Schedule
Business hours at the Wilf and Beren campuses are Monday to Thursday 9 a.m. to 5:30 p.m., and Friday 9 a.m. to 2:30 p.m.

The calendar for the academic year can be found on the YU website. (www.yu.edu/registrar and follow the links for the Academic Calendar). ***Please note that on certain holidays, the buildings, including science laboratories, are closed. Signs are posted well in advance in these buildings, and advance planning must be made for access to closed buildings.*** Please contact security to make special arrangements to have access to the buildings.

Parking
On-campus parking is available. To apply for a parking space, the completed "Wilf Campus Parking Lots Payroll Deduction Form" found in the Welcome Kit should be returned to the Office of Safety and Security, 521 West 185th St. The form is also available online: http://yu.edu/safety-security/parking/
For questions, please contact Security via email parking@yu.edu or phone 212-960-4200

University Directory

The online YU Directory can be found at www.yu.edu/directory. Please be aware that the information on the Directory is unfortunately not always up to date.

Dining Options
The university cafeteria "Skycaf", on the 12th floor of Belfer Hall serves breakfast and lunch. In addition, the main student dining hall, Furman Dining Hall, is located on the lower level of the Rubin Residence Hall, and serves breakfast, lunch, and dinner. Local kosher restaurants include Chop Chop on 184th and Amsterdam, across from Belfer Hall, and several establishments on the east side of Amsterdam Avenue between 186th and 187th street.

Weather Emergencies
If the University is closed because of severe weather conditions or other emergencies, the closure will be posted on the yu.edu homepage. You can also link directly to the following page to check the most recent updates on everything safety and security related at YU: http://yu.edu/safety-security/emergency/

YESHIVA COLLEGE FACULTY ORGANIZATION

Faculty Meetings, Faculty Committees, Departments and Their Chairs
The Dean calls the faculty to meet several times each term to discuss and vote on matters of importance. Meetings are announced in advance via email and an agenda is circulated. Meetings are usually held in Furst Hall, Room 535.

Standing Faculty Committees
Executive Committee
Committee on Academic Standards
Committee on Curriculum
Committee on the Jay and Jeanie Schottenstein Honors Program

Department Chairs
The faculty is organized into the following Departments (chairs are current as of June, 2019):

Department	Chair	Email Address	Ext.
Art / Music	Daniel Beliavsky	beliavsk@yu.edu	353
Biology	Sumanta Goswami	Goswami@yu.edu	130
Chemistry	Raji Viswanathan	raji@yu.edu	5214
Computer Science	Judah Diament	diament@yu.edu	5906
Economics	James Kahn	Jkahn1@yu.edu	6964
English	Rachel Mesch	rachel.mesch@gmail.com	6868
Hebrew	Sigal Shalom	sshalom@yu.edu	4436
History	Douglas Burgess	burgess@yu.edu	5484
Jewish Studies (Bible, Jewish Hist, and Jewish Phil)	Aaron Koller	koller@yu.edu	6863
Mathematics	Wenxiong Chen	wchen@yu.edu	6883

Last updated: 6/25/19

Philosophy	David Johnson	dajohnso@yu.edu	6292
Physics	Fredy Zypman	zypman@yu.edu	104
Political Science	Joseph Luders	luders@yu.edu	7849
Pre-Engineering	Ed Berliner	eberline@yu.edu	333
Psychology	Ariel Malka	amalka@yu.edu	5942
Sociology	Silke Aisenbrey	aisenbre@yu.edu	6918
International Student Program	Norma Silbermintz	silbermi@yu.edu	327

The Jay and Jeanie Schottenstein Honors Program is administered by Professor Daniel Rynhold (rynhold@yu.edu or ext. 6867).

Syllabi

Course syllabi must be submitted to one's Department Chair and copies are to be filed with the Dean's Office. Copies should be emailed to the Dean's Office (samantha.hitt@yu.edu) for our records **on or before the first day of classes.**

When preparing your syllabi, you should refer to our academic calendars making note of Undergraduate Torah Study (UTS) Midterms as well as both UTS and YC Final Exam dates.

All syllabi must include the following:
1. Attendance Policy
2. Grading Policy (including missed exam policies)
3. Collaboration/ Cheating Policies (http://yu.edu/yeshiva-college/academic-integrity)
4. Scheduling of Exams (We encourage scheduling exams upon conclusion of significant units rather than midterms to lessen the collective stress on students.)
5. Textbooks and required course materials
6. Disability Policy – **"Students with disabilities who are enrolled in this course and who will be requesting documented disability-related accommodations should make an appointment with the Office of Disability Services, (646) 592-4280, akelsen@yu.edu during the first week of class. Once you have been approved for accommodations, please submit your accommodation letter to ensure the successful implementation of those accommodations."**

Ordering Books

In order to be compliant with the Higher Education Opportunity Act (HEOA), the cost of all course materials must be made available to students in advance of course registration. Textbook information will be entered into a computerized system that will access and show the cost of each item.

Please use the link below to access the form for textbook adoptions (or any other course materials) this semester: For this and additional faculty forms please visit our site at: http://yu.edu/yeshiva-college/faculty-forms/

One form should be submitted for each course and faculty may add up to 12 books for each course. The fastest and most accurate way to access the book information is via the 13 digit- ISBN number.

** If you do not require a textbook, but have readings on E-Res/Canvas, art supplies, lab supplies or ANYTHING necessary to complete coursework, it must be added to the textbook form in the section labeled "Notes". If you do not require any materials you please specify this in the notes. All faculty must respond for all courses.

Address for Wilf Campus Libraries:
Mendel Gottesman Library of Hebraica/Judaica and Pollack Library
Yeshiva University
2520 Amsterdam Avenue - entrance on 185th Street
New York, NY 10033
Ph: 212 960 – 5382

Pollack Library
Yeshiva University
2520 Amsterdam Avenue - entrance on 185th Street
New York, NY 10033
Ph: 646-592-4045

Course Packet Copies and Supplies
Copying of large or numerous documents is done by Production Services. Should a course require copies of course packets for the beginning of the term, please coordinate this with the Dean's office. Jobs done by Productions require an index number in order to track funds. The Dean's office will provide the appropriate index number to Productions. Most copy orders are returned within 48 to 72 hours. **Please plan accordingly. Rush jobs are not available.** Faculty should charge their students for course packets (hopefully in lieu of a textbook) and return the money to the Dean's office. When possible, we recommend that source materials be made available on line through Canvas so as to avoid having students incur added expenses.

If special supplies are needed, please let the Dean's Office know at least one week in advance so an order can be placed with Staples. The Dean's Office has a ready supply of whiteboard markers, chalk, paper supplies, etc., which can be picked up from the office.

Homework Guidelines
It is expected that for most courses, there is a minimum of three hours of homework for each hour of class time.

Cancellation of Scheduled Classes
In the event that a class meeting needs to be canceled by a faculty member due to illness or other emergency, the Department Chair and the Dean's Office should be informed immediately. Arrangements must be made to make up the missed class work, either by assigning work via Angel or email, or by finding another professor *in the department* capable of covering the class. In the event that the above cannot be done, the professor must find another time to hold the class. Because Yeshiva students are on such tight schedules, it is often difficult to find a time to make up a class, even on Sundays, when they have religious studies classes. If, and only if, no other opportunity presents itself, professors may schedule a make-up class during reading week.

Student Attendance
Faculty members have wide latitude in setting the attendance policy for their own classes, since in-class participation plays different roles in different classes. Attendance policies for each course must be clearly

stated in the syllabus.

Students in good academic standing may consult with their course instructors about individual conflicts that arise from their participation in extracurricular activities. Students should recognize that their primary responsibility is to their classes. Dates for exams ought therefore to be communicated to students during the first week of class (in writing on the course syllabus). These dates should not be changed.

The procedure of consulting with individual instructors will also be followed with respect to students participating in the Center for the Jewish Future (and similar organizations, like NCSY). However, since Center for the Jewish Future events are often scheduled many months in advance, students should be informed of any denial of excused absence within one week of receipt of a request for leave. Again, please contact Dean Bacon if you learn of any abuse of the system.

In regards to athletic events, every student-athlete is provided with the following information and they must sign an 'Academic Responsibility' statement before they will be allowed to begin participating with a team:

1. Course work and athletic practice:
   a. Student-athletes are expected to attend all classes and use allowed absences judiciously. Student-athletes may NOT miss class for team practices.
   b. Student-athletes must take scheduled midterms and finals at the proper time, and all required coursework must be turned in on time.
   c. If a student-athlete's academics begin to suffer, they may be asked to take a leave from their team until they can successfully balance their course load and team obligations.

2. Course work and athletic competitions:
   a. Student-athletes must, at the beginning of the semester or when the team is selected, provide instructors with a list of all potential class conflicts with athletic competitions.
   b. With the support of the Deans of each school, faculty, in keeping with their course attendance policies, will be as cooperative as possible, so that student-athletes who are in good academic standing in their classes will be accommodated for missing classes due to athletic competitions. Faculty will be as accommodating as possible in making advance arrangements for a student's athletic competition schedules.
   c. Student-athletes are responsible to make up all missed required work.

It may be helpful to know some additional information about athletics at Yeshiva University.

- To minimize missed class time, games are scheduled on every available Sunday afternoon. Additionally, every effort is made to ensure that the schedule contains an equal number of Monday/Wednesday games as Tuesday/Thursday games.
- Athletic competition is divided into three seasons; fall, winter, and spring. The fall season begins in mid-August and concludes in mid-November. The winter season begins in mid-November and concludes at the end of February. The spring season begins in mid-January and concludes at the beginning of May.
- List of teams by season of competition:
  Fall –Soccer, Cross Country, Women's Volleyball, Tennis, Golf
  Winter – Basketball, Fencing, Wrestling
  Spring – Baseball, Men's Volleyball, Men's Tennis, Softball, Golf

Please do not hesitate to contact Joe Bednarsh if you have any questions regarding any student-athlete, his/her schedule, or any other items related to the athletics department at YU. Please use the website, www.yumacs.com, as a resource to check both team rosters and schedules should you need to verify any information. Additionally, please do not hesitate to use Joe Bednarsh's office as a resource if you believe a student-athlete is doing poorly in your class, excessively absent for reasons other than intercollegiate competition or in danger of failing your class. Joe can be reached at x015 and jbednrsh@yu.edu.

Request to Teach a New Course

If you would like to teach a course that is not currently in the Academic Course Catalogue, you must speak with your department via the Department Chair. Instructors must submit a course description, syllabus (for information to include, see the section titled "Syllabus" above), and include the reason for offering this course and the departmental goals it aims to achieve. If the Department Chair determines the course adequately suits the program's goals, the department chair will send the Curriculum Committee and the instructor an email with the course title, syllabus, and the departmental recommendation to approve this course. After receiving this email from the Department Chair, the instructor should fill out the "New Course Request Form" found at http://yu.edu/yeshiva-college/curriculum-committee/.

The Request Form will be sent directly to the Curriculum Committee, who will review the information to verify that the course meets the standards of the college (in terms of reading and writing assignments) and to ensure similar courses are not being offered by other departments. The Curriculum Committee will send its decisions and recommendations to the applying faculty member and Department Chair.

Concerns About a Student

1. Health Concerns- If a student says (or writes) something that gives you cause for concern, or demonstrates a sudden change in behavior, please convey that information or concern *immediately* to Dean Sugarman and the staff in the Counseling Center. This is often best done by telephone, since confidential matters are often best handled by conversation. Should you wish to email the above contacts, please include a phone number where you can be reached so that you can be contacted to discuss further. The Wilf Campus Counseling Center is located in Furst Hall , 520. Dr. Chaim Nissel and his staff may be reached at (646) 685-0112 or via email: counseling@yu.edu

   For more information please visit: http://yu.edu/student-life/counseling/

   If there is an emergency situation in the classroom, call 911 and then call Campus Security at 212-960-5200 to alert them. If you are calling directly from a YU line dial ext. 200.

2. Academic Concerns- If you see a student whose performance indicates that he is struggling to keep up with the coursework, please email Fred Sugarman with the name of the student and the course. This way the Learning Center can take charge of the situation as it sees fit. Be proactive in reporting such issues to the Dean; waiting can lead to serious academic, and financial, consequences for the student.

GRADES AND GRADING STANDARDS

Grades are the prerogative of the faculty member. All factors that will be considered in assigning grades must be set forth on the course syllabus and discussed on the first day of class along with academic integrity (see below for Yeshiva College policy.)

Students should be reminded that if special accommodations are required because of a learning disability or a physical disability, the professor should be informed privately well in advance of the first exam so that any necessary arrangements can be made.
Intended examination dates should be set forth on the syllabus. All faculty are required to proctor their own examinations. Please plan accordingly.
Grades must be submitted on-line within 7 calendar days of the date of the Final Examination.

Changing Grades
Once grades have been awarded, they may not be changed by anyone except the faculty member who awarded the original grade. Grades may not be changed for ANY reason except faculty error. Grades may not be changed because "extra" or "redone" work was handed in.

All Change of Grade Forms are reviewed by the Associate Dean of the College and inquiries will be made into unlikely requests. In a unique situation, it is best to call Associate Dean Sugarman at 646-592-4430 or send him an email in advance of submitting a grade. Fsugarma@yu.edu

Please note: Changing an incomplete grade requires the "INCOMPLETE GRADE FORM"

All grade changing forms can be found online through your MYYU account. Visit www.yu.edu/myyu, follow links for "Faculty and Advisors" and "Grade Forms". These forms must be completed and submitted to the Dean for review. If approved, the Dean's Office will forward the form to the Registrar for entry.

Final Exams
Final exams are scheduled at the end of each term. They are posted on the web and are managed by Dean Fred Sugarman during the weeks just before the finals period and during finals themselves. All faculty are expected to give a Final Exam in each and every Yeshiva College course. If you do not plan to administer a Final Exam, you must notify the Exam Director in writing. Students who need accommodations, including extended time, etc., should be referred to the Director of Disabilities to make the needed arrangements. Students who have submitted materials documenting their disability to the Counseling Office, and who are entitled to accommodations, are given a card to show faculty at the student's discretion. Students may ask for accommodations for none, one, some, or all exams.

Yeshiva College policy is that a student who fails to take a scheduled final exam without prior notification or acceptable medical documentation shall receive a "0" for the exam and have it averaged in to their semester grade. Please remind your students of this policy as well as the final exam's scheduled date so as to avoid mistakes.

Deferring Final Exams (Also see information on incomplete grades)
Any student who must defer a final examination must apply for deferral using the Deferral form available in the Yeshiva College Dean's Office. The form must be signed by the professor of the course and submitted to Dean Fred Sugarman. The student must take a makeup final at the beginning of the following term on the date scheduled by the Yeshiva College Dean's Office.
Faculty is required to turn in grades at the time they will be recorded. It is imperative that grades be recorded.

Standard Grades	
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667 (lowest passing grade for major requirement)

D+	1.333
D	1.000
D-	0.667 (lowest passing grade for general requirement)
F	0.000

General Education Requirements and Electives
In both Yeshiva College and Sy Syms, the lowest passing grade for general education requirements and for electives is D-. Students who receive an F in a course taken to satisfy a general education requirement must repeat the course for credit or select a different course to satisfy that requirement.

Retaking Courses after Receiving a Passing Grade
Students may retake any course. The original grade remains on the transcript and is factored into the cumulative GPA in addition to the passing grade. Credit is granted only once.

Major Requirements
In both Yeshiva College and Sy Syms, the lowest passing grade for major requirements, including advanced electives counted towards the major, is C-. Students who receive lower than a C- in a course required for the major must repeat the course for credit.

Questioning Grades
In Yeshiva College, students who wish to question a grade should speak directly with the instructor of the course. Students have the right to request an explanation of how a faculty member derived the grade in any course as well as to see their final examinations**. (It is recommended that instructors hold onto examinations for five years.)** If, after discussing it with the faculty member, a student still does not feel the grade is fair he should speak with the relevant department head, who determines whether the grade was assigned according to fair practices and according to the standards stated by the faculty member in the syllabus for the course. If the student is still dissatisfied, the department head reports his or her findings to the Dean of Yeshiva College.

Generally, petitions for grade review are adjudicated by the Academic Standards Committee only if there is an issue of egregious injustice and the student has evidence that he has been singled out for particular, unfair treatment.

In very exceptional cases where more than one student in a course questions the fairness of the grade and the faculty member and department head have not resolved the students' questions, the Dean may call on a faculty arbiter or committee to hear the students and recommend a way to resolve the students' grievances.

Administrative Grades

W	Withdrawal	**M**	Missing
G	Withdrawal Without Permission	**P**	Pass
I	Incomplete	**N**	No Credit
L	Audit	**Y**	Year-Long

Withdrawal (W)
Students who wish to withdraw from a course after the drop deadline must file the appropriate paperwork and obtain approval from the Dean.

Withdrawal Deadline
Students may file to withdraw until they have taken the final examination in the course.

Retroactive Withdrawal

Withdrawal after the term ends must be approved by the Academic Standards Committee. This is granted only for extenuating circumstances such as illness. In these cases, the student is ordinarily required to withdraw from all the courses in which he was enrolled. Retroactive withdrawals are generally not offered on a course-by-course basis.

Withdrawal without Permission (G)
Students who wish to withdraw from a course after the drop deadline must file the appropriate paperwork and obtain approval from the Dean. The grade of G is administered by the Registrar to students who have attended the first few classes but for whom there are no test grades. This grade is equivalent to an F and is factored into the GPA as a zero. The grade of G can be expunged from the record if the student can present documentation indicating that he filed the proper paperwork or documentation from the teacher of the course stating that he did not attend the course. Alternatively, if the student simply neglected to drop the course in question, the Dean may change the G to a W. In this case, the student should fill out a General Request form together with a letter from the instructor stating that the student never attended class.

Incomplete (I)
The grade of I is given when assignments and/or tests remain unfinished at the end of the term, and only when the student has a legitimate reason for not handing in the required work on time. Students should be aware that Incompletes can alter their full-time status and jeopardize state and/or federal financial aid. To maintain full-time status, students must show grades in at least 12 credits per semester. ***Students should not take an Incomplete if it means they will show fewer than 12 credits of graded work on their transcripts in any given semester. Incomplete grades lapse to grades of "F" if they are not completed within the first three weeks of the following semester*** (unless there is a compelling need for an extension).

Students may request Incompletes to accommodate unavoidable delays in the completion of course requirements. Incompletes will not be granted to accommodate vacation or travel plans that conflict with the final examination schedule. Students are also not allowed to take Incompletes for finals in order to take summer session courses beginning before the final examination period has concluded.

To be eligible for an incomplete, a student must be passing the course at that time, must have a reasonable chance of earning a passing grade when the missing work is turned in, and must have a ***serious and compelling*** reason for requesting the incomplete. All questions of illness must be verified by a physician in writing on letterhead and any personal crises to be considered should be verified by the staff in our Counseling Center. Requests for incompletes to meet social obligations or travel requirements are not legitimate reasons for granting such a grade.

If a faculty member grants an "Incomplete" request, he/she must fill out an Incomplete Grade Form. The form can be found through the MyYU faculty section (under grade forms). The form must be submitted to the Registrar's office. **When a faculty member grants a student's request for an Incomplete, he/she must also document and submit in writing the work that was missed, and the date the work is due.**

Audit (L)
In Yeshiva College, students who have a cumulative GPA of 3.0 or better are allowed to audit any single lecture course (not lab studio or performance) each term with the instructor's permission. The amount of work and/or participation in the class is at the discretion of the instructor, but no special form or permission other than regular enrollment is required. The letter **L** appears in place of the grade he would normally earn if he took the course for a grade.

Missing (M)
The grade of M indicates non-attendance. It is usually entered by the Registrar if a student never appeared in class.

Pass (P)/No Credit (N) and the A/P/N Option
The grades of P and N are both standard and administrative grades.

The grade of P has no impact on the GPA, but is awarded credit. The grade of P cannot be used to fulfill general education or major requirements. The grade of N has no impact on the GPA, but is recorded on the transcript and may be considered a failing grade by professional or graduate programs.

Year-Long (Y)
Certain courses are designed to span the entire academic year. The grade of Y is given in the first semester of the sequence to acknowledge that the coursework is legitimately extended to the following term. This way, the student does not come under the Incomplete deadline unless he does not finish the course after two terms and a summer, instead of after the usual semester and a summer.

Dropping an Individual Course
The deadline for dropping a course each term is specified by the Registrar in the official academic calendar. A dropped course is removed from the transcript completely. After the deadline, students may withdraw with the notation of a W on their transcripts as long as the term has not ended and they have not taken the final examination in the course.

- Dropping requires a formal action on the part of the student. The Registrar cannot administratively drop students.
- Simple absenteeism results in the administrative grade of G (which counts as an F) or M (which does not affect the GPA, but nevertheless appears on the transcript).

Dropping All Courses in a Term
In exceptional circumstances, students have been allowed to drop all the courses for a particular term from their record. Students who believe that they have severe medical conditions or disabilities that warrant this consideration should submit proper documentation from doctors and/or evaluators to the Counseling Center, which will consult with the Academic Standards Committee. Students who drop all the courses in a term should file a Leave of Absence form. This will save them the trouble of having to reapply should they wish to return. Students who do not file a Leave of Absence form may reapply through a simplified readmission form available in the Office of Admissions.

Deadlines and Makeups
Deadlines are governed by the rules of the college in which the course is offered, not by the college in which the student is registered. For example, a Sy Syms student taking a course in Yeshiva College would follow the rules of Yeshiva College.

For both Yeshiva College and Sy Syms, final examinations must be made up in the semester immediately following the semester in which the course was taken. Makeup finals are scheduled in the first weeks of the term by the Yeshiva College Dean's Office over two days in order to accommodate classes. (For the schedule of summer final makeups, contact the Yeshiva College Dean's Office.)

ACADEMIC CONDUCT AND ACADEMIC INTEGRITY

www.yu.edu/yeshivacollege/academic-integrity.aspx

Cheating on Written Exams
The cornerstone of our mission at Yeshiva University is to provide students with an education consistent with the values and ideals of traditional religious learning combined with contemporary academic secular study. As such, academic dishonesty violates the fundamental principles upon which our institution is founded. Cheating is an affront on academic integrity and ethics. Any instance of dishonesty cheapens not only the work of the perpetrator, but the work of innocent classmates and the institution in which the offense

was committed. Accordingly, students who act in a dishonest manner by cheating on written exams are subject to penalty under the following procedures:[1]

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. 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.[2]

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 may be dismissed from Yeshiva University.

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 Admissions Office). The application should state the reasons for readmission and include a statement of steps the student has taken or changes he/she has made to merit readmission. Any readmission may require conditions of probation and/or academic or other counseling.

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[1] This policy applies to the following schools and programs: Yeshiva College, Stern College for Women, Sy Syms School of Business, all Undergraduate Jewish Studies Programs including the Mazer Yeshiva Program, Irving I. Stone Beit Midrash Program, Isaac Breuer College of Hebraic Studies, and Mechina Program: James Striar School.

[2] The Deans of the respective schools will cooperate as necessary in implementing this policy.
Last updated: 6/25/19

Plagiarism

Definition

In defining plagiarism, this policy distinguishes between **Intentional Misrepresentation** and **Misuse of Sources**. There are to clear extremes, but his 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 (indulging another student).
   C. Assignment contains part or all of the writing of another person (including another student), without acknowledgement 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 issues is Misuse of Sources or bad writing, rather than Intentional Misrepresentation.[3]

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 from the University, suspension, failure in the course, failure of the assignment, lowering of the grade in the assignment, or a notation in the student's personal file.

Students are not permitted to drop the course during or after the pendency of proceedings under this policy.

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

Hearing
If the student denies the allegations or contests the penalty proposed by the Associate Dean, the Associate Dean will convene a hearing before the Academic Integrity Committee, a specially convened 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 act of intentional misrepresentation of the assignment. The Committee will provide a written summary of the hearing and findings along with its recommendation for an appropriate penalty (see above) to the Dean of the school in which the student is enrolled.[4]

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 the 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 Admissions Office). The application should state the reasons for readmission and include a statement of steps the student has taken or changes he/she has made to merit readmission. Any readmission may require conditions or probation and/or academic or other counseling.

Other Violations of Academic Integrity on Assignments
In addition to plagiarism, other examples of academic integrity violations include, but are not limited to:

- Assisting or attempting to assist another student in an act of academic dishonesty.
- Providing papers, essays, research or other works to aid in another student in Intentional Misrepresentation.
- Engaging in unauthorized cooperation with other individuals in completing assignments or examinations.
- Submitting the same assignment, in part or whole, in more than one course, whether at YU or another institution, without prior written approval from both faculty members.

[4] The Deans of the respective schools will cooperate as necessary in implementing this policy.

Penalties and Procedures
If a student commits one of the above (or similar) violations, the faculty member will propose an appropriate penalty. If the student accepts the proposed penalty, the faculty member will notify the Associate Dean of the school in which the student is enrolled of the action taken. If the student denies the allegations or contests the penalty, the faculty member will notify the Associate Dean of the school in which the student is enrolled, who will then convene a hearing of the Academic Integrity Committee in accordance with the procedures outlined above or under the section entitled "Plagiarism."

ACADEMIC SUPPORT SERVICES

Wilf Campus Advising Center:

Students have several resources to help them plan their academic schedule while at YC depending upon their needs.

Students in their first year and beyond can seek the advice of Dr. Fredric Sugarman, Director of the Wilf Campus Academic Advising Center, and Academic Advising Staff. www.yu.edu/academic-advising

Pre-health, Pre-law and Pre-engineering students will get the much needed advice from our pre-profession advising team, comprised of Lolita Wood-Hill (pre-health, pre-law) and Ed Berliner (pre-engineering). Appointments to meet with the pre-professional advisors can be made by contacting the advising office (212-960-5276) or signing up for an appointment through the academic advising website.

If they have declared a major, students in their second year and beyond should meet with the faculty advisors in their major and obtain field specific advice regarding course selection, graduate programs, internships, and career options.

The Wilf Campus Advising Center, located in Furst Hall 101, maintains a library of materials on career choices, graduate and professional school choices, essay writing samples and other materials.

Resources:

Wilf Campus Advising Center:
See website for all advisors' contact information:
www.yu.edu/academic-advising/undergraduate-men/advisers

Scholarships/Fellowships (Truman, Rhodes, Goldwater, Marshall, etc):
Belfer Hall 1406 Ext. 6969
Norman Adler
adler@yu.edu

Furst Hall 107B Ext. 5720
Dassy Chelst
dina.chelst@yu.edu

The Wilf Campus Writing Center:
Furst Hall 202 Ext. 290
Lauren Fitzgerald
fitzger@yu.edu

Career Development Center:
Rebecca Weiler
rweiler@yu.edu

Disability Services:
Furst Hall, 412
646-592-4285
Abby Kelsen
akelsen@yu.edu

Learning Specialist:
Furst Hall 4th Floor
646-592-4285
Carolyn Rubin
Crubin1@yu.edu
academicsupport@wilf.yu.edu

Wilf Campus Student Health Center / The Counseling Center:
Furst Hall, 520
646-592-4200

University Dean of Students
Dr. Chaim Nissel
917-923-5319
drnissel@yu.edu

YESHIVA COLLEGE LIBERAL ARTS PROGRAM

Majors and Minors
Students must pursue a major and may pursue multiple majors or a minor in the following liberal arts areas:

American Studies (minor only)
Art (minor only)
Biology
Business (minor only for YC students)
Chemistry
Economics
English
French (minor only)
Hebrew
History
Humanities (minor for SSSB only)
Jewish Studies
Languages, Literatures and Cultures (minor only)
Mathematics and Computer Science
Music
Philosophy
Physics
Political Science
Pre-Engineering (joint program only)
Psychology
Social Sciences (minor for SSSB only)
Sociology
Spanish (minor only)

Pre-Professional Programs (not majors)
Pre-Dental
Pre-Medical (includes all health professions)
Pre-Law

The Honors Program
The Honors Program accepts a limited number of extremely well qualified students who are eligible to take Honors Courses. Faculty who wish to teach in the Honors Program should speak to both the chair of their department and the Director of the Honors Program to discuss the possibility.

Core Curriculum
The foundation for a good education includes exposure to a full range of basic fields of study. These goals are achieved through the interdisciplinary courses of our Core Curriculum, which offers classes in eight different categories. The categories include First Year Writing (FYWR), First Year Seminar (FYSM), Cultures Over Time (CUOT), Contemporary World Cultures (COWC), Interpreting the Creative (INTC), Human Behavior and Social Institutions (HBSI), Experimental and Quantitative Methods (EXQM), and The Natural World (NAWO). All students also pursue, either in the college or in one of the Jewish Studies programs, a series of courses in Bible, Jewish history, and the Hebrew language.

Senior Exit Requirements
In addition to the Core, each student must either take a comprehensive exit examination in his major (Major Field Achievement Test, MFAT) or complete a capstone experience. Students with more than one major must complete the graduation requirement for every major they want shown on their transcripts. Exit examinations are scheduled by the Yeshiva College Dean's Office four times each academic year (twice in fall and twice in spring). The GRE Subject Test, and the Actuarial Examination (for Mathematics) could substitute for the MFAT. In special circumstances, students may be permitted to take a departmental exam to fulfill their exit requirement.

JEWISH STUDIES AT THE WILF CAMPUS

Undergraduate Torah Studies (Morning Programs)

The singularity of the Yeshiva University education derives from its dual curriculum. Torah instruction and study provides a spiritual, moral and ethical foundation for education in the liberal arts, sciences and business. Thus, in addition to the study of academic Jewish Studies at Yeshiva College, all college undergraduates must be enrolled in a morning Torah Studies program, which meets in the morning and early afternoon. Classes are held on Sundays through Thursdays.

Yeshiva University offers preeminent programs in Torah Studies for undergraduate students of every background and at every level of experience and expertise. Students at Yeshiva College select from four distinct Jewish Studies options: The Mazer Yeshiva Program (MYP), The Stone Beit Midrash Program (BMP), The Isaac Breuer College (IBC), and the James Striar School of Jewish Studies (JSS/Mechinah). Their course offerings are designed to deepen students' ethical religious and philosophical insights They afford exposure to the beauty of Torah study, the depth of Jewish legal traditions and the appreciation of religious practices. For more detailed information, see www.yu.edu/academics/torah-studies/men or email Rabbi Yosef Kalinsky at uts@yu.edu

SPECIAL REGISTRATION ISSUES

Closed Courses and Overtallies
Every course has a cap on the number of students who may enroll in it, set by the faculty of the various disciplines and approved by the Chairs. Caps are set based on physical constraints, estimates of optimal pedagogical class size, and as an administrative mechanism for distributing students between the various course offerings.

In the event a class becomes full, students are advised to register for alternate courses or sections. Special requests to enter closed Yeshiva College courses will be considered on an individual basis after the registration period in a period we call **Overtallying**.

Requests will only be considered when accompanied by a copy of the student's transcript and the student's course schedule for the upcoming semester, and will be granted only to the extent permitted by departmental guidelines and physical constraints. Requests will **only** be processed in the Advising Center; approaching the instructor or the Dean will only delay the student's request.

Individual instructors are not empowered to overtally a student or students into his or her own closed course, nor may the instructor establish or maintain a waitlist for a closed course. This is all handled centrally by the Faculty Director of Advising and the Director of the Advising Center.

Academic Holds
Students who have academic holds on their registrations may not register online. They should go to the Office of the Registrar for in-person registration as soon as their registration window period opens.

Special Permissions
Students may not register online for courses that need special permission. Instead, they should bring signed add/drop and permission forms to the Office of the Registrar once their registration window opens.

Waiver of Prerequisite
Students who wish to take a course for which they do not have all the prerequisites may register for the course only if the prerequisite is waived in writing on a General Request form submitted to the Dean's Office. In some cases, a student will be sent to the instructor of the desired course to discuss his eligibility and preparedness to join without the prerequisites.

Graduate Courses
Students interested in taking graduate courses in any of Yeshiva University's graduate schools should fill out the Undergraduate Request for Permission to Take a Graduate Course.

Honors Electives
Students who are not in the Honors Program, or are not Honors Eligible, but who wish to take an honors elective must fill out the Request for Permission to Take an Honors Course form, available in the Yeshiva College Dean's Office, the Advising Center, and the Honors Program office. Students must also fill out an Add/Drop form and obtain the instructor's signature and the approval of the Honors Program Director, and then bring both forms to the Registrar's Office.

Summer School
We offer a limited number of summer school courses on campus, online, and several study abroad courses. Many students take summer courses, choosing required courses off-campus to lighten their loads. Students sometimes take summer courses to explore an area that we do not offer at Yeshiva. If students consult with you about courses at summer school outside of YU, please give them your academic advice and then refer them to the Advising Center to obtain the approval form and to go over the College's requirements for gaining approval for summer work elsewhere.

Reading the Course Schedule
In the course schedule, courses are listed along with the following: a Banner code (CRN#), a discipline abbreviation, the number of credits, the section code, the day and time at which the course meets, and the name of the instructor. Most courses consist of only one entry—a lecture—although Computer Science, Mathematics, and Natural Science courses consist of lectures, recitations, and laboratory components. The lecture/recitation component may be combined in one entry. The laboratory components are usually separate entries.

a. Suffixes

Different suffixes indicate different types of courses or variances in the normal number of credits. The standard suffixes are:

A = A modified course given for fewer hours and credits

B = A modified course given for more hours and credits

C = A course with combined lecture and laboratory components, with one grade given for both. (For example, CHE 1045C is equal in content to CHE 1045R & 1045L taken together, but only one grade is given for the entire course, instead of a separate grade for each component

H = An honors course

L = A course consisting solely of laboratory work, or the separately graded laboratory portion of a course

R = The separately graded lecture portion of a course

b. Sequences

There are three types of course sequences:
- Separated by a hyphen (*e.g.,* LAT 1101-1102): The first is a prerequisite for the second, and both must be taken in order to receive credit for either.
- Separated by a comma (*e.g.,* CHE 1213C, 1214C): The first is a prerequisite for the second, but credit is given for the first course even if the second is not taken.

- Separated by a semicolon (*e.g.,* ART 1051; 1052): The first and second courses may be taken in any order, and credit is given for each course regardless of whether or not the other is taken.

FERPA: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Below is the University's statement on FERPA. The main thing to keep in mind is that only the student has access to his course registration, transcript, and other educational materials such as final exams, etc. Parents, spouses, siblings, and friends who ask you about a student's performance should be reminded that the student's privacy is protected by Federal law.

TO: All students
FROM: Office of the Registrar
DATE: October 2, 2002
SUBJECT: The Family Educational Rights and Privacy Act of 1974 (FERPA)

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 the policies below to protect the privacy rights of its students with respect to their "Education Records," as defined below. FERPA affords students certain rights of access to their Education Records. FERPA also limits the persons to whom the University may disclose a students' Education Records, and permits certain disclosure without the students' written permission.

Definitions

"Students" includes persons who are or were in attendance at Yeshiva University as registered students. An applicant to Yeshiva University or one of the schools or divisions of Yeshiva University who has not yet begun attending classes is not a "student."

"Education Records" are records, files, documents, and other materials that contain information directly related to a student and are maintained by the University or a person acting for the University. Under FERPA and its related regulations, a number of types of records are not Education Records and a student is not entitled to review them; for example:

1. records maintained personally by instructional, supervisory or administrative personnel that are not available to others;

2. records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional which are made, maintained, or used only in connection with the treatment of the student and which are not available to anyone other than the persons providing such treatment . Such records, however, can be personally reviewed by a physician or other appropriate professional of the students' choice;

3. records containing only information relating to a person after that person is no longer a student at the university.

In addition, a student does not have the right to review:

1. records containing financial information about the students' parents;

2. confidential letters and statements of recommendation placed in the students' Education Records a) prior to January 1, 1975, if such letters are used only for purposes for which they were specifically intended; and b) on or after January 1, 1975, if the student has waived his or her right to see them and the letters and recommendations relate to the students' admission to an educational institution (including Yeshiva University), application for employment, or receipt of an honor or honorary recognition;

3. records, such as those which may be maintained by Yeshiva University's Office of General Counsel, the confidentiality of which is protected by law;

4. those portions of Education Records that contain information about other students.

Type and Location of Education Records; Officers Responsible

1. The principal Education Records of each student are kept at the Office of the Registrar at the teaching center at which the student is enrolled; the Registrar or the Registrar's representative is responsible for these records. Inquiries concerning those records should be made in writing to the Registrar at that center.

2. Certain other offices maintain informal or unofficial records as listed below. Inquiries concerning those records should be made in writing to the person listed, with a copy to the Office of the Registrar:

a. Deans of schools

b. Heads of Departments (for students' majors and for students who have taken placement of exception examination with them)

c. Advisors for interdepartmental programs (such as the undergraduate Pre-Medical and Pre-Engineering majors)

d. Program Directors

3. The following offices maintain administrative (rather than academic) records relevant to their work. Inquiries concerning those records should be made in writing to the person listed, with a copy to the Office of the Registrar:

a. Residence Hall – Supervisor

b. Student Finances – Director

4. The following offices maintain primarily guidance records relevant to their work. Inquiries concerning their records should be made to the person listed, with a copy to the Office of the Registrar:

a. Student Affairs – the Dean of Students at the Wilf Campus; the Assistant Dean for Student Affairs at AECOM/Golding; the Dean of Ferkauf Graduate School; the Director of Student Services at the Midtown Center; the Assistant to the Dean for Student Affairs at the Cardozo School of Law.

b. School Guidance Offices and Committee on Academic Standards or Scholastic Standing - the Dean of the School for Program Director.

B. Inspection and Review of Records

1. Any student may inspect or review his or her Educational Records upon written request to the person in charge of the records, as listed above. That person will comply as soon as possible; under the law this must be done within 45 days after the request has been made.

2. If, after inspecting and reviewing his or her records, the student has any question about them, the student may request an oral or a written explanation and interpretation of them.

3. The student may also secure a copy of every document in the students' folder open to the student. These will be made by the University under the same terms, conditions, and charges as for a student copy of a transcript, i.e., $4 for each document under regular service (normally within eight school days). Copies, however, will not be supplied if the student has an overdue debt to the University or has failed to return all books to its libraries. If an original or source document exists elsewhere (e.g., records of other schools), copies will not be sent to a third party.

C. Correction of Records

1. If, after inspecting and reviewing his or her records, the student believes that any information contained in them is inaccurate or misleading or violates the students' privacy or other rights, the student may request in writing that the office which contains those records amend them.

2. That office must reach a decision and inform the student of this decision in writing within a reasonable period of time after receiving the request.

3. If the office refuses to amend the records in accordance with the students' request, the student has a right to a hearing.

4. This hearing will be conducted by a committee appointed by the president, consisting of persons who do not have a direct interest in the outcome of the hearing.

5. The hearing will be held within a reasonable period of time after the student has made the request, and the student will be given notice of the date, place, and time, reasonably in advance of the hearing.

6. The student will be afforded a full and fair opportunity to present evidence relevant to the issue raised, and may be assisted or represented by individuals of the students' own choice at the students' own expense, including an attorney.

7. The committee will make its decision in writing within a reasonable time period after the conclusion of the hearing.

8. The decision of the committee will be based solely on the evidence presented at the hearing and will consist of a written statement given to all parties concerned, summarizing the evidence and stating the reasons for the decision.

9. If, as a result of the hearing, the committee supports the complaint of the student, the educational records of the student will be amended accordingly and the student will be so informed.

10. If the committee decides against the student, the student has the right to place in his or her records a statement commenting on the information in the records and/or stating his or her reasons for disagreeing with the decision. This explanation will be maintained by the University as part of the Education Records of the student as long as those records are maintained, and whenever a copy of those records is sent to any party, the explanation will accompany them.

D. Disclosure of Information From Education Records

1. No office maintaining Education Records of a student will disclose any personally identifiable information from those records to anyone other than the student himself or herself without the written consent of the student, unless consent is not required by law.

2. The Education Records of a student will be disclosed without the students' written consent to school officials, including academic and administrative officers within the University, who have a legitimate educational interest in the information. "Legitimate educational interest" includes school officials acting within the scope of their employment or acting in the students' educational interest. School officials include the following persons and the professional and clerical staffs acting under their instructions: the Dean or director of the students' school, the Registrar; the Director of Student Finances; the President and Vice President; the appropriate guidance staff and/or academic standards committee; any faculty member or administrator to whom or to whose office the student has addressed an educational request, application, or inquiry for which the records are needed to prepare a reply.

3. The University also reserves the right to forward a student's Education Records to another school in which it understands that the student is currently enrolled, or seeks or intends to enroll, without the written consent of the student.

4. The records of a student will be disclosed without the students' written consent to those federal and state government agencies and officials provided by the law.

5. The records of a student will be disclosed without the students' written consent to an agency to which the student has applied for or from which the student has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.

6. The records of a student will be disclosed without the students' written consent to certain educational agencies and institutions, as permitted by law.

7. The University reserves the right to furnish to parents or guardians of financially dependent students any information relating to such students' academic status. The University will assume that an undergraduate student is financially dependent unless the student informs the Office of the Registrar in writing on Notification of Emancipated Status Form, available in the Office of the Registrar, within ten days of registration each term that he or she is financially independent.

8. The records of a student will be disclosed without the students' written consent to comply with a judicial order or subpoena.

9. The records of a student will be disclosed without the students' written consent in a health or safety emergency, as provided by law.

E. Directory Information

1. The following information related to a student is considered "directory information": The following information related to a student is considered "directory information": dates of attendance at Yeshiva University and school, department, division, or institute attended; degrees and awards received and their dates; titles of masters and doctoral dissertations; high school and class year (for those participating in any officially recognized intercollegiate athletic team only); high school, class year, and height (for those on intercollegiate basketball or volleyball teams only); and high school, class year, and weight classification (for those on intercollegiate basketball or volleyball teams only).

2. The University may disclose directory information to anyone without the students' consent unless the student, within ten days of registration each semester, informs the Office of the Registrar in writing on the Request to Prevent Disclosure of Directory Information Form, available in the Office of the Registrar, that any or all such information about the student is not to be made public without his or her written permission. A new form for non-disclosure must be completed each year.

F. Right of Complaint

Students who believe that the University is not complying with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, or the regulations issued by the Department of Education implementing that Act, may file complaints in writing with:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

The full text of the Family Educational Rights and Privacy Act of 1974, as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, are available for inspection at the Office of the Registrar.

Copies of this statement are available upon request (accompanied by a self-addressed stamped envelop) to the Office of the Registrar at the Center (Brookdale, Midtown, Resnick, Wilf) at which the student is enrolled. Revisions and clarifications may be published from time to time to conform with the law and Yeshiva University's policies.

YESHIVA UNIVERSITY LOCATIONS

YESHIVA UNIVERSITY WILF CAMPUS
212-960-5400
Yeshiva College, Office of the Dean
Furst Hall 101, 500 West 185th Street, New York, NY 10033
646-592-4430

Sy Syms School of Business, Office of the Dean, Belfer Hall, Rm. 416
212-960-9845

Azrieli Graduate School of Jewish Education and Administration, Office of the Dean
212-960-0186

Bernard Revel Graduate School of Jewish Studies, Office of the Dean
212-960-5253

Wurzweiler School of Social Work (Graduate), Office of the Dean
212-960-0820

YESHIVA UNIVERSITY BEREN CAMPUS
245 Lexington Avenue New York, NY 10016-4699
212-340-7700

Stern College for Women, Office of the Dean
646-592-4150

Sy Syms College of Business, Office of the Dean
212-340-7700, ext. 323

YESHIVA UNIVERSITY BROOKDALE CENTER
55 Fifth Avenue
New York, NY 10003-4391
212-790-0200

Benjamin N Cardozo School of Law, Office of the Dean
212-790-0310

YESHIVA UNIVERSITY JACK AND PEARL RESNICK CAMPUS
Eastchester Road and
Morris Park Avenue
Bronx, NY 10461-1602
718-430-2000

Albert Einstein College of Medicine, Office of the Dean
718-430-2801

Sue Golding Graduate Division of Medical Sciences, Office of the Director
718-430-2345

Ferkauf Graduate School of Psychology, Office of the Dean
718-430-3941

UNIVERSITY SHUTTLE

WILF CAMPUS LOCAL SHUTTLE SERVICE

From 7:00 AM until 10 AM Sunday to Friday - Shuttles depart every 15 minutes from the:
"A" Train- (184th St/Overlook Terrace) Otherwise
GW Bridge Bus Terminal (179th St & Ft. Washington). The GW Bridge Shuttle will then stop at the 1 & 9 Trains (182nd ST & St. Nicholas Ave) a few minutes later.

- From 10:00 AM until 4:00 PM on Sundays and from 10:00 AM until Shabbos on Fridays – Departures from YU Bus Shelter to above transportation locations and other authorized pick up/drop off locations on an on call basis.
- From 4 PM until 2* AM Sunday to Thursday - Shuttles are on an on call basis to local authorized pick up/drop off locations. From 2 AM until 7 AM Sunday to Friday morning there is limited local service available on an on call basis.
    - * Summer hours: shuttle will run until 12 AM
- 15 minutes after Shabbos on Saturday night until 7 AM Sunday - Shuttles are on an on call basis with limited on call basis service after 1 AM.

WILF CAMPUS ON CALL AUTHORIZED PICK UP/ DROP OFF LOCATIONS

- West 184th St. & Overlook Terrace ("A" Train).
- West 181st St. & Bennett Ave.
- Ft. Washington Ave. & 179th St. (GW Bridge Bus Terminal)
- Ft. Washington Ave. between 181st St. & 190th St. (after 7:00 pm)
- West 182nd St & St. Nicholas Ave (# 1 Train)
- West 187th St & Bennett Ave.
- West 193rd St & Fort George Hill
- West 186, 187 St. & Laurel Hill Terrace Apartments.
- 501 West 189th St (YC students only)
- West 193rd St & Broadway.

SUNDAY THROUGH THURSDAY INTER -CAMPUS EVENING SHUTTLE SERVICE

Please note that, other than the 3:30 PM shuttle which is first come first served, all shuttles are by reservation only. To reserve a seat on the shuttle please call (212)960-5200 from the Wilf Campus or (212)340-7460 from the Beren Campus. There is also an 8:00 AM shuttle from Wilf to Beren Campus for Beren Graduate Program Students. Once all Beren graduate students board, other may do so if space permits.

Wilf Campus to Beren Campus		Beren Campus to Wilf Campus*	
3:30 PM	9:30 PM	5:00 PM (Park Ave)	11:15 PM
4:00 PM	9:45 PM	6:00 PM (Park Ave)	11:45 PM
5:00 PM	10:30 PM	6:45 PM (Park Ave)	12:00 AM
6:00 PM	11:00 PM	7:15 PM	1:00 AM
6:30 PM	11:15 PM	7:30 PM	1:30 AM
6:45 PM	12:00 AM	8:15 PM	
7:30 PM	12:30 AM	8:45 PM	
8:00 PM	1:00 AM	9:00 PM	
8:15 PM	1:30 AM	9:45 PM	
9:00 PM	2:00 AM	10:15 PM	

* 5:00pm, 6:00pm and 6:45pm departures from the Beren Campus will be from Park Ave @ 34Th Street. Departures after 7:00 pm will be from Brookdale Hall.

FRIDAY INTER-CAMPUS SHUTTLE SERVICE

- At 10:30 AM and 12:30 PM – Shuttle will depart Wilf Campus for Port Authority, Penn Station and Brookdale Residence Hall
- At 11:30 AM and 1:30 PM – Shuttle will depart Brookdale Residence Hall for return trip to the Wilf Campus.

SATURDAY EVENING INTER-CAMPUS SHUTTLE SERVICE commences from both the Wilf and Beren campuses 45 minutes after Shabbos, BUT NEVER BEFORE 6:00 PM.

UNIVERSITY LIBRARIES

Note: Library hours vary seasonally and can be found on the website (http://libguides.yu.edu/hours).

GENERAL AND JEWISH STUDIES

Wilf Campus: Pollack Library
Mendel Gottesman Library of Hebraica/Judaica
500 West 185th Street Amsterdam Avenue
212-960-5378

Special Collections
Yeshiva University Archives
Contact: Shulamith Z. Berger, Curator of Special Collections, sberger@yu.edu, (212) 960-5451.
Volume: 5,421 linear feet
Number of collections: 381
Dates: 1605 to present

Beren Campus: Hedi Steinberg Library,
Landowne Bloom Collection
245 Lexington Avenue
212-340-7720

LAW
Dr. Lillian & Dr. Rebecca Chutick Law Library
Benjamin N. Cardozo School of Law
55 Fifth Avenue
New York, NY 10003
212-790-0200
Reference: 212-790-0220
Circulation: 212-790-0285

Lynn Wishart, **wishart@yu.edu**
Associate Dean*, Director of the Law Library, and Professor of Legal Research*
212-790-0222
Check website to determine hours of availability for reference librarian assistance. In addition to helping find specific information or materials, the reference librarians also offer specialized instruction in the use of computer-assisted legal research services.The Reference Desk is located directl inside the entrance to the library. The electronic location for inquiries is lawref@yu.edu. The telephone number is 212-790-0220.

MEDICINE
Samuel Gottesman Library
Albert Einstein College of Medicine of Yeshiva University
Jack and Pearl Resnick Campus
1300 Morris Park Avenue
Bronx, NY 10461-1924
Phone: 718.430.3108 Fax: 718.430.8795
http://library.aecom.yu.edu

THE YESHIVA UNIVERSITY MUSEUM

Location:
15 West 16th Street (Center for Jewish History)
New York, New York 10011
212.294.8330

Museum Admission Fees:
Adults $8
Seniors and students $6
Children under 5 free
Free for Yeshiva University Museum Members
Free with valid Y.U. ID card

Museum Gallery Hours:
Sunday, Tuesday, Wednesday and Thursday 11 am - 5 pm

FREE MUSEUM EDUCATOR'S PASS Available upon request to all public and private school teachers K-12. For more information call: **212-294-8330** ext. **8805**or email: **sgruenspecht@yum.cjh.org**

Equity Compliance & Title IX

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT NOTICE OF NONDISCRIMINATION & ANTI-HARASSMENT

Yeshiva University has a long-standing commitment to equal opportunity and affirmative action. We apply every good faith effort in achieving nondiscrimination and equality of opportunity in employment and in all spheres of academic life. All University-wide decisions with regard to faculty, staff and students are based on equitable and equally applied standards of excellence. Non-Discrimination & Anti-Harassment procedures have been established, both as a legal obligation under applicable law and as a visible and formal expression of institutional policy.

GOALS OF OUR POLICY

The University's policy is designed to insure that recruitment, hiring, training, promotion, and all other personnel actions take place, and all programs and activities involving students, both academic and non- academic, are administered without regard to race, religion, creed, color, national origin, sex, age, disability, veteran or disabled veteran status, genetic predisposition/carrier status, marital status, sexual orientation, gender identity, citizenship status or other protected classes under the law. In addition, this policy is designed to maintain a work and academic environment free of harassment and intimidation.

UNLAWFUL HARASSMENT

Unlawful harassment includes harassment based on race, religion, color, creed, age, national origin or ancestry, sex, marital status, physical or mental disability, veteran or disabled veteran status, genetic predisposition/carrier status, sexual orientation, gender identity or any other basis made unlawful by any applicable law, ordinance, or regulation. Unlawful harassment may be found in a single episode, as well as in persistent behavior. Sexual harassment (and sexual assault) is a form of unlawful harassment.

DEFINITION OF SEXUAL HARASSMENT

The Equal Employment Opportunity Commission (EEOC), defines sexual harassment as: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or

condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

ZERO TOLERANCE

Yeshiva University is committed to maintaining an environment for learning and teaching that is free of unlawful harassment. The University has adopted a policy of zero tolerance with respect to unlawful harassment as being antithetical both to the academic values of the University and the need for a work environment that is free from even the appearance of unlawful harassment or coercion. The University strives to provide a place of work and study free of harassment, intimidation or exploitation. Where harassment has occurred, the University will act promptly to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible. Unlawful harassment in any form is a violation of University policy.

POLICY ENFORCEMENT

The responsibility for the University's affirmative action/equal opportunity and anti-harassment policy lies with all associate and assistant deans, chairpersons, department heads, directors, administrators, managers and supervisors in their areas of responsibility and requires the commitment of the entire University community. Administrative and investigative responsibility has been assigned to the Senior Director of Talent Management, Renee Coker.

QUESTIONS AND ANSWERS

If you have any questions relating to equal opportunity, affirmative action, non-discrimination or anti- harassment or if you wish the University to pursue a possible violation of the policy, you should contact Ms. Renee Coker at (646) 592-4336 or a member of the University's Panel on Unlawful Harassment. The office is located on the Wilf Campus, 2495 Amsterdam Avenue, Belfer Building, Room 806, New York, NY 10033.

The Senior Director of Talent Management, Ms. Renee Coker, has also been designated the Title IX Coordinator for the University and is responsible for ensuring University compliance with Title IX of the Higher Education Act of 1972 which prohibits discrimination on the basis of sex in education program and activities.

CORRECTIVE ACTIONS

When warranted, the University will take appropriate corrective action to remedy all violations of this policy, up to and including termination and/or expulsion. Where appropriate, the University may also report discriminatory conduct to licensing boards. Yeshiva University prohibits any form of retaliation against any employee or student for filing a bona fide complaint or for assisting in a complaint investigation.

GLOSSARY OF YU-ESE

Like any cultural sub-group, students at YU have their own language. The following terms, based partly on Yiddish, partly on Hebrew and partly on acronyms, frequent our students' parlance. We hope that this glossary will help you understand our students' language and culture.

Note on Pronunciation: There are two major traditions governing the pronunciation of Hebrew, which differ in the pronunciation of certain consonants and certain vowels. These two traditions are called the "Sephardic" pronunciation, which historically was used by Jews of Spanish and Middle Eastern traditions, and the "Ashkenazic" pronunciation, which was used by Jews in central, northern, and eastern Europe. In modern Israel, the Sephardic pronunciation is used, so these historical distinctions have been eroded to a large degree.
The most noticeable differences are in the pronunciation of the letter *tav* (ת), which is always pronounced /t/ in the Sephardic tradition, but often pronounced /s/ in the Ashkenazic tradition, and the vowel *qamats*, which is usually /a/ (as in f*a*ther) in the Sephardic and Israeli pronunciations, but /ɔ/ (as is b*a*ll) in the Ashkenazic pronunciation. When there is a difference in pronunciation it will be noted in parentheses.

Beit midrash (s)/ beis medrash (a): Literally house of interpretation, but the term is used to refer to any place designated for the study of Judaic spiritual texts.

Chavruta (s)/chavrusa (a): Derived from Aramaic term for friend, Chavruta refers to a study partner. It is a common practice for two individuals to analyze a text together and discuss and debate differing interpretations of a text.

Chumash: "Pentateuch" in English, the word literally means "divided into five," and refers to the Five Books of Moses (Genesis, Exodus, Leviticus, Numbers and Deuteronomy). The first five books are also known as **Torah** or **Chamishah Chumshei Torah**.

Chutzpa: Derived from Hebrew, though common in Yiddish. It's hard to translate, but incredible nerve or gall comes close.

Dati: Hebrew for religious. It generally is used to refer to religious individual with strong Zionistic leanings.

Daven(ing): Yiddush word for prayer. It can also be referred to as **tefillah (Hebrew).** Traditionally observant Jews pray three times a day. The morning prayer is called **Shacharit**, the afternoon prayer is called **Mincha**, and the evening prayer is called **Maariv**.

Frum: Yiddush term for religious, often used to refer to religious individuals with a more traditional approach to Judaism.

FTOCs: First **T**erm **O**n **C**ampus **S**tudents. Since so many of our students spend at least a year and sometimes two years as part of the YU program in Israel, this term avoids the problematic of the normal term "freshmen."

Gemara: A commentary on the **Mishna** (see below). The Gemara records the debates of scholars at the academies of Sura and Pumbedita. Although the Gemara was compiled in the 6th century C.E., it contains much material from earlier centuries. The Gemara forms the basis for most **Halacha** (see below) and therefore is the text most often studied at **RIETS** (see below).

Halacha: Derived from the root "to walk", halacha refers to religious law, and its application to daily life and observance.

IBC: Division of **RIETS,** or the morning program. **The I**saac **B**reuer **C**ollege of Hebraic Studies is a flexible program in which students study Talmud, Bible, Jewish philosophy, Jewish history, Hebrew language and literature in an academic setting.

JSS: Division of **RIETS,** or the morning program. The **J**ames **S**triar **S**chool of General Jewish Studies is designed for students without extensive background in Judaic studies.

Kashrut (noun); **Kosher** (adjective): Kashrut refers to Jewish dietary laws. Among the laws regulating Jewish eating practices are: that a variety of animals and fish such as shell fish, pigs, birds of prey, most insects and a large number of other animals can not be eaten; all meat must be slaughtered in a specific way; and milk and meat can not be eaten together. Kosher is used colloquially to signify that something is above board.

Kippah (Hebrew) / *yarmulke* (pronounced ya-mu-ka) in Yiddish, skullcap in English. Round circular head covering worn by orthodox Jewish men.

Kvetch: Yiddish term, meaning to complain and fuss.

Levaya: The Hebrew word for funeral.

Mamish (Y) or Mamash (H): A Hebrew and Yiddish word that means "really," this word is often used for emphasis ("This handbook is *mamash* wonderful!").

Mashgiach Ruchani: Spiritual advisor. Rabbi Blau is the spiritual advisor for Yeshiva University. He is aided by a number of *sganei Maschgiach* (deputy spiritual advsiors).

Mensch: Literally "person," but used to refer to a good human being, a *decent* person.

Midrash: Homiletic stories used to expound upon, and explain, biblical verses.

Mishna: compiled around 200 CE, the Mishna is a compilation of Jewish law.

Minhag: A custom. Many Jewish practices are guided by customs.

Mitzvah: Commandment. Jewish tradition states that the five books of Moses contains 613 commandments which form the core of halacha. Mitzvah is also used to refer to a good deed.

Morning Programs: All Yeshiva College students dedicate their morning to the study of Judaism and Jewish religious texts. There are four possible morning programs: **SBMP, IBC, JSS,** and **MYP,**

MYP: Mazer School of Talmudic Studies. Students at MYP focus on the intensive study of the Talmud and its commentaries.

Night Seder: A set time at night when students, typically in pairs, study Judaic texts.

Posek: A rabbi authorized to render a decision to a halachic quandary. Pesak refers to the decision the rabbi gives.

RIETS: The Rabbi Isaac Elchanan Theological Seminary (RIETS) is YU's rabbinic training and ordination program.

SBMP: Irving **S**tone **B**eit **M**idrash **P**rogram. A morning program that mixes intensive Talmud study with courses in Jewish philosophy, Jewish law, and thought.

Shabbat (s)/ Shabbos (a): Sabbath. The Jewish Sabbath is on Saturday, and is a day of rest. Orthodox Jews refrain from work done throughout the week such as writing, driving, using a computer etc., and instead spend their time in the synagogue, at family-oriented meals, and in relaxation.

Shana Alef: Refers to the first year a student spends in Israel learning in a yeshiva or seminary (based on the letter *aleph*, the first letter of the Hebrew alphabet, used here to mean "1").

Shana Bet: The second year a student spends in Israel learning in a yeshiva or seminary (based on the letter *bet*, the second letter of the Hebrew alphabet, used here to mean "2").

Sheva Berachot: For seven nights following a Jewish wedding, friends and family gather to celebrate the newly-wedded couple's union.

Shidduch: A match for marriage.

Shiur: A class on any Torah topic including the *Talmud* and *Mishna*.

Shiva: The week following the death of a close relative (parent, sibling, spouse, or child), there is a mourning period in which mourners are visited by community members.

Shtick: Yiddish, it has many meanings including prank or joke. The term "pulling shtick" means figuring out a way to bend the rules.

Smicha: Literally the "laying on of hands," in ancient times *smicha* was a ceremony used to confer the status of Rabbi. Although laying on of hands does not occur presently the connection between the word *smicha* and the rabbinate remains. Students studying to be rabbis are said to be studying for *smicha*, and individuals who qualified to be a rabbi have *smicha*.

Tanach: Hebrew for Bible, it comes from an acronym for **Torah** (five books of Moses), **Neviim** (Prophets), and **Ketuvim** (the writings).

Torah: When used narrowly, "Torah" refers to the five books of Moses. But the word is also used as synonyms for halacha and the corpus of all Judaic texts.

Torah U'Madda: Referring to the balance and relationship between secular and Jewish values and learning. *Madda* is the Hebrew word for "science," or, more generally, for "knowledge," and *u* is one form of the Hebre conjunction "and." So Torah u-Madda literally means "Torah *and also* [other] knowledge."

Tzitzit: Refers to the fringes attached to four cornered garments.

Yom Tov, Yunitf, or Chag: Hebrew for holiday.

For information about Jewish Holidays feel free to explore Wikepedia or the following website:
http://www.myjewishlearning.com/holidays.shtml