

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](mailto:kbacon@yu.edu)  
Ext. 4160

Dean's Office Administration

Main Office Number: 646 -592-4430

Samantha Hitt  
Academic Administrator  
Ext. 4432  
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Nicholas Pitsirikos  
Office Manager  
Ext. 4435  
[pitsirik@yu.edu](mailto: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 5<sup>th</sup> 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





### 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](mailto: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](mailto: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

The online YU Directory can be found at [www.yu.edu/directory](http://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 12<sup>th</sup>





stated in the syllabus.

Students in good academic standing may consult with their course instructors about individual conflicts that



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](http://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, exces



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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.

### 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

was committed. Accordingly, students who act in a dishonest manner by cheating on written exams are



### 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.<sup>4</sup>

### Decision

The Dean may accept, reject, or modify the Committee's recommendation, and will notify the student in writing of the decision.

### Appeal

Within ten days of receipt of the Dean's letter, the student may file an appeal by submitting it in writing to the Provost of Yeshiva University. No appeal will be considered if received after the ten-day deadline. The Provost will consider the merits of the appeal and will consult with the Chair of the Academic Integrity Committee. The Provost may interview the student, but will not conduct a new hearing. The standard for review will be whether the student received 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

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***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](http://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- )

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

### 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.

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## 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](#)

## 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,





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



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.

## YESHIVA UNIVERSITY LOCATIONS

### YESHIVA UNIVERSITY WILF CAMPUS

212-960-5400

Yeshiva College, Office of the Dean

Furst Hall 101, 500 West 185<sup>th</sup> 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



**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

**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: 2122948330ext. 8805 or email: [sgruenspecht@yum.cjh.org](mailto:sgruenspecht@yum.cjh.org)

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**EQUAL EMPLOYMENT OPPORTUNITY  
STATEMENT NOTICE OF NONDISCRIMINATION  
& ANTI-HARASSMENT**

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**GOALS OF OUR POLICY**

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**QUESTIONS AND ANSWERS**

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## GLOSSARY OF YUESE

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

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**IBC:** Division of RIETS, or the morning program. The Isaac Breuer College 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 James Striar School of General Jewish Studies is

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