

ACADEMIC POLICIES & PROCEDURES

Hebrew Union College – Jewish Institute of Religion

Los Angeles School

Revised June 2006

TABLE OF CONTENTS

Summary of Academic Policies and Procedures for the Los Angeles Campus..... 3-4

A.-J. Current Academic Policies and Procedures 5-11

K. Registration 11-12

L. Advanced Standing and Exemptions 12-13

M. Attendance13

N. Grading and Evaluations 13-14

O. Leave of Absence.....14

P. Maintenance of Student Files..... 14-15

Q. Payment of Fees..... 15-16

R. Financial Aid16

S. Request for Official Transcripts..... 16-17

T. Medical Insurance.....17

U. Medical Services.....17

Appendix – Grievance Procedure..... 18-19

Appendix – Learning Disabilities Policy 20-23

Appendix – Questions and Answers..... 24-25

Appendix – Definitions26

SUMMARY OF ACADEMIC POLICIES AND PROCEDURES FOR THE LOS ANGELES CAMPUS

- In quadmester courses which are only one quad in duration, students may not add a course after the first week of the quadmester. Students may drop a course up to the second week of the quadmester without penalty. In quadmester courses which are only one quad long, withdrawing from a course between weeks two and four will incur a grade of “W.” After week four, except under special circumstances approved by the student’s program director, students dropping will receive a grade of “WF.”
- In quadmester courses which are one quad in duration, students may request an extension of two weeks after the quad. Students may only qualify for incompletes at the end of quads 2 and 4 each year. No student may carry an Incomplete (I) or Failure (F) from the fall semester into the final semester prior to his/her ordination/graduation, except under extraordinary circumstances. Students who have not completed work from the fall semester will have the normative extension period of 3 weeks extended by 3 more weeks. At that time, if the work is not handed in, an “F” is posted. If handed in on time, instructors have 2 weeks to return the work. If they do not do so, the grade is presumed to be a “P”.
- The initial purpose of the student tenure review is to assist the student in succeeding at the College-Institute. If a student receives two “Cs” or fails one (1) course in a semester, he/she shall meet with the program director who, together with the Dean, will suggest help and support for the student. **This shall apply in the quadmester system as follows: a student receiving three (3) C’s over two (2) quadmesters or one (1) F over two (2) quadmesters shall meet with the program director who, together with the Dean will suggest help and support for the student.**
- All students are expected to be in attendance at the first and last class of each quadmester. If a class meets twice a week during a quadmester, students are permitted two absences. If a class meets once a week during a quad, the student is permitted one absence. In the case of extenuating circumstances (illness, family emergencies, etc.) exceptions will be made. In that case, the instructor or the registrar must be notified about any absence in advance of the class in question. Class attendance is considered in grading all courses. In the case of semester courses, if a class meets twice a week the student is permitted four (4) absences. In the case of a once-a-week course, two absences are permitted.
- At the conclusion of each semester a record of grades will be provided. All courses are graded “P,” “C,” or “F.” “P” indicates passing work of excellent or good quality, “C” indicates barely passing, and “F,” failing. Any student may petition for a letter grade instead of P/C/F. The signed and completed petition must be received in the Registrar's Office prior to the end of the second week of classes. Part-time

students will be assigned P/C/F unless grade petitions are filed. **In the quadmester system, grading will take place as follows: In one-quadmester courses, grading will take place at the end of the quadmester.** In two-quadmester courses that are continuous and taught by the same instructor, grading will take place at the end of the second quadmester. The grade posted at the end of the second quadmester is also posted as the first quadmester grade on the student's transcript.

- All HUC students enrolled in six (6) units or more at the College are required to pay a health fee. The health fee provides students access to all services offered by the USC Student Health Center adjacent to the HUC campus. *Students are billed for the health fee by the business office.* In addition, all full-time HUC students are required to present proof of a supplementary health insurance that will cover them for services or additional treatment not provided by the USC student health center.
- A local dental group has agreed to render services to students at a nominal fee. The name and address of the group is available from the Registrar's office.

CURRENT ACADEMIC POLICIES AND PROCEDURES

A. Advanced Standing

- i. Credits from accredited academic institutions may be recognized. The amount of credit given shall be determined by the Dean or program director in consultation with the appropriate faculty member in whose area credit is sought.
- ii. For learning achieved in nonaccredited institutions, advanced standing is possible. The extent of advanced standing shall be determined by the Dean or program director in consultation with the appropriate faculty member in whose area advanced standing is sought.
- iii. No more than 25% of course requirements can be fulfilled by outside study.

B. Adding and Dropping Courses

- i. Students may add or drop courses without penalty until the end of the second week of the semester.
- ii. Students may withdraw from a regularly scheduled course up to and including week seven of the semester and receive a grade of "W."
- iii. The decision to withdraw from a course will be done in consultation with the program director.
- iv. Students can withdraw after week seven and receive a grade of "WF," unless there are extenuating circumstances for which an "F" is not warranted. This will be determined by the program director in consultation with the faculty member.
- v. In quadmester courses which are only one quad in duration, students may not add a course after the first week of the quadmester. Students may drop a course up to the second week of the quadmester without penalty. In quadmester courses which are only one quad long, withdrawing from a course between weeks two and four will incur a grade of "W." After week four, except under special circumstances approved by the student's program director, students dropping will receive a grade of "WF."

C. Grading

- i. Students shall be given a choice of P/F or letter grades to be recorded on their transcripts. At the beginning of each academic year, students will have the right to change their choice.
- ii. Each campus will have the option of adding the grade of "C" to P/F which may allow for greater differentiation in grading.
- iii. Students should receive standardized written evaluations in addition to grades for each course. A committee made up of a faculty representative from each stateside campus and a member of the Academic Advisory Council will be charged with creating a model of a uniform written evaluation form and how they will be processed. These evaluations will become part of the students' academic record.

- When requesting that their transcripts be sent to other academic institutions or prospective employers, they may request that their letters of evaluation be included.
- iv. Students have the right to respond to any particular faculty evaluation.

D. Extensions/Incompletes

- i. Students can request extensions in a maximum of two (2) courses each semester by petitioning the program director after gaining permission of the faculty person.
- ii. Students shall have 3 additional weeks to complete the requirements for those courses for which extensions have been approved.
- iii. Courses with extensions that have not been completed will automatically become Incompletes ("I"). Fall Incompletes must be completed by the end of the spring semester (last day of classes in the spring semester or 4th quadmester) and spring Incompletes by the beginning of the fall semester (first day of classes in the fall semester or 1st quadmester). If the course is not completed by these deadlines, it will automatically become an "F."
- iv. Appeal of the program director's decision regarding an extension may be made to the Dean or the Provost (if the program director and Dean are the same person).
- v. When grades are recorded, they will be added to the "I."
- vi. In quadmester courses which are one quad in duration, students may request an extension of two weeks after the quad. Students may only qualify for incompletes at the end of quads 2 and 4 each year.

E. Instructor-Initiated Extension

If a student does not satisfactorily complete the requirements of a course due to the failure to fulfill no more than one major component of the course, e.g. the final examination, term paper, etc., the instructor may grant an "Extension" to permit the taking of a second examination or the rewriting of a failed paper. An instructor choosing to exercise this prerogative must notify the Registrar.

If a student receives an "Instructor-Initiated Extension," a total of three "Extensions" may be carried into the next semester or quadmester. If the work is not satisfactorily completed by the extension deadline, then the "Extension " automatically becomes an "Incomplete." However, a student may carry no more than two "Incompletes" including an "Instructor-Initiated Incomplete."

- i. If the instructor allows the use of this option, then the director of the program must be notified. When the course in question is a prerequisite to another course offered in the next semester, the make-up is to be timed not to exceed the "Extension " deadline so that the student might be allowed to continue in normal sequence.
- ii. Grades for "Instructor-Initiated Extensions" and "Incompletes" are recorded in the same fashion as other "Incompletes" or "Extensions."

F. Reduced Academic Load

- i. Students shall be able to move through the program at a reduced pace if necessary in consultation with the program director and Dean, taking up to a year beyond the normal degree program structure to complete the program.
- ii. If the student needs more than one year, he/she shall submit a formal request to the program director and Dean, who shall consult with the Faculty.

G. Independent Study Courses

- i. Students shall generally be allowed to take one (1) independent study course per semester or a course of two sequential quadesters with the permission of a faculty member to be credited as a post MA non-required course, up to a total of four (4) such courses. An independent study is a course not regularly offered but developed specially by a student and faculty person.
- ii. Exemptions may be made on a case-by-case basis for advanced students.
- iii. We shall create a uniform form describing the independent study and its requirements. This form shall be submitted by the student and the faculty member to the program director for his/her approval.

H. Student Tenure Review

- i. Academic Tenure
 - a. The initial purpose of the student tenure review is to assist the student in succeeding at the College-Institute. If a student receives two “Cs” or fails one (1) course in a semester, he/she shall meet with the program director who, together with the Dean, will suggest help and support for the student. This shall apply in the quadester system as follows: a student receiving three (3) C’s over two (2) quadesters or one (1) F over two (2) quadesters shall meet with the program director who, together with the Dean will suggest help and support for the student.
 - b. If the student fails two (2) courses in two consecutive semesters, he/she will meet with the Student Tenure Committee. As part of the evaluation process, the Committee can suggest a range of ways to proceed, which may include, but not be limited to, dropping the student or asking the student to take a reduced academic load.
 - c. If a student fails three (3) courses over two academic years, the student will automatically be dropped from the academic roll. He/she has the right to appeal to the Student Tenure Committee for reinstatement, citing any extenuating circumstances.

I. Student Tenure Review (continued)

i. Academic Tenure (additional)

- The director of each program (or if it is the Dean, then the Dean's designate) is responsible for implementing the rules governing student tenure.
- The program director will notify the student in writing that either he/she must meet with the Student Tenure Committee or that he/she is being dropped from the academic roll. In the event he/she is being dropped from the academic roll, the student will be notified in writing that he/she has the right to appeal to the Student Tenure Committee for reinstatement. The student will be given a copy of that section of the Student Handbook that prescribes the procedures in these cases.
- The program director will give the student three weeks written notice of the time and place of the meeting and the student will have an opportunity to submit pertinent information to the Committee at the meeting.
- The composition of the Student Tenure Committee is to be determined by the program director, but must include at least one student from the appropriate professional school and between two and four additional faculty members. The Dean may not serve on the Student Tenure Committee since he/she is part of the Appeals process. If the program director chooses not to chair the committee, he/she may designate a member of the Committee to serve as chair.
- The Student Tenure Committee shall reach its decision for the suggested course of action by secret ballot and a 2/3 majority vote. The Committee may consider the following options (or any other options that the Committee may deem appropriate):
 1. Dismissal of the charge(s);
 2. To further investigate the matter and delay a decision;
 3. Probation: The conditions of probation will be determined by the nature of the charges and the findings of the Committee. The appropriate course of action that the student must follow is determined by the nature of the charge(s). The Committee may decide that the student can continue in his/her program while satisfying the probationary conditions or that the student may not continue in his/her program until all conditions of probation have been satisfied. The Committee shall determine the timeframe for probation;
 4. Termination of student tenure.
- The program director will communicate the decision of the Student Tenure Committee in writing to the student and the Dean no later than one week after the decision has been reached.
- The student may appeal the decision of the Student Tenure Committee to the Dean in writing no later than two weeks after the decision has been rendered. The Dean has one week to respond to the student. The student may appeal the Dean's decision to the Provost in writing no later than one week after the Dean's decision has been rendered. The Provost has one week to respond to the student.

The student may appeal the Provost's decision to the President in writing no later than one week after the Provost's decision has been rendered. The President has one week to respond to the student. All communications with the student will be copied to the committee chair.

- The chair of the Student Tenure Committee will monitor the appeal process and will inform the student in writing of decisions reached. The chair of the Student Tenure Committee will communicate the final decision to the Registrar within five days of the decision being rendered.
- Copies of the communications with the student, and a confidential record of the meeting(s) of the Student Tenure Committee (other than the deliberations of executive session, for which no written record will be made) shall be kept in the Dean's office. The student may request copies of the confidential records; such a request must be in writing to the Dean.

ii. Nonacademic Tenure

- A student's tenure may be terminated if it is determined that he/she engaged in inappropriate behavior that renders him/her unsuitable for his/her chosen profession, including but not limited to behavior that is unethical, illegal, or otherwise inconsistent with the codified standards of the individual professional organization of the field for which the student is preparing himself/herself.
- Charges of a student's alleged inappropriate behavior are to be brought to the program director (or the Dean's designate). The program director (or Dean's designate) will investigate the charges further, and consult with appropriate faculty, student representatives and any outside consultants deemed necessary to determine whether the matter is to be brought to the attention of a Student Tenure Committee.
- If it is determined that the matter should be brought before a Student Tenure Committee, then the student will be notified in writing of the charges that have been made and the findings that pertain to those charges, and will be given a copy of that section of the Student Handbook that prescribes the procedures to be followed by the Student Tenure Committee.
- At least three weeks prior to the meeting of the Student Tenure Committee the program director will give the student written notice of the time and place of the meeting, and written notification that the student will be present at the meeting, except at those times when the Student Tenure Committee enters into executive session.
- The composition of the Student Tenure Committee is to be determined by the program director, but must include at least one student from the appropriate professional program, between two and four additional faculty members, and may include professionals from the field for which the student is preparing. The Dean may not serve on the Student Tenure Committee since he/she is part of the Appeals process. If the program director chooses not to chair the committee, he/she may designate a member of the Committee to serve as chair.
- At the meeting of the Student Tenure Committee, the program director will present information pertaining to the charge(s) of inappropriate behavior. The

student may present pertinent information to the Committee, or may ask others to present information on his/her behalf. When all of the information has been presented, the program director, the members of the Committee and the student will raise any questions they may have. When all the questions have been addressed, the members of the Student Tenure Committee will enter into executive session.

- The Student Tenure Committee will deliberate in executive session, and will determine its decision by secret ballot and by 2/3 majority vote. Any decision reached will be communicated to the student, the program director and the Dean within one week. The Committee may consider the following options (or any other options that the Committee may deem appropriate):
 1. Dismissal of the charge(s);
 2. To further investigate the matter and delay a decision;
 3. Probation: The conditions of probation will be determined by the nature of the charges and the findings of the Committee. The appropriate course of action that the student must follow is determined by the nature of the charge(s). The Committee may decide that the student can continue in his/her program while satisfying the probationary conditions or that the student may not continue in his/her program until all conditions of probation have been satisfied. The Committee shall determine the timeframe for probation;
 4. Termination of student tenure.
- The student may appeal the decision of the Student Tenure Committee to the Dean in writing no later than two weeks after the decision has been rendered. The Dean has one week to respond to the student. The student may appeal the Dean's decision to the Provost in writing no later than one week after the Dean's decision has been rendered. The Provost has one week to respond to the student. The student may appeal the Provost's decision to the President in writing no later than one week after the Provost's decision has been rendered. The President has one week to respond to the student. All communications with the student will be copied to the committee chair.
- The chair of the Student Tenure Committee will monitor the appeal process and will inform the student in writing of decisions reached. The chair of the Student Tenure Committee will communicate the final decision to the Registrar within five days of the decision being rendered.
- Copies of the communications with the student, and a confidential record of the meeting(s) of the Student Tenure Committee (other than the deliberations of executive session, for which no written record will be made) shall be kept in the Dean's office. The student may request copies of the confidential records; such a request must be in writing to the Dean.

J. Faculty Review of Students

- i. At the end of the Year in Israel, the Jerusalem faculty and administration will conduct a review of students regarding their suitability to continue in the program.
- ii. There also will be a formal review of students at the end of the third year. In addition, there shall be periodic reviews of students by faculty according to the assessment protocols established in each program.

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K. REGISTRATION

- i. Students must complete registration by the end of the registration period as set by the Registrar prior to each term.
- ii. In instances in which a student wishes to deviate from the normal course of study, approval to do so must be obtained from the Director of the program in advance of registration.
- iii. When a student registers, the Registrar will inspect the program. The Registrar will limit each student's program to the number of courses designated as the usual limit. If a student wishes to enroll for a program more extensive than the normal course load, the Registrar will advise the student to address a written request to the Director of the program for such permission and to include the reasons underlying the request. Until this written permission has been obtained, the student cannot be considered enrolled in the requested extra course(s). The registration cards should be filled out, corrected, or updated by the student.
- iv. Students may audit elective courses by obtaining an audit form from the Registrar and written permission from the instructor and the Director of their programs. These written statements must be submitted to the Registrar prior to the end of the first week of the term.
- v. Students may not receive credit for any course for which they did not formally register at the appropriate time. Students should correct or update their registration cards when they decide to drop or add a course.
- vi. Reading Courses
 1. Fully matriculated students may substitute a reading course for a required course with the permission of the Director of the program and the instructor, provided that the procedure outlined in #2 and #3 below is followed.
 2. A student who is exempt from one or more required courses by reason of a proficiency examination (see L. i.) and who wishes to enroll in a reading course during one of the semesters or two quads of the academic year (i.e.,

not during the Summer) must consult with the Director of the program. The Director and the student will work out a modus operandi for arranging a reading course with a particular instructor. If the instructor consents, the student and the instructor are to reach an agreement, in writing, concerning the requirements of the course and the date by which these requirements are to be met.

3. A written copy of these arrangements signed by the instructor and the Director of the student's program is to be filed with the Registrar during the registration period for the term in which the reading course is to be taken. The course will be counted as part of the student's total course load and is subject to the limitations expressed above. (In the case of a rabbinic student, it is contemplated that such a course would be counted by the Schools in Cincinnati and New York towards elective requirements for ordination, subject to Handbook specifications on each of those campuses.) A student may petition to enroll in a reading or independent study/research course by following the above procedures.
4. A student who wishes to take a reading course during the summer is to follow the procedure outlined above, submitting the written arrangements to the Registrar no later than June 1st. The course is to be completed no later than the following September 1st.
5. A student who needs a three-unit course in a particular area and who is enrolled in a two-unit course offered at the 400-level (or higher) may, with the written permission of the instructor and the Director of the program, arrange for additional reading assignments in order to earn three units for the course. THIS IS NOT POSSIBLE IN INTENSIVES OR INTER-QUADS.
6. Reading courses that are arranged in any manner other than that outlined above are considered improperly registered and not eligible for credit.

L. ADVANCED STANDING AND EXEMPTIONS

- i. Exemption from the First- Year-In-Israel program may, upon application, be granted anyone admitted to the Rabbinic or Education program of the College-Institute. Applicants must demonstrate that they are able to pass the exemption examination for the year in Israel program.
- ii. A student may be exempt from certain required courses due to prior preparation. To receive such advanced standing, the student should submit a petition to the Director of the program no later than 60 days prior to the beginning of the term in which the course in question would normally be taken. The Director will consult with faculty members in the academic field in question to determine the method of evaluating the student's prior preparation.

Such evaluation normally would include an examination of the student's transcript(s), prior course syllabi, and written work. A written or oral examination may be required as well. The Director will then approve or deny the petition and notify the student and the Registrar accordingly.

M. ATTENDANCE

- i. All students are expected to be in attendance at the first and last class of each quadmester. If a class meets twice a week during a quadmester, students are permitted two absences. If a class meets once a week during a quad, the student is permitted one absence. In the case of extenuating circumstances (illness, family emergencies, etc.) exceptions will be made. In that case, the instructor or the registrar must be notified about any absence in advance of the class in question. Class attendance is considered in grading all courses. In the case of semester courses, if a class meets twice a week the student is permitted four (4) absences. In the case of a once-a-week course, two absences are permitted.
- ii. Attendance is required at all announced examinations.
- iii. A student absent from class is responsible for all written or oral work due on the day of the absence, knowledge of announcements made on the day of the absence, and knowledge of the substance of material discussed.
- iv. If a student is absent from an examination or submits a paper later than the scheduled due date (except in instances covered by IV. E.4), the student is subject to failure for the examination or paper in question.

N. GRADING AND EVALUATIONS

- i. At the conclusion of each semester a record of grades will be provided. All courses are graded P, C, or F (but see i.1. and i.2). P indicates passing work of excellent or good quality, C indicates barely passing, and F, failing. Any student may petition for a letter grade instead of P/C/F. The signed and completed petition must be received in the Registrar's Office prior to the end of the second week of classes. Part-time students will be assigned P/C/F unless grade petitions are filed. In the quadmester system, grading will take place as follows: In one-quadmester courses, grading will take place at the end of the quadmester. In two-quadmester courses that are continuous and taught by the same instructor, grading will take place at the end of the second quadmester.
 1. Graduate courses at the 600 level taken as part of post-M.A. degree studies utilize a letter grade rather than P/C/F system.
 2. The grading system for courses at the University of Southern California and classes in the Louchheim School of Judaic Studies remains as before: A, B, C, D, and F. Undergraduate students in certain departments are permitted to

take some courses under a pass/no pass option. For details and regulations identifying this option, consult the appropriate USC department.

- ii. Under the P/C/F grading system, a G.P.A. will be calculated by assigning the following values: P = 4; C = 2; F = 0. All students must maintain a grade point average of 3.1 or above. (See Sections H and I, Student Tenure)
- iii. The instructor shall specify in the course syllabus those aspects of the course that will be monitored for grading, such as examinations, papers, and class participation and attendance. The instructor will specify also the relative weight given each aspect to be monitored for grading, such specification to be included in the syllabus.

O. LEAVE OF ABSENCE

- i. A student desiring a leave of absence for any reason must apply in writing to the Director of the program. Such leave, if granted, must be designated for a specific period of time.
 - 1. A student desiring to drop all of his/her courses in accordance with paragraph O: above and begin a leave of absence at a point in time after the semester has begun may petition the Director of the program to do so. However, the petition must be for a period of time longer than the duration of the term in progress.
 - 2. In general, a leave of absence is expected to be of one year's duration. If it is begun in the midst of a term, it is anticipated that the leave will run to the beginning of the same term in the next calendar year. Petitions for longer or shorter leaves should be accompanied by an explanation of special circumstances.
- ii. Returning from a leave of absence to resident student status is automatic provided that the Registrar is notified before the leave has lapsed that the student intends to register for courses in the term following the termination of the leave and that the student, in fact, does register for an appropriate course of study (after consulting with the Director of the program) at the proper time. Failure to comply with either proviso will result in the dismissal of the student unless a letter of withdrawal has been submitted previously. In such a case, the student may apply for readmission and complete all procedures indicated by the Chair of the Admissions Committee.
- iii. A student who has been dismissed or asked to withdraw is ineligible for a leave of absence.

P. MAINTENANCE OF STUDENT FILES

(please also see official policy statement relating to student records)

i. Contents

The student's file contains material that usually falls into the following four categories:

1. All application materials except confidential letters of reference. These include: the application itself, transcripts, Graduate Record Examination scores, autobiographical statement, medical form, letter of acceptance and letter of acknowledgement.
2. Confidential letters of reference written in support of the student's application
3. Academic Progress
4. General correspondence

ii. Access

The student has access to all material in categories 1, 3, and 4, as specified above. Administrative personnel (the Dean, the School Director and the Registrar) have access to material in all four categories. The student's advisor has access to the material in categories 1 and 3. A student may give written permission to any instructor authorizing access to categories 1, 3, and 4.

Q. PAYMENT OF FEES

- i. Payment of the minimum fee towards tuition (as established by the Board of Governors) is due on or before the day of registration for the Fall or quadmester (Summer session in the case of Jewish Communal Service students).
- ii. A student identification card may be obtained from the Registrar upon completion of financial arrangements with the Office Manager.
- iii. With the permission of the Dean and the Business office, a student may pay the balance of the tuition in installments during the academic year.
- iv. A student who receives financial aid is responsible for the payment of the fees not covered by the financial aid in accordance with the arrangements made at the beginning of the year.
- v. Failure to pay the minimum fee or subsequent installments towards complete payment of tuition at the agreed-upon time may result in loss of a student's academic credits for the semester or the year in question.
- vi. Every student is required to complete payment of outstanding bills owed the

Hebrew Union College prior to registration for the Fall semester in any given year.

vii. *Fiscal Considerations for Graduating Students:*

Every student scheduled to graduate at the end of a given academic year must pay the graduation fee and any other outstanding fees owed to the College no later than two weeks prior to the date of graduation. This requirement stands whether or not the student is present at graduation exercises. (Rabbinic students will pay the graduation fee at the time of their ordination.)

R. FINANCIAL AID

- i. Eligible students may apply for financial aid to cover a portion of the costs of tuition and living expenses.
 1. Eligibility is determined in accordance with College-Institute regulations which include eligibility guidelines. These guidelines are subject to annual review and revision.
 2. Financial aid is granted in accordance with College-Institute guidelines and maximums as set forth by the Board of Governors each year.
 3. Financial aid is awarded solely on the basis of need.
- ii. Application for financial aid is made prior to the start of the Fall term (prior to the start of the Summer session in the case of Jewish Communal Service students).
- iii. Short-term emergency loans are granted irrespective of a student's general eligibility for financial aid. Such a loan may be obtained at any time and is repayable within ninety days. Students interested in obtaining such loans should obtain an application form from the Business Office.
- iv. Students scheduled to graduate or be ordained must meet with the Financial Aid officer for an exit interview no later than two weeks prior to these dates.
- v. To be eligible for financial aid, HUC-JIR students must maintain the academic standards and degree progress required for their program of study as designed by the individual schools and as described in "Academic Tenure" of the Student Tenure Section of the New Academic Policies and Procedures.

Any students whose academic standing falls below that standard will be placed on financial aid warning during the following semester. If their academic standing is not raised to the standard by the end of that semester, financial aid will be terminated until the required academic standard is met.

S. REQUEST FOR OFFICIAL TRANSCRIPTS

- i. The Office of the Registrar will mail an official transcript directly to appropriate college or university officials upon receipt of a written request. Payment of five dollars for first copy, and three dollars for each additional copy, must accompany the written request.
- ii. A request for an official transcript will not be honored if the student has any outstanding obligations, financial or otherwise, to the College-Institute.

T. MEDICAL INSURANCE

- i. All HUC students enrolled in six (6) units or more at the College are required to pay a health fee. The health fee provides students access to all services offered by the USC Student Health Center adjacent to the HUC campus.

Students are billed for the health fee by the business office.

- ii. In addition, all full-time HUC students are required to present proof of a supplementary health insurance that will cover them for services or additional treatment not provided by the USC student health center.

U. MEDICAL SERVICES

A local dental group has agreed to render services to students at a nominal fee. The name and address of the group is available from the Registrar's office.

ACADEMIC GRIEVANCE PROCEDURE

All faculty members and instructional staff have received the Faculty Handbook that clearly outlines good teaching practices.

Faculty are responsible for fulfilling the good teaching practices outlined in the Handbook. Should students have grievances against a faculty member relating to any academic matter, they should avail themselves of the procedure herein outlined. The goal of the academic grievance procedure is to effect reconciliation between the instructor and the student.

Any student has the right to question a course grade he or she has received, but the student should recognize the difference between questioning a grade and charging an instructor with a violation of the good teaching practices. The latter is a serious act and should neither be undertaken lightly nor should the desire to have a grade reviewed and changed be the primary motivation.

If the student wants to contest a grade, the student should first meet with the instructor to voice a complaint and to receive an explanation and possible redress. If the student is not satisfied with the explanation, he or she may confer with the faculty member's School Director and ask for a review of the grade. The School Director will consult with the faculty member and review the material. If the decision of the School Director is not acceptable to the student, he or she may appeal to the Dean whose decision shall be final.

A student who feels that a faculty member has violated good teaching practices shall first discuss the matter directly with the faculty member, accompanied by his/her faculty advisor. If he or she feels that his or her grievance has not been properly adjudicated, he or she should request a conference with the School Director. If the intervention of the School Director still has not achieved reconciliation, the student may submit to the Dean a letter formally stating the nature of the grievance with specific reference to teaching responsibilities that have not been fulfilled. The student should also provide any materials supportive of the complaint.

Within ten (10) days after receiving this written complaint from the student, the Dean will request the chairperson of the Faculty to convene a Faculty Grievance Committee that shall be made up of four full-time faculty and a student representative selected by the student association (Ha Keshet). The Committee shall consider and investigate the complaint and make its recommendations to the Dean within thirty (30) days after receiving the complaint.

A Faculty Grievance Committee will not review a complaint unless it is lodged within 10 weeks of the alleged violation. For students attending SJCS summer session, the tenth week of the fall semester is the deadline. It shall be the responsibility of the Faculty Grievance Committee to determine, prior to considering any case, whether frank and full discussions between the student, instructor, School Director, and Dean have been exhausted as a means of resolving the grievance. If not, the case shall be referred back to the Dean as appropriate.

If the Faculty Grievance Committee decides to consider the case, the chairperson shall inform the student that the burden of proof rests with the student and that he or she may attend the hearing, excluding executive sessions. The chair shall also inform the instructor, when the committee decides to consider a case, that a grievance has been received by the Committee and provide the instructor with a full bill of particulars regarding the grievance and its supporting evidence. The chair shall request from the instructor in writing information germane to the case, inform the instructor that he or she may attend the hearings, excluding executive sessions.

If the Committee finds that no violation of the good teaching practices has occurred, or that a violation has occurred but recommends that no redress is warranted, these findings will be reported by the committee chairperson, in writing, to the student and the instructor, with copies sent to the School Director and Dean. In addition, a notation of this finding may be made in the student's permanent record file.

If the Committee finds that a violation has occurred and recommends any form of redress for the student, these recommendations should be reported by the chairperson of the Committee, in writing, to the School Director and Dean, with a copy sent to the student and to the instructor. The instructor will be expected to inform the School Director of his or her compliance or noncompliance with the recommendations within ten days after the letter of notification has been sent to the instructor. Failure to respond within ten days will be taken to indicate noncompliance.

If the instructor complies with the recommendations, the student will be informed, in writing, by the School Director, with copies to the committee chair. If the instructor indicates noncompliance with the recommendations, copies of the recommendations and of the instructor's reply will be sent to the student, Provost, and President, and will be placed in the instructor's file. In addition, a notation of this finding may be made in the student's permanent record file.

If the instructor does not accept the recommendations, he or she may appeal the decision of the Faculty Grievance Committee to the Provost. Written notice of the desire for a review by the Provost should be made within ten (10) days of receiving the copy of the Committee's findings. If an appeal is made, a copy of the written report of the Committee and all pertinent information and material will be forwarded to the Provost. The Provost will meet with the student and instructor, and review the case. The Provost then will affirm, reject, or modify the recommendations of the Committee.

If the instructor does not accept the Provost's recommendations, then he or she may appeal directly to the President. The President shall review all materials and meet with the student and instructor. The President's decision will be final.

Hebrew Union College-Jewish Institute of Religion Learning Disabilities Policy

Both ancient Jewish tradition and our modern sense of ethics demand that the educational life at Hebrew Union College - Jewish Institute of Religion serve the needs of students who live with learning disabilities. The College - Institute and its Administration, Faculty and Staff are committed to providing appropriate accommodations to address specific, documented learning disabilities, to ensure that students have an optimal educational experience during their tenure, even as we maintain a commitment to high academic standards and excellence.

All students who are admitted to the Hebrew Union College - Jewish Institute of Religion must meet published standards for admissions and graduation. However, a learning disability, whether diagnosed when a student is a child or an adult, should not prevent one from pursuing admission to or continuing study at HUC-JIR.

On each of our four campuses, the Dean's office, or its designate, will be responsible for documentation, record keeping, planning and coordination of any accommodations required for students with learning disabilities. Students with known disabilities should identify themselves to their Program Director or an Admissions Officer upon application or before matriculation. If the diagnosis occurs while the student is enrolled, the student should notify his/her Program Director immediately. In both cases, it is the student's responsibility to provide comprehensive medical documentation outlining the disability (and, if temporary, its duration). The Program Director will oversee the process for assisting the student, and coordinate the efforts of the Administration, Faculty and Staff to provide necessary and appropriate support during the student's tenure at the College-Institute.

Definitions

According to Federal Law, a disability is any condition that substantially limits any major life activity. A learning disability, then, is any condition that substantially limits a student's ability to learn.

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 protect the civil rights of people with disabilities, and require most post-secondary educational institutions to provide accommodations to students with disabilities. It is important to note that it is a student's responsibility to self-identify and provide documentation of his/her disability. Otherwise, institutions need not, legally, provide accommodation.

Confidentiality

HUC-JIR and its Administration, Faculty and Staff adhere to stringent confidentiality policies regarding information concerning an individual's learning disabilities. The College-Institute will not release any part of submitted documentation without the individual's informed consent unless under the compulsion of legal process. Our Administration, Faculty and Staff strictly adhere to the provisions set forth in the Family Education Rights to Privacy Act (FERPA).

Learning Disabilities at HUC-JIR

Application

The College-Institute welcomes applications from prospective students who have been diagnosed with learning disabilities. During the application process, the College-Institute expects applicants to share any pertinent information regarding any diagnosed learning disability with the school. This disclosure is vital, as it will provide the College-Institute with the information it needs to support applicants who gain admission after they matriculate. Such disclosure also permits the Administration, Faculty and Staff to begin the process of planning and implementation of any necessary accommodations.

Self-Identification during Student Tenure at the College-Institute

Students have the responsibility to inform the Director of their Program of any learning disability. In certain cases, the College - Institute may suggest that a student seek appropriate testing. Should a student be unclear as to the nature of the disability, or should a student lack a diagnosis and appropriate documentation, arrangements may be made through the Director of their Program to find an appropriate professional to conduct a comprehensive evaluation. The office of each Director shall keep information on hand about local evaluators and clinics that students may contact for evaluation. When possible, the College-Institute may be able to assist in arrangements and financial support for those seeking diagnosis of a learning disability.

Documentation

Documentation is required to verify the existence of a learning disability. According to standards established by the Educational Testing Service and other national bodies concerned with learning disabilities, documentation must meet four basic criteria to be considered valid:

1. **A qualified professional must conduct the evaluation.**
The name, title and professional credentials of the evaluator, including information about license or certification as well as the area of specialization, employment and state in which the individual practices must be clearly stated in the documentation. Use of diagnostic terminology indicating a specific learning disability by someone outside an appropriate field of expertise is not acceptable. It is not appropriate for professionals to evaluate members of their own families. All reports must be on letterhead, typed legibly, dated and signed.
2. **Testing must be current, no more than five years old.**
Because HUC-JIR is providing accommodations based on the current impact of an individual's disability on his/her academic performance, it is in the student's best interest to provide recent documentation. If older documentation exists, HUC-JIR may ask that the student be evaluated again, or consult a specialist for an update on the prior information, before providing accommodations.
3. **Documentation necessary to substantiate a learning disability must be comprehensive.**

A comprehensive assessment battery and the resulting diagnostic report must include four elements:

- A. a diagnostic interview;
- B. an assessment of aptitude (a complete intellectual assessment with all subtests and standard scores reported);
- C. a measure of academic achievement (including current levels of academic functioning) in relevant areas such as reading [decoding and comprehension] and oral and written language; and,
- D. a report on information processing, including discussion of specific areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive functioning and motor ability.

Other assessment measures, such as classroom tests and informal assessment procedures and observations may also be helpful in determining performance across a variety of domains.

The documentation must include a specific diagnosis, clearly stated, and based on actual standardized test scores and other diagnostic tools. Each suggested accommodation should be supported by an appropriate rationale. If more information is necessary, HUC-JIR may seek clarification from the evaluator before making a final determination on the appropriateness of any accommodation.

4. The documentation must contain an interpretive summary.

The evaluator must include a diagnostic summary based on the comprehensive evaluative process, drawing conclusions from the assessment results, ruling out other possibilities for academic problems, indicating the substantial limitations to learning presented by the disability and an explanation of how specific suggested accommodations will mediate the effects of the disability. It may be helpful to have the Director of the Program consult directly with the evaluator for the most detailed and accurate information.

Accommodations

Individual students will work with the Director of the Program in which they are enrolled or his/her designate, to develop appropriate accommodations based on the documentation submitted. Accommodations may include, but are not limited to:

- Reduced course loads and Program extensions, with the potential for ongoing financial aid
- Assistance with planning work and study schedules
- Testing accommodations (extended time, oral exams, readers/writers, etc.)
- Specialized library assistance
- Assistance and support during the senior placement process

- Provision of assistive funding or student support for:
 - note-taker services and reader services
 - tutoring services
 - access to research aids, language study aids and language study support

All accommodations will be discussed and approved as part of a comprehensive plan that will be agreed upon in writing, and reviewed and updated as necessary during the course of the student's tenure.

Self-Advocacy

An important goal for all our students is to become effective self-advocates. Students are expected to advocate for themselves with the support of the administration of the College-Institute. It is the student's responsibility to share appropriate information with Administration, Faculty and Staff. The Program Director will assist a student in advocacy, or advocate directly on behalf of a student, if the student desires assistance.

Staff and Faculty Training

HUC-JIR provides ongoing training for its Administration, Staff and Faculty on learning disabilities. Training will include guidance in definitions and documentation of learning disabilities, assistance with course construction and assessment methods, possible accommodations, suggestions for helping to advise and support students with disabilities and conferral with experts on individual issues. Faculty are expected to utilize this training to pro-actively assist students in identifying learning disabilities, and to inform them, directly and privately, if they notice traits and characteristics of learning disabilities in a student's work. Each Program Director will serve as the clearinghouse for information on supporting students, and the coordinating office for training of Staff and Faculty.

More Information

For more information, please speak with the Director of the Program involved, or any other member of the HUC-JIR administration.

QUESTIONS AND ANSWERS
ACADEMIC POLICIES – LOS ANGELES CAMPUS
HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION

What is the grading policy at HUC-JIR?

All students are graded Pass/Fail or the grade “C.” The grade “C” signifies that the student is performing at a minimal level of competency. As set forth below, in addition to the above grades, a student may receive grades of “W” (Withdrawl), “WF” (Withdrawl and Failure) and “I” (Incomplete). When a G.P.A is computed P=4, C=2 and F=0. To maintain satisfactory student progress students must maintain a G.P.A of 3.1 or above. Therefore the accumulation of a number of “C” grades in a semester (or two quadmesters) can put a student in academic jeopardy and has implications for financial aid. All students must maintain the academic standards and degree progress for their program of study to be eligible for financial aid. **Any student may request letter grades through petition to the Office of the Registrar. The petition must cover all courses in an entire academic year.**

What if I want to drop or add a course?

- ❖ In one quadmester courses students may not add a course after the first week.
- ❖ In two quadmester or semester courses students may add a course until the second week of the semester,
- ❖ In one quadmester courses students may drop a course without penalty up to the end of the second week of the quadmester. **In these courses students withdrawing from the course between weeks two and four will incur the grade of “W.” After week four, except under special circumstances approved by the student’s program director, students dropping a course will receive a grade of “WF.”**
- ❖ In two quadmester or semester courses students may drop a course without penalty until the end of the second week of the semester. **Students may withdraw from a regularly scheduled course up to and including week seven of the semester (end of first quadmester of the course). They will receive the grade “W.” If they withdraw after week seven they will receive the grade “WF”, unless there are extenuating circumstances and both the faculty member of the course and the program director agree that the grade “WF” should not be posted.**

- ❖ All decisions about dropping and adding courses in the core curriculum of the rabbinical program and required courses in the education and communal service programs must be approved by the student's program director.

What if I cannot finish the required assignments for a course by the end of quadmester/end of semester deadlines?

- ❖ Students may request extensions of up to three weeks in a maximum of two courses per semester after gaining approval from the faculty members involved and gaining the permission of the student's program director.
- ❖ If the work is not completed and received at the end of the three weeks, the grade in the course becomes an "I" – an incomplete. Incompletes acquired in the Fall semester must be completed by the last day of classes of the Spring semester and incompletes acquired in the Spring semester must be completed by the first day of classes of the Fall semester or the "I" automatically becomes an "F." **When the work required to fulfill the incomplete is graded, that grade will be added to the "I" on the student's transcript.**
- ❖ **In one quadmester courses students may request an extension of two weeks after the end of the quadmester. Students may only qualify for incompletes at the end of quadmesters two and four each year.**

What does the student tenure process involve?

- ❖ There are carefully worked out processes for cases involving student academic or non-academic tenure issues. You should read carefully pages 7-11 in the Academic Handbook.

Is there an attendance policy at HUC-LA?

- ❖ Students are expected to attend the first and last class of each quadmester. If a class meets twice a week during the quadmester, students are permitted two absences. If the class meets once a week the students are permitted one absence. In the case of semester courses in a class that meets twice a week, the students are permitted four absences, and in a class that meets once a week students are permitted two absences. Exceptions are made for extenuating circumstances. **Class attendance is considered in grading in all courses.**

1. Term –a designated period of study time within an academic year such as a semester, quadmester, pre-quad, or summer session.
2. Course-a numbered and identified, clearly defined area of study taught by an instructor and studied within the parameters of an academic term, earning a designated number of units of credit.
3. Independent Study/Reading Course- a course with a variable number of credit units which is designed by a student and instructor for program of individualized study by the student in a specific area of scholarship
4. SAP- Satisfactory Academic Progress. In order to sustain and renew financial aid, students must maintain the academic standards and successful completion of the requirements toward the degree for which they are studying.
5. Full Time Student – A student carrying 9 units of coursework per semester or equivalent (two quadmesters).
6. Part Time Student- A student carrying less than 9 units of coursework per semester or the equivalent (two quadmesters).
7. Credit or Unit or Credit Unit - the unit of measurement by which HUC-JIR LA School assigns value to its course work for academic credit. Units are also used to ascertain tuition amounts. One credit is granted for 15 hours of instructional contact.
8. Quadmester – 7 week term, 50% of a semester
9. Intensive-1.5 unit course of 20 clock hours taught within a 4-day period
10. Pre-Quad – a term occurring before a quadmester on the academic calendar