

HUC-JIR Mission Statement

Purpose

HUC-JIR is a religious and scholarly learning community dedicated to:

- Developing Jewish professional and lay leaders to transmit and apply to contemporary life the sustaining values, responsibilities and texts of our tradition;
- Applying the open and pluralistic spirit of the Reform movement to the study of the great issues of Jewish life and thought.
- Advancing the critical study of Jewish culture and related disciplines in accordance with the highest standards of modern academic scholarship.

Mission

HUC-JIR serves as:

The educational and intellectual center of Reform Judaism

- Training and sustaining rabbis, cantors, communal and educational leaders throughout their careers for service to Reform Judaism and Klal Yisrael;
- Providing higher learning for scholars of religion of all faiths;
- Supporting the educational and spiritual growth of lay leadership for the Reform movement;
- Creating and disseminating scholarly research and publication;
- Preserving and providing access to library, archival and museum resources
- Working with Jewish institutions worldwide to enhance Jewish life, learning and values and to share the Jewish experience of the future.

A Jewish religious community built on God, Torah, avodah, mitzvot and Tikkun Ha-olam:

- Integrating Jewish tradition, academic knowledge and professional competence in the development of our students;
- Creating a religious community that gives meaning to the educational experience and provides a model for students to take with them into their lives and work;
- Instilling in its members exceptional leadership skills and spiritual growth enabling them to become catalysts of transformation in the creation of vibrant Jewish communities.

An innovative resource and learning center working with Reform congregations and leaders, the Jewish organizational world and the religious and academic community at large:

- Providing a forum for creative Jewish thought;
- Acknowledging and supporting a diverse community of scholars, students and staff committed to academic freedom and rigor;
- Contributing to the real-life decisions and growth of the Reform Jewish community worldwide;
- Sustaining a vital relationship with the People and the Land by cultivating the growth of Reform Judaism in Israel.

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Introduction to the Rabbinical Student Handbook

The Rabbinical School of the Hebrew Union College-Jewish Institute of Religion on the Cincinnati campus is a community of faculty and students, each of whom is committed to high academic and professional standards. We agree to abide by published rules, regulations, and procedures that define and maintain those standards.

The rules, regulations, and procedures of the Rabbinical School are contained in this Rabbinical Student Handbook and the Registrar's Web Page. Copies of the Handbook are distributed each year to faculty and students. The Dean, the Director of the Rabbinical Program and the Committee on Academic Affairs are charged with overseeing these rules, regulations, and procedures. The community will receive written notification of any changes in this Handbook.

Questions regarding the rules, regulations, and procedures in the Handbook should be addressed to the Director of the Rabbinical Program, the Chair of the Committee on Academic Affairs, or the elected student representative to the Committee on Academic Affairs.

The Curriculum of the Rabbinical School

Israel

The Year-in-Israel Program

HUC-JIR requires students to spend the first year of their studies in Israel for the establishment of lifelong ties that are vital in sustaining the living bonds between the North American and Israeli communities. Since 1970, all rabbinical, cantorial and Rhea Hirsch education students pursuing their studies at HUC-JIR's stateside campuses have fulfilled their first year of study in Jerusalem. In 2007 the Year-in-Israel Program expanded to include all first-year rabbinical students from the Leo Baeck College in London, England. Their year-long study in Israel, alongside HUC-JIR's Israeli rabbinical students, and shared experiences ground them in the millennial heritage of Jewish faith, history and values, as well as the realities and challenges facing contemporary Jewish identity around the globe. The Year-in-Israel program imbues these future leaders of the diaspora with a spirit of partnership that they take home with them to complete their studies in North America and Europe, and fosters a shared sense of responsibility that transcends geography to assert the overarching unity of the Jewish people. The curriculum encompasses Hebrew language immersion, foundational textual skills, Israel studies, community building and both spiritual and professional development. Utilizing Israel itself as a classroom, the students explore Israeli culture, the history of Zionism, and the social and political challenges in Israel, and participate in community service projects.

The Rabbinical School on the Cincinnati Campus.

The Rabbinical School curriculum comprises three areas of academic concentration:

The MAHL program consists of foundational courses that examine the language and literature of a variety of disciplines, and different critical approaches to those disciplines. These courses (listed as 400 level courses) are generally taken during the second and third rabbinical years.

The required courses for the degree of Master of Arts in Hebrew Letters are:

RAB 401	LIT 401	MID 401	THE 401
BIB 401	BIB 402	TAL 401	PTH 401
HIS 401	HIS 402	HIS 403	HEB 401
HEB 402	HEB 403	PHI 401	PHI 402
COM 401	CSP 401	PDE 401	PDE 402
PDE 403	PDE 404	PDE 408	PDE 409

The post-MAHL program consists of advanced courses that are generally taken in the fourth and fifth rabbinical years. Ten of these courses (500-600 Level) are in prescribed areas (three in Bible; four in Rabbinical Literature; one each in Hebrew Literature, Ethical Literature and History 501). Students must enroll in seven 500 or 600 level courses (free electives) in addition to the ten 500/600 level courses described above.

The Professional Development program (listed as PDE courses) introduces students to the skills, practice and theories of Jewish education, pastoral counseling, and homiletics. In addition, PDE courses provide forums for discussion of issues that confront the contemporary rabbi and the Reform Jewish community. Whenever possible, PDE courses include a clinical learning component.

Students must enroll in the following prescribed PDE courses during their years of study in Cincinnati

PDE 401	*Rabbinic Workshop in Worship and Ritual (2 nd Year)
PDE 402	*Education: Principles of Effective Teaching (2 nd Year)
PDE 403	*Homiletics (3 rd Year)
PDE 404	*Introduction to Human Relations (3 rd Year)
PDE 405	*Clinical Pastoral Care
PDE 406	*Leadership (4 th Year)
PDE 408	Rabbinic Mentoring (2 nd Year)
PDE 409	Mayerson Fieldwork (3 rd Year)
PDE 410	*Fourth Year Homiletics (4 th Year)
PDE 411	Fifth Year Sermon Review (5 th Year)
THE 500	*Thesis and Senior Seminar (5 th Year)

*For credit

Additional Items

Every rabbinical student will deliver two sermons, one each during the fourth and fifth years. Fourth year students will participate in the Sermon Evaluation Workshop. Fifth year students will participate in a private sermon review with Dean Ehrlich.

Each student must serve a bi-weekly student pulpit (or its equivalent) for at least two years and participate in the Mayerson Mentoring Program during the first year of bi-weekly or in special cases, monthly pulpits.

Each student will participate in the Sexual Ethics Retreat, Prepare and Enrich Training, Gerech Institute, Schusterman Outreach Program and the joint HUC-CCAR Mentoring program. Assignments for the joint HUC-CCAR mentoring program are made by a committee of HUC faculty, CCAR alumni, administration and CCAR staff during the fourth year and will continue two years

after Ordination. Successful completion of this program is required for Ordination and membership in the CCAR.

COURSE INFORMATION

Attendance

All students are expected to be in attendance at the first and last class of each semester. In the case of extenuating circumstances (illness, family emergencies, etc.) exceptions will be made. In that case, the instructor and the Director of the Rabbinical Program 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 absences. In the case of once-a-week course, two absences are permitted.

Attendance is required at all announced examinations.

A student absent from class is responsible for all work, written or oral, due on the day of the absence, knowledge of announcements made on the day of absence, and knowledge of the substance of material discussed.

All students are expected to attend class regularly. Class performance may be a criterion used by an instructor in the determination of the grade given to a student.

If a student is absent from examinations or presents papers or major reports later than the scheduled date, the student may be subject to failure or lowered grades for those examinations or reports.

Syllabi

Faculty are required to distribute course syllabi to students on the first day of class. A syllabus will outline what will be expected, including the minimum requirements for a passing grade and the calendar of dates by which requirements, such as papers and examinations, must be fulfilled.

Course syllabi are on file in the Director of the Rabbinical Program office.

Alternate Means of Credit

Independent Study Courses

Students shall generally be allowed to take one independent study course per semester with the permission of the Director of the Rabbinical Program and the faculty member to be credited as a post MA non-required course, up to a total of three such courses. Only one study course is permitted each summer and a maximum of three independent study courses during a leave of absence. The Independent Study Applications must stipulate texts, written examinations, and/or papers and the dates all assignments are to be completed.

An independent study is a course not regularly offered but developed specially by a student and faculty member. Exceptions may be made on a case-by-case basis for advanced students.

Any full-time faculty member may be asked to sponsor an Independent Study course. Since the faculty members are asked to participate in this program in addition to their regular teaching load, faculty shall undertake to work with students at the faculty members' discretion. If faculty members feel that their own teaching obligations have already been maximized, then they should decline to sponsor such an Independent Study. In any event, it is recommended that no faculty member sponsor more than two such courses in any one semester.

Students shall generally be allowed to take one independent study course per semester to be credited as a post MA non-required course, up to a total of three such courses. If a student requests additional independent study, permission must be obtained from the Director of the Rabbinical Program; appropriate exemptions may be made on a case-by-case basis.

No student who has failed a course in either of the previous two semesters may register for an Independent Study course, unless permission is obtained from the Director of the Rabbinical Program.

A form describing the independent study and its requirements may be obtained from the Dean's Office. This form shall be signed and submitted by the student and the faculty member to the Director of the Rabbinical Program for approval.

Advanced Credit

In special cases, students may fulfill MAHL courses (400 level) requirements by enrolling in Post-MAHL courses. Permission to pursue advanced credit must be granted by the Director of the Rabbinical Program in consultation with the appropriate faculty member.

Advanced Standing

Credits from accredited academic institutions may be recognized. The amount of credit given shall be determined by the Dean or Director of the Rabbinical Program in consultation with the appropriate faculty member in whose area the credit is sought.

Students may receive permission to study at another college or university. Such permission is to be secured through the Director of the Rabbinical Program, provided that the proposed course of study is submitted in advance, in writing,

and with the approval of the Director of the Rabbinical Program and with faculty of HUC approving. Credit will be granted only if approval has been granted in advance.

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 Rabbinical 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. The Director will then approve or deny the petition and notify the student and the Registrar accordingly.

No more than 25% of course requirements can be fulfilled by outside study.

The College-Institute is a member of the Greater Cincinnati Consortium of Colleges and Universities which enable full-time students to take courses at these institutions with no additional tuition fee. Details about the courses and the necessary procedures are available from the Dean's Office.

Thesis Requirements

During the fourth year, a student must submit the proposed subject of the thesis to the Director of the Rabbinical Program on or before the date announced in the Academic Calendar.

The Candidate shall first discuss the proposed thesis subject with a member of the Faculty with whom the work is to be pursued. Written approval must be obtained from the advisor regarding the formulation of the subject.

The thesis proposal packet is obtained from the Dean's Office and once signed by the advisor, is to be presented to the Director of the Rabbinical Program for transmission to the Faculty for approval.

During the fourth year, a student will receive from the Dean's Office a copy of the current thesis regulations of the College-Institute.

Students are required to meet regularly with their thesis advisor throughout the time that the work is in progress. If a student fails to meet according to the schedule agreed upon by the student and the faculty advisor, the student will not be allowed to continue work on the Rabbinic Thesis. As a result, the student will not be ordained that year.

In the Senior year, the candidate presents the completed thesis to the Faculty by way of the Director of the Rabbinical Program no later than the date announced on the Academic Calendar as the “Last Day for Submitting Theses.”

If a student does not complete his/her thesis in a timely manner, the Faculty may grant one more year to complete the thesis at its discretion. Any student who does not complete the thesis after a second year will have his/her tenure in the program terminated.

Submitting the Thesis Proposal

Prior to January 1 of his/her fourth year, the student must discuss the proposed subject with the member of the Faculty with whom the student desires to work. The thesis topic must be submitted, with the written approval of the referee, to the Director of the Rabbinical Program when classes resume for the second semester. The Director of the Rabbinical Program will convey the proposed thesis topic to the Committee on Academic Affairs for its written approval by February of the student’s fourth year. **Thesis proposals that are not submitted by the deadline will not be presented to the Committee on Academic Affairs.**

In determining approval of a thesis proposal, the Committee in Academic Affairs will address itself to the following questions:

1. Is the area into which the proposed thesis falls represented in the Faculty of the College-Institute?
2. Has the student, either by completing a sufficient number of elective courses in the thesis area or by presenting equivalent academic credentials, demonstrated the academic ability to pursue research in the area?
3. Does the proposed thesis lend itself to systematic research? Does it conform to generally accepted criteria for theses. Does the proposal include an adequate corpus of sources to be studied?

If the Committee on Academic Affairs withholds approval of the proposed thesis topic, the Dean or Committee Chair will so inform the thesis referee. The student may, after consulting with his/her referee, reformulate the thesis proposal and resubmit it to the Committee on Academic Affairs.

A request to change the thesis topic or referee must be submitted to the Dean’s Office **no later than July 1** and be approved by the Committee on Academic Affairs no later than the first week of classes in the first semester. If for reasons of Medical emergency or unusual crisis a student is unable to present the completed thesis by the date announced in the Academic Calendar as the “Last Day for Submitting Theses,” the student may, upon written permission from

the Director of the Rabbinical Program (who will consult with the thesis referee), be granted an extension.

Ordinarily, a thesis is written under one referee, who is a member of the Cincinnati Faculty. When a thesis involves more than one area of study or methodological approach, a second and, if necessary, third faculty member from our schools or associated institutions may be co-opted as minor referees.

No faculty member may serve as major or minor referee for more than four rabbinical theses to a given Senior class. As a rule, students may not request a faculty member to serve as thesis referee if that faculty member will be on sabbatical during the student's Senior year. Students should check with the Registrar for a list of faculty who will be on sabbatical the following year.

The Capstone

The Capstone experience is an in-depth academic expression that enhances the student's analytical abilities and breadth of knowledge. It should have a written component that helps the student learn to communicate in cogent and engaging ways. Students and advisors should design the capstone experience to integrate different aspects of learning.

The capstone experience may take various forms:

1. Study and analysis of a classic text
2. Thematic research, with a practical application component
3. A creative product, e.g., prose, poetry, a play, creative ritual, a curriculum. These are based on substantive academic research.
4. A project that integrates different genres, e.g. a "midrashic" commentary on a Biblical text.

The Faculty advisor will write a formal report upon the capstone completion and the student will determine an appropriate means to share this project with their peers and members of the faculty.

Submitting the Completed Thesis

In his/her Senior year, the student presents a final draft of his/her thesis to his/her thesis referee no later than February 1, 2011. The completed thesis must be presented to the Dean's Office no later than the date announced on the Academic Calendar as the "Last Day for Submitting Theses."

The referee presents a final thesis report to the Dean's Office no later than March 15, 2011 or the announced due date.

If, for reason of illness or other similar extenuating circumstances, a student is unable to present the completed thesis by the date announced in the

academic calendar, the student may, upon the written permission of the Director of the Rabbinical Program (who will consult with the thesis referee), be granted an extension.

Failure of the student to meet any of the above deadlines or failure to fulfill any of the above requirements will prevent a student's certification as a "Candidate for Ordination."

Student Tenure Review

Academic Tenure

If a student receives two C's or fails one (1) course in a semester, the student shall meet with the Director of the Rabbinical Program who, together with the Dean, will suggest help and support for the student.

If the student fails two (2) courses at any time within two consecutive semesters, the student 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 are not limited to dropping the student or asking the student to take a reduced academic load.

If a student fails three (3) courses over two academic years, the student will automatically be dropped from the academic roll. The student has the right to appeal to the Director of the Rabbinical School and the Student Tenure Committee for reinstatement, citing any extenuating circumstances.

The Director of the Rabbinical Program is responsible for implementing the rules governing student tenure.

The Director of the Rabbinical Program will notify the student in writing that either the student must meet with the Student Tenure Committee or that the student is being dropped from the academic roll. In the event the student is being dropped from the academic roll, the student will be notified in writing that the student 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 Director of the Rabbinical Program 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 Director of the Rabbinical Program, 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 the Dean is part of the Appeals process. If the Director of the Rabbinical Program chooses not to chair the committee, the Director 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 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 Director of the Rabbinical Program will communicate in writing the decision of the Student Tenure Committee 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 Vice President for Academic Affairs in writing no later than one week after the Dean's decision has been rendered. The Vice President for Academic Affairs has one week to respond to the student. The student may appeal the Vice President for Academic Affairs's decision to the President in writing no later than one week after the Vice President for Academic Affairs'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 made in writing to the Dean.

Nonacademic Tenure

A student's tenure may be terminated if it is determined that the student 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 Director of the Rabbinical Program. The Director of the Rabbinical Program will investigate the charges further, and consult with the 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 in 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 Director of the Rabbinical Program 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 Director of the Rabbinical Program, 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 the Dean is part of the Appeals process. If the Director of the Rabbinical Program chooses not to chair the committee, the Director may designate a member of the Committee to serve as chair.

At the meeting of the Student Tenure Committee, the Director of the Rabbinical Program 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 Director of the Rabbinical Program, the members of the Committee and the student will raise any questions they may have. When all 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 Director of the Rabbinical Program 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 Vice President for Academic Affairs in writing no later than one week after the Dean's decision has been rendered. The Vice President for Academic Affairs has one week to respond to the student. The student may appeal the Vice President for Academic Affairs's decision to the President in writing no later than one week after the Vice President for Academic Affairs'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 made in writing to the Dean.

Academic Grievance Policy

Every member of the faculty and the instructional staff is responsible for fulfilling good teaching practices as outlined in the Faculty 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 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 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 Dean and ask for a review of the grade. The Dean will consult with the faculty member and review the material. The decision of the Dean 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, and if requested, accompanied by the Director of the Rabbinical Program.

If the student feels that his/her grievance has not been properly adjudicated, the student would request a conference with the Dean. If the intervention of the Dean 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 which have not been fulfilled. The student should also provide any materials supportive to 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 which shall be made up of four full-time faculty members and a student representative selected by the Student Association. 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 before the tenth week of the fall or spring semester which follows the term in which the alleged violation occurred.

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, 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 the case, that a complaint 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 good teaching practices has occurred, or that 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 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 Dean, with a copy to sent to the student and the instructor.

The instructor will be expected to inform the Dean 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 Dean with copies sent to the department chairperson and committee chair. If the instructor indicates noncompliance with the recommendations, copies of the recommendations and the instructor's reply will be sent to the student, Vice President for Academic Affairs and the 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.

If the instructor does not accept the recommendations, he or she may appeal the decision of the Faculty Grievance Committee to the Vice President for Academic Affairs. Written notice of the desire for review by the Vice President for Academic Affairs 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 materials will be forwarded to the

Vice President for Academic Affairs. The Vice President for Academic Affairs then will affirm, reject, or modify the recommendations of the Committee.

If the instructor does not accept the Vice President for Academic Affairs' recommendation, 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.

GENERAL ACADEMIC\REGISTRATION INFORMATION

Academic Advising

Second year students will have two “mentor” opportunities. Academic advisement will be shared between the individual student and the Director of the Rabbinical Program. This relationship will focus on any academic questions, and liaison to other members of the Faculty and College community. This student-advisor relationship will serve as a source of guidance, advice and support outside of school questions. Rabbi Kanter will also work on the formative assessment guidelines. Students and Rabbi Kanter will meet several times each year both individually and as part of a fieldwork group. A second source of more informal mentoring will be the “big brother/sister” program where each entering student will be introduced to an assigned upper class student to help answer questions, be an on-campus resource about faculty, classes, Cincinnati and help “smooth the waves.”

In the Third year every student is assigned to a rabbi who serves a congregation near the student's bi-weekly pulpit. This is the Mayerson Mentoring Program and includes a visit to your mentor's synagogue, regularly scheduled phone conferences, etc. In the Fourth and Fifth years, every student will receive a rabbi mentor as part of the Joint Commission on Rabbinic Mentoring, a program of the CCAR, URJ and HUC-JIR. Matched based on a detailed questionnaire completed by each student, this relationship will aid in the transition from HUC to the real world of the Rabbinate. More information will be provided on the Mayerson and JCRMI mentoring programs.

Academic Calendar

Prior to the academic year, the Registrar and Dean's Office publishes an Academic Calendar. The Academic Calendar contains dates when classes are in session, scheduled reading and examination periods, and other pertinent information.

Class Standing

A student is designated as a First Year student during the full year of the Year-In-Israel program or its equivalent. At the beginning of his/her second year in the rabbinical program, the student is assigned to higher class on the basis of academic credits earned in Israel and, if applicable, on the basis of Entrance Credits earned prior to the second year of rabbinical program, as described in Curriculum of the Rabbinical School in this handbook.

A student is designated Second Year, Third Year, Fourth Year or Senior Year student after the student has completed the prescribed courses as described in the Curriculum.

“Candidate for Ordination.” In order to be ordained in the spring of a given year, a student must be certified by the Faculty as a “Candidate for Ordination” no later than the final faculty meeting of his/her “Senior” year. Certification will be granted on the condition that:

The student has completed all requirements stipulated in the curriculum.

No grades of “incomplete” remain on the student’s transcript.

The Rabbinical Thesis has been satisfactorily completed, according to the thesis advisor, and a final copy has been deposited with the Director of the Rabbinical Program no later than the date announced on the Academic Calendar as the “Last Day for Submitting Theses.” (In case of illness or other similar extenuating circumstances, the student may, upon written permission of the Director of the Rabbinical Program, who will consult with the thesis referee, be granted an extension).

The thesis referee has submitted a report recommending faculty acceptance no later than March 15, 2011.

For every course in process the Registrar has received in writing a statement from the instructor that the faculty member has every expectation that the Senior will satisfactorily fulfill all course requirements.

Course Requirements – Academic

At the beginning of each course, the Instructor will outline the minimum requirements for a passing grade and the calendar dates by which requirements (e.g. papers and examinations) must be filled.

HUC-JIR students are expected to maintain the highest standard of integrity with respect to their academic work. Plagiarism, the appropriation of unattributed ideas or verbatim copying, is entirely at odds with the core principals of Jewish tradition and academic rigor. Students are expected to be familiar with the proper rules of citation. Students must ensure that they understand their instructors’ expectations, and avoid utilizing completed work, notes, drafts or homework of other students when it is inappropriate.

Work completed for one course may not serve to fulfill obligations of another course, unless explicitly permitted in writing by the two professors involved. When in doubt, ask the professors involved about the appropriate

actions to take. Disciplinary action may be taken by faculty members or the Student Tenure Committee where necessary.

Fieldwork - Student

Student Weekend Pulpits – See Student Ministrations Committee Handbook for details.

Final Year Residency

Students shall be required to be on campus during their final year to fulfill all outstanding requirements, including final year requirements such as the Thesis\Senior Seminar.

All requirements for Ordination must be completed within six years after the beginning of studies on one of the American campuses. (Leaves of absence are included in this six-year residency limitation.) In extraordinary cases and with approval of the Director of the Rabbinical Program and the Academic Affairs Committee, an extension may be permitted.

Identification Card/Security

All students are required to have an HUC photo identification card. The ID will be necessary to gain entrance to buildings on the campus. New students will receive their ID during orientation. This Identification Card is to be worn at all times while on campus.

Information concerning Campus Security and Drug Policy is available from Ron Regula, Director of Operations. The Campus Security number is 383-2559.

Leave-of-Absence

A student desiring a leave-of-absence for any reason must apply in writing to the Director of the Rabbinical Program. Such leave, if granted, must be designated for a specific period of time. It is the responsibility of the student to observe the terms and remain within the limits set. Failure to do so may result in dismissal.

Students pursuing studies at other institutions during a leave-of-absence may, upon prior approval of the Director of the Rabbinical Program, receive credit for up to eight (8) courses including up to three (3) reading courses and up to five (5) equivalence courses. The Director of the Rabbinical Program's approval for these courses must be given prior to the student's departure for the leave-of-absence. Approval for courses taken during a leave-of-absence will not be given retroactively.

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.

After a leave-of-absence, students must petition in writing to return to full-time resident student status. The Director of the Rabbinical Program will notify a student before the leave-of-absence if there are any specific conditions to be met before the student may return to full-time studies.

A student who has been dismissed or asked to withdraw is not eligible for a leave-of-absence for the following year.

If a student has received Stafford Loans, the student should check with the National Director of Financial Aid regarding the ramifications of a leave-of-absence on the student's financial aid.

Maximum Course Load

A student's course load will not exceed 18 credits per semester without the written permission of the Director of the Rabbinical Program and under exceptional circumstances. In addition, the maximum number of electives, intensives, for which a student may receive credit during his/her tenure at the College-Institute is four (4).

Medical

All full-time students are required to have verifiable Health Insurance through the group plan offered by the College-Institute, or are required to sign a waiver and present proof of satisfactory equivalent coverage.

Information regarding health insurance options is available from Joni Askin at ext. 3201.

Students who are already enrolled in insurance through the College-Institute and change their marital status and contact information, should communicate these changes to the Dean's Office.

Probation

Special probationary status presumes that a student so designated has not demonstrated an ability to continue the course of study and must demonstrate this ability within one academic year in order to remain in the

program. Any failures during a probation period will result in dismissal from the Rabbinical School.

Readings Period

A readings period is to be scheduled at the end of each semester and preceding final examinations. **Make-up classes are not to be scheduled during Readings Week.** If classes are canceled during the term, those classes are to be made up during the term.

Reduced Academic Load

Students shall be able to move through the program at a reduced pace if necessary in consultation with the Director of the Rabbinical Program and Dean, taking up to a year beyond the normal degree program structure to complete the program.

If the student needs more than one year, the student shall submit a formal request to the Director of the Rabbinical Program and Dean, who shall consult the Faculty.

Registration - See page 29.

Semester Check-ins with Director of Rabbinical Program

Second and third year students need to schedule 30 minute appointments with Rabbi Ken Kanter at the **beginning** of each semester. This meeting will cover feedback, problems, advice on semester needs, classes, etc.

Fourth and fifth year students need to schedule a 30 minute appointment with Rabbi Ken Kanter at the **end** of each semester. This meeting will cover feedback, problems, advice on semester needs, classes, etc.

You can make appointments with Rabbi Kanter by contacting Deb Xander in Office 224 Dorm or by phone (ext 3237) or email (dxander@huc.edu). You may also schedule appointments during the semester by contacting Deb.

Sermon Guidelines - Available from the Dean's Office

Summer School and Intensives

Each year, one week before the second semester begins, a one week winter intensive course(s) may be held. The course topic will vary from year to year. These course(s) may be used as a free elective and, depending on the

topic, can sometimes fulfill a prescribed elective. (See page 7 for an explanation of free and prescribed electives).

Check the academic calendar for the dates of Summer courses. These courses normally run for three weeks. Depending on the topic, these courses may be used as a free elective or a prescribed elective.

Textbooks

Students will be sent a list of books needed for all classes for each semester. Students will then need to order their books through Amazon, Barnes & Noble, or any other book source. Some books are produced “in house” and will be made available by faculty members. Lists will be sent out for Fall classes by July 15; for Spring classes by November 15 and for Summer classes by March 15.

Visiting Student

A student taking courses for credit but not pursuing a regimen of studies leading to a degree at the College-Institute is designated a Visiting Student.

A student enrolled at a Consortium school who wishes to study Hebrew or other subjects at the HUC-JIR must register through the cross registration process prescribed by the GCCCU.

Visiting Students may not receive financial aid from HUC-JIR.

Grades – General Information

Contact the National Registrar’s Office

Grades – C’s, LP’s and Failures

If a student receives two C’s (or LP’s) or fails one (1) course in a semester, the student shall meet with the Director of the Rabbinical Program who, together with the Dean, will suggest help and support for the student.

If the student fails two courses at any time within two consecutive semesters, the student 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.

If a student fails three (3) courses over two academic years, the student will automatically be dropped from the academic roll. The student has the right to appeal to the Student Tenure Committee for reinstatement, citing any extenuating circumstances.

Incompletes

Courses with incompletes that have not been completed will automatically become an “F” if not completed by the date given by the National Registrar. When grades are recorded, they will be added to the “I”.

Submission of Grades

Contact the Office of the National Registrar for deadline when grades are due.

FINANCIAL INFORMATION

Tuition and Fee Payment, and Student Health Insurance: contact the National Business Office, Ms. Connie Schutzman at cschutzman@huc.edu or ext. 3213.

Information on Financial Aid and Stafford Loans: contact the Director of Financial Aid, Ms. Roseanne Ackerly at rackerly@huc.edu or 1-800-424-1336 or ext. 2206

REGISTRAR'S INFORMATION

Information and forms for the Registrar are located on the HUC-JIR website.

Go to HUC.EDU website. On left side, click on Academics & Student Life.
Click on Registrar

Information on the SIS, Courses and Schedules are available on this site.

Forms available on this site are:

Add-Drop Request Form
Consortium Form (In Cincinnati - See Deb Xander for correct form)
Enrollment Verification Form
Waiver Substitution Form
Outside Credit Program Form
Letter-Grade Request Form
Withdrawal Form
Independent Study Form
Leave of Absence Form
Application for Graduation Form
Change of Address
Clearance For Graduation

POLICIES

Request Prevent Disclosure of Directory Information
FERPA – Annual Notice to Students

MISCELLANEOUS

SIS Instructions for Students
Non-Degree Students
Replacement Diploma Application

Transcript Requests
Ordination/Investiture Letter Requests
Frequently Asked Questions

POLICY INFORMATION

Policy information is available on the HUC-JIR website at:
HUC.EDU/about/policies/

Policies are in PDF format.

Policies Found on this site are:

Academic Records
Campus Security
FERPA – Family Educational Rights and Privacy
Learning Disability Policy
Political Campaigning Policy
Requests for Transcripts
Sexual Assault Prevention Information
Sexual Harassment
Whistleblower Policy



OFFICE OF THE REGISTRAR

STUDENT INSTRUCTIONS FOR THE STUDENT INFORMATION SYSTEM

How to Access the Student Information System (SIS) through the Hebrew Union College Website:

- ◆ Log on to www.huc.edu/registrar
- ◆ Click on your campus **SIS** link.
- ◆ Enter your username and password.
- ◆ Click on, **LOGIN**.

To View Your Entire Transcript:

- ◆ Click on **RECORDS**.
- ◆ From the drop down menu, click **STUDENT COMPLETE SCHEDULE**.

To Add a Course:

- ◆ From the SIS main menu, click on **RECORDS**.
- ◆ Using the drop down box, select **COURSE REGISTRATION**.
- ◆ Select a term for registration, then click **REGISTER**.
- ◆ Click on **ADD COURSES**.
- ◆ Keep your search criteria blank; this way you can view the entire list of courses being offered.
- ◆ At this point click **SEARCH**.
- ◆ Check the boxes, on the right side, for the courses you would like to register.
- ◆ Then click **REGISTER** at the bottom of the page.

To view Course Descriptions:

- ◆ Click on the green detail button in the course list.

To Drop a Course:

- ◆ From the SIS main menu, click on **RECORDS**.
- ◆ Using the drop down box, select **COURSE REGISTRATION**.
- ◆ Select a term, then click **REGISTER**.
- ◆ Click **DROP** next to the class you would like to drop.

To Change Your Personal Information: Password

- ◆ Click on **GENERAL**

- ◆ Using the drop down menu, click [CHANGE PASSWORD](#). The following screen, enter your current password, then new password.
- ◆ After you are finish typing the new password, click [SUBMIT](#).

To Change Your Personal Information: Address

- ◆ Click on [GENERAL](#)
- ◆ Then click [ADDRESS](#)
- ◆ Select the type of address you would like to update. (Ex. “Current,” “Permanent,” or “Home”)
- ◆ Once selected the screen will retrieve the information on file. If the spaces are blank, there is no information on file for that “Address Type.”
- ◆ You can populate or change the information on file.
- ◆ Before submitting, please input the date this new address took effect in the “Effective” box.
- ◆ Click [SUBMIT](#)
- ◆ Your web browser should read “Done” at the bottom of your screen, which means your updates have been sent. Your updates will take 24 to 48 hours to process.

To Change Your Personal Information: Phone Number

- ◆ Click on [GENERAL](#)
- ◆ Then click [PHONE](#)
- ◆ Select the type of phone number you would like to update. (Ex. “Cell,” or “Home”)
- ◆ Once selected the screen will retrieve the information on file. If the spaces are blank, there is no information on file for that “Phone Type.”
- ◆ At this point, you can populate or change the information on file.
- ◆ Before submitting, please input the date this new phone number took effect in the “Effective” box.
- ◆ Click the middle bubble for [UPDATE](#), then [SUBMIT](#)
- ◆ Your web browser should read “Done” at the bottom of your screen, which means your updates have been sent. Your updates will take 24 to 48 hours to process.

To View Your Financial Aid Award Letter:

- ◆ Click on [Fin Aid](#)
- ◆ Select the Award Year

To View Your Estimated Term Charges Worksheet:

- ◆ Click [Billing](#)
- ◆ From the drop down box click [Estimate Tuition Worksheet](#)