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 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. Copies of these are distributed each year to faculty and students. The Dean 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 School, 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 Israel year consists of an intensive ulpan that helps the students gain proficiency in Modern Hebrew, both spoken and written, and in the idiom of the biblical and rabbinic periods. While the emphasis is upon linguistic usage, formal grammar is also included. The ulpan begins in July, except for those students with sufficient proficiency upon admission to postpone their entry into the ulpan until September. Successful completion of the Year-In-Israel program entitles the student to continue into the second year of studies.

In addition to the ulpan, students deepen their understanding of Israel, the land, and its people, through a program of guided tours, meeting with Israeli leaders, and community projects. Courses in liturgy and modern Judaism are also given to introduce the student to the thought and practice of the Reform movement.

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

RAB401  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

The post-MAHL program consists of advanced courses that are generally taken in the fourth and fifth rabbinical years. Ten of these courses (listed as 500/600 level in the Course of Study) 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 (non-prescribed electives) in addition to the ten 500/600 level courses described above.
The Professional Development program (listed as PDE courses in the Course of Study) 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 four years of study in Cincinnati:

- PDE 401 Rabbinic Workshop in Worship and Ritual (2nd Year)
- PDE 402 Education: Principles of Effective Teaching (2nd Year)
- PDE 403 Homiletics (3rd Year)
- PDE 404 Introduction to Human Relations (3rd Year)
- PDE 405 Clinical Pastoral Care
- PDE 406 Leadership (4th Year)
- PDE 407 Senior Seminar (5th Year)
- PDE 408 Field Work Seminar (2nd Year)
- PDE 409 Mayerson Fieldwork (3rd Year)
- PDE 410 Fourth Year Sermon (4th Year)

**Additional Items**

Each rabbinical student will deliver two sermons, one each during the fourth and fifth years. Fourth year students will participate in the Sermon Evaluation Workshop.

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

Each student enrolled in Cincinnati prior to the 2004-2005 academic year must pass the Bible 401/402 Hebrew Examination before ordination unless he/she passes HEB 402/403.

Each student will participate in Sexual Ethics Retreat, Prepare and Enrich Training, Gerecht, and the joint HUC-CCAR Mentoring program. Assignments for the 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 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 once-a-week course, two absences are permitted.

Attendance is required at all announced examinations.

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 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.

Absence from class does not excuse a student from responsibility for written or oral work due on the day of the absence, or for the substance of the material covered.

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 Registrar’s Office.

Alternate Means of Credit

Independent Study Courses

Students shall generally be allowed to take one (1) independent study course per semester with the permission of the Director of the Rabbinical School and the faculty member to be credited as a post MA non-required course, up to a total of three (3) such courses. Only one (1) study course is permitted each
summer and a maximum of three (3) 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. (See Appendix A, “Applications for Independent Study Course”)

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, they shall undertake to work with students at their own discretion. If they 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 (1) independent study course per semester to be credited as a post MA non-required course, up to a total of three (3) such courses. If a student requests additional independent study, permission must be obtained from the Director of the Rabbinical School; 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 School.

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 School 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 School 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 program director 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 School, provided that the proposed course of study is submitted in advance, in writing, and with the approval of the Director of the Rabbinical School. 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 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 Registrar 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 School 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, he/she will not be ordained that year.
In the Senior year, the candidate presents the completed thesis to the Faculty by way of the Registrar 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 he/she desires to work. The thesis topic must be submitted, with the written approval of the referee, to the Registrar when classes resume for the second semester. The Registrar 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 on Academic Affairs will address itself to the following questions:

1. Is the area into which the proposed thesis falls represented on 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 15 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,” he/she may, upon written permission from the
Ordinarily, a thesis is written under one referee, 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.

**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 January 16. The completed thesis must be presented to the Dean’s Office no later than February 16, or 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 23, 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 February 15, he/she may, upon the written permission of the program director (who will consult with the thesis referee), be granted up to a one week 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, he/she shall meet with the program director 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, 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 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. He/she has the right to appeal to the Student Tenure Committee for reinstatement, citing any extenuating circumstances.

The program director 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 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 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 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 made in writing to the Dean.
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. The program director 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 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 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 made in writing to the Dean.
GENERAL ACADEMIC REGISTRATION INFORMATION

Academic Advising

Entering students will have two “mentor” opportunities. Academic advisement will be shared between the individual student and the Director of the Rabbinical School. This relationship will focus on any academic questions, and liaison to other members of the Faculty and College community. Each student will also be assigned to a community rabbi as a “field work” advisor. This student-advisor relationship will serve as a source of guidance, advice and support outside of school questions. Advisors will also work on the formative assessment guidelines. Students and advisors should meet several times each year both individually and as part of a fieldwork group.

Academic Calendar

Prior to the academic year the 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.

Academic Grievance

Contact Rabbi Ken Kanter, Director of the Rabbinical School or Ms. Deborah Xander, Rabbi Kanter’s assistant for information.

Academic Policies and Procedures

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.

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.
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, he/she is assigned to higher class on 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 he/she 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 Registrar no later than February 15, or 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 program director, who will consult with the thesis referee, be granted a up to a three-week extension.);

The thesis referee has submitted a report recommending faculty acceptance no later than March 23, 2009.

For every course in process the Registrar has received in writing a statement from the instructor that he/she 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 (see the MLA Handbook, or similar works). 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.

Dropping Courses

Students may add or drop courses 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 and receive a grade of “W”.

The decision to withdraw from a course will be done in consultation with the Director of the Rabbinical School and the instructor.

Students can withdraw after week 7, 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 faculty member.

Examination Week:

The Registrar publishes the schedule for final examinations toward the end of each semester. Classes are not to be scheduled during examination week.

Fieldwork - Student

Student Weekend Pulpits – See SMC 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 Senior Seminar. For any student to be allowed to study on another HUC campus during his/her final year, the Director of the Rabbinical School should seek the approval of the Thesis Advisor and faculty or a representative committee thereof.
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 School 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, Sexual Harassment and Drug Education is distributed each year under separate cover.

**Leave-of-Absence**

A student desiring a leave of absence for any reason must apply in writing to the Director of the Rabbinical School. 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 School, 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 School’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 School 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.
**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 School 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 Ron Regula in the Dean’s Office.

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 program director 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, he/she shall submit a formal request to the program director and Dean, who shall consult the Faculty.
Registration

All Students must complete registration prior to the first day of classes.

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

1. An entering student may register at the beginning of the academic year. A student already enrolled in the College-Institute must pre-register prior to each semester at times designated on the Academic Calendar.

2. Students who wish to deviate from the prescribed Course of Study must obtain permission from the Program Director.

3. After the end of the second week of the semester a student may not add any course to his/her program.

4. Under certain circumstances, student may register as auditors. Students must obtain permission from the Director of the Rabbinical School in order to register as an auditor.

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.

Sermon Guidelines - Available from the Dean’s Office

Transfer Students

Students transferring from either of the other stateside campuses after earning the MAHL must complete all post-MAHL courses prescribed in the Curriculum. (See **) 

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.
**GRADING INFORMATION**

**Grading**

Students will be given a choice of P/C/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.

If a student receives two C’s 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.

If the student fails two (2) courses at any time within 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.

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.

**Extensions/Incompletes**

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.

Students shall have 3 additional weeks to complete the requirements for those courses for which extensions have been approved.

Courses with extensions that have not been completed will automatically become Incompletes (“I”). Fall Incompletes must be completed by the end of spring semester and Spring Incompletes by the beginning of fall semester. If the course is not completed by these deadlines, it will automatically become an “F”

Appeal of the program director’s decision regarding an extension may be made to the Dean.

When grades are recorded, they will be added to the “I”.
Submission of Grades

A detailed evaluation form will be used at the end of the semester, specifying areas upon which the faculty must comment.

Faculty are expected to submit grades for all students by the second Monday after the end of Examination Week.

TRANSCRIPT INFORMATION

Student Transcripts and Files

Maintenance of student transcripts and files are consistent with the rules and regulations of the American Association of College Registrars and Admissions Officers (AACRAO).

Students have access to all pertinent information in their files and may check them for accuracy. Students should contact the National Registrar for access to their files.

Official transcripts are mailed directly to academic institutions, employers, and/or governmental agencies upon request in writing to the Office of the Registrar. A fee of $5.00 is charged for the first copy, a $3.00 fee is required for additional copies ordered at the same time. The amount must accompany the request in writing (fees subject to change).

Requests for transcripts of a student’s academic record are honored, provided the student has no outstanding obligations, financial or otherwise, to the College-Institute.

MAINTENANCE OF STUDENT FILES/RECORDS

Contents

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

1. Confidential letters of reference written in support of the student’s application.

2. Application materials other than confidential letters of reference. These include: the application itself, transcripts, Graduate Record Examination scores, autobiographical statement, medical form, letter of acceptance and letter of acknowledgment.
3. General correspondence concerning the student contained in a student file.

4. HUC-JIR transcript

Access

Administrative personnel (the Dean and the Director of the Rabbinical School) have access to material in all four categories. The student’s advisor has access to material in categories 3 and 4. A student may give written permission to any instructor authorizing access to categories 2, 3, and 4.

QUESTIONS

When additional questions or concerns arise, feel free to address them to an appropriate member of the Administration: the Director of the Rabbinical School or the National Registrar.
FINANCIAL INFORMATION

Payment of Fees

All students will be billed directly for tuition by the National Business Office.

If a student receives scholarships or Stafford student loans, all outstanding tuition and fees will be deducted from the scholarships and loans as indicated on the student’s billing statement. (Note: Health Insurance will only be deducted when there is written authorization from the students to apply the Title IV Funds and the form is signed and returned to the National Business Office before the loans are disbursed. Students are encouraged to complete the “Authorization to Apply Title IV Funds” form, which can be obtained from the National Business Office.)

All students are required to complete the payment of outstanding bills for the previous semester prior to registration. Registration blocks will be placed on student accounts by the National Business Office for unpaid balances.

In addition to tuition fees, there is a Rabbinical Student Association Fee payable upon registration which will be billed to your student account.

With the permission of the Business Office, students may pay their fees in installments over the academic year with credit card authorization or electronic funds transfer forms on file. (Students are encouraged to contact the National Business Office for forms to set up recurring payments or to make payment arrangements by phone.)

If a student receives a scholarship, he/she is responsible for the payment of the fees not covered by the scholarship in accordance with the arrangements made with the Business Office.

It is the policy of the Klau Library that lost books will be charged to the borrower’s account. If the book is found later, the fee will be refunded to the borrower. Before a student is cleared for ordination all accounts must be settled.

WITHDRAWAL/TUITION REFUND POLICY

Withdrawal: Withdrawal from individual courses or a complete withdrawal from all courses must be initiated by the student in writing through the Registrar’s Office on his/her respective campus. Actions which are not considered as official notification of withdrawal are: failure to attend class, giving notice to an instructor, stopping payment on a check used to pay fees, or verbal notice to any College-Institute office. The effective date of a withdrawal to be used in
determining refunds is the date that the registrar receives written notification of withdrawal from the student.

Refund: All tuition and fees are refunded in accordance with the schedule below.

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first and second weeks of a term</td>
<td>full</td>
</tr>
<tr>
<td>During the third week of a term</td>
<td>50%</td>
</tr>
<tr>
<td>During the fourth week of a term</td>
<td>25%</td>
</tr>
<tr>
<td>After the fourth week of a term</td>
<td>none</td>
</tr>
</tbody>
</table>

Items not subject to refund include: application fees, registration fees, student activity fees, continuation fees, student health fees, medical insurance and ordination/ investiture/graduation fees

Students will not receive any payments or refunds until all Title IV funds and other scholarships, as required, are reimbursed, and any outstanding balances with the College-Institute are paid.

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 prior to their ordination.)

A clearance form, obtainable from the National Registrar, is to be completed one month prior to Ordination and submitted to the National Registrar.

Financial Assistance

Full-time and part-time students who are taking 6 credits or more are eligible to apply for a grant-in-aid scholarship to cover up to 75% of their tuition. (up to 100% scholarship if you are an international student).

Aid is granted in accordance with College-Institute regulations which specify conditions of eligibility and maximum amounts. For further information please contact the Financial Aid Administrator.

A student can only apply for a grant-in-aid scholarship by filling out the FAFSA and turning in a copy of the previous year’s taxes to the Financial Aid Administrator. Students with extraordinary financial need should be sure to make their situation known to the Financial Aid Administrator.
The student must secure clearance of all fees and obligations from the appropriate offices before certification for ordination can be made. Students must also complete a financial aid exit interview if they have borrowed any federal loans during their time at HUC-JIR.

A clearance form, obtainable from the Registrar, is to be completed one month prior to Ordination and submitted to the Registrar.

**Federal Student Loan Programs**

The College participates in two student loan programs that are part of Federal Title IV programs. Stafford loans (GSL) and Supplementary loans (SLS) are guaranteed by the United States Government. There are regulations that govern the eligibility, distribution and use of these funds. The College has prepared a separate Policies and Procedures memo that describes all the pertinent information about these programs. This memo is distributed to all students annually, and may be found on www.huc.edu.

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.

A student on a leave-of-absence may be required to begin repayment of financial aid. For specific information, please see the Financial Aid Administrator.