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.

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.

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.

**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.]