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Dear Students,

Welcome to the School of Graduate Studies at Hebrew Union College – Jewish Institute of Religion, the Nation’s Oldest Institution of higher Jewish Education and the Academic, spiritual, and professional development center of Reform Judaism. HUC-JIR educates men and women for service to American and world Jewry as rabbis, cantors, educators, and communal service professionals and offers graduate and post-graduate degree programs for scholars of all faiths.

HUC-JIR’s scholarly resources comprise renowned library, archive, and museum collections, biblical archaeology excavations, research centers and institutes, and academic publications. HUC-JIR invites you to an array of cultural and educational programs that illuminate Jewish history, culture, and contemporary creativity, and fosters interfaith and multi-ethnic understanding.

The Student Handbook of the School of Graduate Studies is an official publication of the Cincinnati School of Hebrew Union College – Jewish Institution of Religion. It is designed to answer questions that students frequently ask, and to clarify academic and administrative procedures.

Changes in this policy and procedures described in the Handbook, resulting from actions taken by the Graduate Faculty or the Graduate Executive Committee will be printed and distributed by the Office of the Director to the student body and incorporated into future revisions of College-Institute publications.

All of us in the School of Graduate Studies wish you good fortune as you pursue your advanced degree and we hope you will contact us if we can help you along the way. We invite you to use this Handbook to enhance your knowledge of the Graduate School’s programs. Please visit us at www.huc.edu.

Sincerely,

Samuel Schmoues
Director, School of Graduate Studies
Julian Morgenstern Professor of Bible and Near Eastern Literature
GENERAL INFORMATION

The School of Graduate Studies of the Hebrew Union College – Jewish Institute of Religion is a center for study, training, research and publication in Judaica and Cognate Studies. The resources and scholarly staff, library holdings and research facilities make it a unique institution of higher learning. The School of Graduate Studies is committed to providing M.A. and Ph.D. programs of the highest quality in order to prepare its students for careers in teaching and scholarly research. The award of the M.A. degree signifies broad general competence in Judaica and Cognate Studies; the award of the Ph.D. degree acknowledges, in addition, professional expertise in a particular area of specialization.

CINCINNATI ADMINISTRATIVE OFFICES
The day-to-day operations of the School of Graduate Studies are the responsibility of the Director, Dr. Samuel Greengus and his Assistant, Lisa Jo Duffy. The Director, who is appointed by the President of the College – Institute, deals with all conventional administrative matters and refers problems to the GEC. The Administrative Offices are located on the second floor of the Sisterhood Dorm: Dr. Greengus, Room 212 and his Assistant, Lisa Jo Duffy, Room 211. Appointments are made through Lisa Jo Duffy by calling 513-487-3230 or by e-mail lduffy@huc.edu. Contact Dr. Greengus by e-mail at sgreengus@huc.edu

GOVERNANCE
Graduate Executive Committee (GEC)
The School of Graduate Studies is governed by the Graduate Faculty of the College – Institute. The Graduate Faculty, in turn, delegates administrative oversight to the Graduate Executive Committee (GEC), particularly in the areas of student admissions, financial aid decisions, approval of dissertation proposals, and general academic and administrative policy.

GRADUATE EXECUTIVE COMMITTEE APPOINTMENTS
The Chairperson of the GEC is elected by the Faculty and appoints faculty members to the committee in consultation with the Dean of the campus and the Director of the School of Graduate Studies. As a matter of principle, faculty are selected who can represent all of the major fields of doctoral study. In addition to faculty members, the GEC includes two student members: the President of the Graduate Students’ Association (GSA) and an additional representative who is elected by the members of the GSA. For the description of the Graduate Students’ Association and its bylaws, see Appendix A.
MAJOR FIELDS OF STUDY

The following list includes sub-areas in which students have pursued doctoral research

BIBLE AND ANCIENT NEAR EAST
Hebrew Bible; Modern Biblical Scholarship; Ancient Near Eastern and Biblical History, Religion, Law and Society; Hebrew; Comparative Semitics; Akkadian; Sumerian; Ugaritic; Aramaic; First-Millennium Canaanite; Old Persian; Arabic.

HISTORY OF BIBLICAL INTERPRETATION

JEWISH STUDIES IN THE GRECO-ROMAN PERIOD
Hebrew Bible; Apocrypha; Rabbinic Literature; Jewish Hellenistic Literature; Patristic Literature; History of the Jews in the Greco-Roman World; Biblical and Rabbinic Hebrew; Comparative Semitics; Aramaic; Syriac; Greek, Latin.

PHILOSOPHY AND JEWISH RELIGIOUS THOUGHT
Medieval Jewish Philosophy and Philosophers, Rabbinic Theology; Traditions of Mysticism; The Enlightenment; Jewish Theology from Mendelssohn to Modern Times; The Rise of Reform and Conservative Judaism.

RABBINICS
Mishna; Tosefta; Midrash; Talmud; Responsa; Commentaries; Codes; Masoretic Studies; Liturgy; History of the Jews in Talmudic, Gaonic and Late Medieval Periods.

MODERN JEWISH HISTORY
Jewish History from the Enlightenment to Modern Israel; The American Jewish Experience from Colonial Beginnings to the Present; History of American Jewish Institutions.
FOREIGN LANGUAGE REQUIREMENTS

HEBREW
Students in all fields are expected to achieve mastery of that aspect of Hebrew most closely related to their particular field of study, as well as some facility with other varieties of Hebrew. Students specializing in Hebrew Bible, for example, must develop a professional level of expertise in Biblical Hebrew. In addition, they are expected to know the rudiments of Rabbinic Hebrew and to be able to read scholarly works in their field in Modern Israeli Hebrew. **Students are expected to complete these requirements during their first year of residency.**

COURSES THAT COMPRISE THE INTENSIVE HEBREW PROGRAM
First Semester: Hebrew 501 (Non-credit for Ph.D. students; 3 credits for M.A. students) – An intensive review of biblical Hebrew grammar, vocabulary and prose reading.
Second Semester: Hebrew 502 (for Ph.D. students; 3 credits for M.A. students) – Introduction to post-biblical Hebrew, specifically the Hebrew of the Rabbinic period, usually taken in conjunction with Hebrew 503 (3 credits) – Readings in scholarly Modern Hebrew.

FRENCH AND GERMAN
To remain in good standing, students must fulfill ONE of these modern language requirements by the end of the first semester of official residency (i.e., the first semester after fulfillment of the Hebrew language requirement). The second language requirement must be fulfilled by the FOURTH SEMESTER of official residency.

• Students will be encouraged to take courses in foreign languages as necessary to attain maximal competence.
• Foreign language work should be undertaken with the concurrence of and under the guidance of the students’ Faculty Advisors.
• Competence is to be determined on the basis of students’ ability to translate and comprehend texts that are directly related to their major area of interest.

Reading knowledge of French and German, the principal languages of scholarly research other than English, is required for the Ph.D. The requisite competence normally is to be demonstrated in the following way:

• Passing an examination administered by a faculty member of the relevant department at the University of Cincinnati. The names of examiners are available in the Office of the School of Graduate Studies.
• Alternatively, students may fulfill the German Language requirement by passing the German Readings or enrolling in a full-year German Language course and passing with a grade of B or better in each semester.

OTHER LANGUAGE REQUIREMENTS
Other ancient and modern languages are often required to meet the needs of students’ academic programs. Such requirements are determined through consultation between students and their Faculty Advisors. In general, students fulfill these requirements in one of two ways:

1. By successfully completing the relevant course work
2. By passing a Candidacy Examination that is devoted to testing proficiency in the language. This method normally is used if the language is central to the students’ area of specialization.
Students who are admitted to the School of Graduate Studies are notified of the period of Orientation and Registration that precedes the opening of classes each year. Newly admitted students are expected to attend Orientation sessions. New students are guided in planning their initial course of study by the Director of the School of Graduate Studies, in consultation with faculty members from the students’ prospective major areas.

**ORAL EXAMINATION**
As part of Orientation, a brief oral examination is given to all newly admitted students. A committee, usually comprising two (or three) faculty members, conducts the examination. Students are asked to sight-read, translate, and discuss passages of Biblical, Rabbinic, and Modern Israeli Hebrew. The purpose of the examination is solely diagnostic:
- To determine whether new students may be permitted to take a full schedule of graduate courses for credit.
- To determine if students need to take all or some of the first year Hebrew Courses to prepare them for a full load of regular course work.
- **Entering students are expected to have several years of Hebrew Language study prior to admission.**

**RESIDENCY DEFINED**
- Residency is defined as the period of enrollment in full-time course work (at least two years on campus; normally three years), up to the completion of seventy-two course credit hours or the equivalent.
- The normal course load is four 3-credit courses per semester.
- Students must enroll in 3-credit courses in order to be considered full-time.
- It is also possible for students to fulfill residency requirements on a part-time basis. For more information, consult the Director of the School of Graduate Studies.

**FACULTY ADVISORS**
The Faculty Advisor usually should be the faculty member whose expertise is most compatible with student’s interests. Students work together with their advisors both to decide on a long-term course of study and to plan their programs for individual semesters. Students are required to meet with their Faculty Advisors at least once each semester, prior to course registration.

It is a good idea for students to devote some attention to this task during their first year by becoming acquainted with the faculty members in their prospective area of specialization. It is both possible and desirable for a student to develop a mentor/student relationship with an appropriate faculty member as early as possible, even before that person’s formal designation as Faculty Advisor.

During the Second semester of the first year on campus, each student is asked to provide the Director with the name of a faculty member who might serve as Faculty Advisor for the students’ period of residency.

**REGISTRATION CHANGES**
Students, in consultation with their advisors, may change their course registrations at any time during the first two weeks of a semester. The student must be doing passing work in the course at the time of withdrawal and must receive permission from the Director of the School of Graduate Studies to withdraw from the course. **Students are responsible for payment of applicable tuition and fees associated with the changes they are making.** Add/Drop Request Forms are available online from the Office of the National Registrar.
CONSORTIUM
With the approval of his or her Faculty Advisor, a student may take graduate-level courses at other local Consortium institutions e.g., most commonly the University of Cincinnati, for credit towards the residency requirement. Under the Under the Consortium agreement, these courses are available free of charge to students enrolled in the School of Graduate Studies, but students must comply with the academic and administrative procedures of the host institution.

TRANSFER CREDITS
Relevant post-graduate work previously undertaken at other institutions may be counted towards the residency requirement. Students who believe that they are eligible for transfer credit should submit a petition, including documentation of the work for which they are requesting credit, to the Director of the School of Graduate Studies. The Director will discuss the matter with the relevant faculty members and, if necessary, bring it to the GEC for a decision. Entering students normally should receive a decision on a request for transfer credit after the completion of their first year in the Ph.D. program. In any case, a student must earn a minimum of forty-eight (48) credits in residence at the College-Institute.

ADVANCED STANDING
In rare cases, students are admitted to the Ph.D. program with Advanced Standing. Such students enter the program with strong backgrounds in Hebrew language study and previous post-graduate study (often an earned degree) in a relevant field. Advanced standing generally entails exemption from a significant portion of the pre-residency Hebrew requirement and may entail from exemption up to one year (24 credit hours) of residency. Determination of eligibility is made by the GEC, usually at the time of admission to the Ph.D. program.

COURSE WORK REQUIRED
Students have the right to know both the specific course requirements and the criteria according to which they will be evaluated in any course. If those requirements and criteria are not made clear to them, they should request the necessary clarification from the course instructor or, if that proves unsatisfactory, from the Director of the School of Graduate Studies.

COURSE GRADES
Courses are graded using letter grades with + or – distinctions. The lowest passing grade is B-.

INCOMPLETE
A grade of Incomplete may be issued, at the discretion of the course instructor, when course requirements are not fulfilled by the end of the semester during which the course was taught. Any Incomplete that remains unresolved by the first day of classes of the following academic year is automatically converted to a Failure unless the student petitions for an extension with the written approval of the course instructor. The petition must include an explicit timetable for the completion of all outstanding work.

INACTIVE STATUS APPLIES TO STUDENTS IN THE FOLLOWING SITUATIONS:
- Students who have not completed candidacy requirements within two years (i.e., normally two academic years plus three summers) following completion of course work
- Students who have not completed a dissertation within seven years after completion of candidacy examinations. In both cases students must petition for readmission, and all fees are normally understood to be retroactive to the onset of inactive status.
TUITION AND FEES

“Full Tuition” means tuition for full-time enrollment. The normal full-time course load is four courses per semester or eight courses per year. During their period of residency, students are permitted to register for a maximum of 40 courses without paying additional tuition.

- Regularly enrolled full-time students may audit courses free of charge, with the permission of the instructor. The “per course” fees normally are charged to “special students” who are not in a degree program.

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<th>TABLE 1: ANNUAL FEES</th>
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<tr>
<td>Graduate Student Annual Fees (Subject to Change)</td>
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<td>Part-time Tuition for non-matriculated students (per credit hour)</td>
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<td>Audit Fee for non-matriculation students (per credit hour)</td>
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<td>Health Insurance (Contact Business Office)</td>
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<td>Ph.D. Candidacy Seminar</td>
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<td>Ph.D. Continuation Fee (Dissertation)</td>
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<td>Student Activity Fee</td>
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<tr>
<td>Graduation Fee</td>
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STUDENT ACCOUNTS
Student accounts with balances due may result from unpaid tuition, unpaid fees, and unpaid health insurance premiums. Registration will be blocked until the National Business Office receives a student’s payment in full or satisfactory payment arrangements have been made with the National Business Office. (If you have any questions about your student account or to make payment arrangements, please contact the Student Billing Coordinator at the Business Office).

EMERGENCY FINANCIAL NEED
In instances of emergency financial need, students may apply for emergency student loans. Consult the Director of Finance and Accounting.

HEALTH INSURANCE
All students are required to carry health insurance and must provide health insurance and must provide written proof that they have obtained coverage. Contact the Student Health Insurance.

LIBRARY FEES
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. All accounts must be settled prior to graduation. Contact the Circulation Desk for lost books and the Library Office.
FINANCIAL SUPPORT

SCHOLARSHIPS AND FELLOWSHIPS
The School of Graduate Studies provides two kinds of financial aid: “scholarships” which defray the cost of tuition and “fellowships” which include tuition plus an additional cash stipend. The money that pays for these awards comes from the restricted endowment funds of the School of Graduate Studies. The amount of income produced by these funds in a given year determines the amount that can be allotted for student aid. Students receiving financial support are required to maintain full-time status.

It is the normal expectation that students who receive financial support will continue to do so throughout their period of eligibility. This support is not “guaranteed”, however, but is subject to annual evaluation by the GEC.
- Each year during the second semester, the Director solicits student applications for renewal of financial assistance.
- At the same time, the Director solicits reports on student progress from all faculty members who are teaching or advising graduate students.
- These applications and reports are reviewed by the GEC, which then makes its funding recommendations for in-course students.

FUNDING PRIORITIES
- **First Priority:** Scholarship or fellowship support for four years of full-time Ph.D. study. For Students admitted with advanced standing, the four years may include the first year of candidacy or dissertation status.
- **Second Priority:** Scholarship or fellowship support for M.A. students.
- **Third Priority:** Scholarship support (i.e., tuition remission) for part-time study.

OUTSIDE FINANCIAL AID

STUDY IN ISRAEL
Graduate Fellowship awards may be used by a student towards a year of study in Israel. (There may, in addition, be some fellowship funds that are earmarked for study in Israel). Students who wish to use their fellowships in this way must have the written approval of their Faculty or Dissertation Advisor(s) and must submit a formal petition to the Director of the School of Graduate Studies for consideration by the Graduate Executive Committee. The petition must include evidence of a carefully planned program of study in Israel.

Approved programs of study in Israel are conducted under the aegis of the Dean of the Jerusalem School of the College-Institute. Students may also apply for financial assistance toward their participating in archaeological excavations sponsored by the Nelson Glueck School of Biblical Archaeology in Jerusalem.

TRAVEL AND PRESENTING A PAPER
The School of Graduate Studies has limited funds to assist students at an advanced stage of dissertation research who wish to present a paper at a scholarly meeting. Students must first consult with their dissertation advisors. Upon receipt of written approval from the First Advisor, the College-Institute may provide financial assistance to students for travel expenses to and from the meeting. Students normally may receive reimbursement for one paper presentation only.
Each year, a number of Teaching Assistantships are available for qualified students. These Assistantships, for which students are currently paid a stipend for each one-semester course, generally involve tutorial and grading responsibilities. Students should consult the Director of the Graduate School for more information. A full-time student may not undertake major teaching responsibilities without the approval of his or her advisor(s).

APPOINTMENT PROCEDURE
The Director will post job descriptions for Teaching Assistants as soon as needs have been determined. (Some needs are recurrent, and may be posted early; others may not be determined until the annual Curriculum Meetings of the Faculty). Any in-course student in good standing may apply for a Teaching Assistantship with the approval of his/her Advisor. Incoming students may be considered for Teaching Assistantships at the discretion of the Admissions Committee in consultation with the Committee on Teaching Assistants.

- Teaching Assistants will be appointed by the Committee on Teaching Assistants, comprising the Dean, the Director of the School of Graduate Studies, the GEC Chair, and the Chair of the Committee on Academic Affairs, or their designated surrogates.
- The committee will consult as necessary, with the applicants’ Advisors, and with the instructors of the courses that require Teaching Assistants.
- The Committee on Teaching Assistants normally should complete its work by May 1, and should report the results to the Faculty as soon as possible thereafter.

CONSORTIUM INSTITUTES
In addition to serving as Teaching Assistants at the College-Institute, students may sometimes gain valuable teaching experience at other Consortium institutions. Graduate students have taught recently at the following: The Athenaeum, Cincinnati Christian University, Mount St. Joseph, the University of Cincinnati, United Theological Seminary, and Xavier University.

STUDENT EMPLOYMENT
The College-Institute also offers many other opportunities for student employment, including library and clerical work, tutorial instruction, research assistantships, etc. Salary for these jobs at the College-Institute’s “Student Employment Rate.” Full-time students in pre-residency and residency normally should not take more than ten hours per week of outside employment. For information on Time Sheets and Payment for Student Employment contact the Dean’s Office.
OUTSIDE FINANCIAL AID

1. During their period of residency and candidacy, students are eligible to defer their government loans.

2. Graduate students who have completed comprehensive exams and have an approved dissertation proposal, are eligible to defer their government loans during the time they are writing their dissertations. They must be certified by the faculty as working on their dissertations at least half-time.

3. Students who have not completed a dissertation within seven years after completion of the candidacy examinations are not eligible for deferment provided they are certified as working on their dissertations at least half-time.

LEAVE OF ABSENCE
A student may petition the Director of the School of Graduate Studies for a Leave of Absence. After consultation with the student’s advisor (s) or the Graduate Executive Committee, the Director may grant the student a formal Leave of Absence from graduate study for a period of one academic year, and has the prerogative of establishing conditions for the student’s readmission to the program at the conclusion of the leave (fulfillment of outstanding Incompletes, for example). At the end of the Leave of Absence, the student may petition the Director for a one-year extension of leave. A Leave of Absence may not be extended beyond two academic years. A student who has outstanding Stafford loans may not be eligible for deferment while on leave of absence. A student who has outstanding loans should consult the Director, Dr. Samuel Greengus at 513-487-3230 or by e-mail sgreengus@huc.edu.

FEDERAL STAFFORD LOANS
Student eligibility for Federal Stafford Student Loans requires completion of the FAFSA form and documented proof of Adjusted Gross Income. All in-course students who are requesting financial assistance from the Stafford Loan program must register with the Department of Education Student Financial Assistance Program by completing and returning the FAFSA form at www.fafsa.ed.gov. Students should file as early as possible, to ensure that the National Office of Financial Aid receives the FAFSA analysis by June 1st of the year for which financial assistance is being applied. When filling a FAFSA, use the Federal School Code: G03047. Please direct your questions to the National Director of Financial Aid.
THE M.A. PROGRAM

The program leading to the Master of Arts degree is designed to provide graduate level competency in one of the major fields of study offered by the School of Graduate Studies.

DEGREE REQUIREMENTS

The Master of Arts degree is awarded to students who have completed 45 hours of graduate work, or 36 hours plus a thesis, with an academic record of B or better. At least 12 credit hours of course work in the student’s special field are required.

- A Hebrew language requirement of 12 hours is an essential part of the program. A student entering with competence in Hebrew may receive this credit through examination.
- Prior to the close of the first semester in residency, the student is assigned an advisor to guide in planning a program of study.
- The normal duration of the M.A. program is two years. The normal course distribution is three academic semesters of 12 credit hours minimum and a fourth semester of 9 credit hours. Students writing a thesis normally register for 3 credit hours of thesis during the third semester and for 6 credit hours of thesis during their fourth semester. All requirements for the degree must be completed within a span of four years.
- The minimum residency required for the Master’s degree is one year. Awarding of the degree entails the successful completion of not less than 24 hours earned in residence on the Cincinnati campus.

RELATIONSHIP TO THE PH.D. DEGREE

The Master of Arts is designed to be a terminal degree. It is not, therefore, necessarily part of a student’s progress towards the Ph.D. The student who completes the M.A. program may apply for admission to the Ph.D. program, but completion of the M.A. does not necessarily affect acceptance to, or the duration of, the Ph.D. program that follows it.

- Students enrolled in the Ph.D. program will receive the Master of Philosophy degree upon satisfactory completion of the candidacy examinations.
THE PRE-DOCTORAL M.A. PROGRAM IN JEWISH STUDIES

Hebrew Union College-Jewish Institute of Religion’s new innovative Pre-doctoral M.A. Program in Jewish Studies, is designed to train a select cadre of students who aspire to become productive scholars in Jewish Studies. Inspired by the College-Institute’s dedication to developing future intellectual leadership for the American and international Jewish community, this program is grounded in cultivating knowledge of classical Jewish texts, history, culture, and tradition.

The two-year program supplements students’ previous training and provides a foundation for doctoral studies in many areas of Jewish Studies. Our curriculum focuses on teaching texts from the Biblical through the medieval and modern periods. Students, who reside on one of our campuses, have the unparalleled opportunity to study with the largest Jewish Studies faculty in North America, spanning our three stateside centers of learning in Cincinnati, Los Angeles, and New York, on campus and through distance learning and summer intensive courses.

The program is tailored to the individual academic needs and interests of each student, under the guidance of the Directors of Graduate Studies on each campus and faculty advisors. The program aims to fulfill the following goals:

- A solid mastery of the Hebrew language of all period
- The skills to read a variety of seminal Hebrew texts studies within their historical contexts.
- The treatment of all areas of Jewish studies as they relate to core academic disciplines, e.g., history, literature, law, philosophy, and religion.

Graduates who successfully complete this program will have the option of applying to HUC-JIR’s doctoral program or choosing to continue their training at another university or seminary.

REQUIREMENTS

1. Hebrew Language
   Students entering the program will be required to demonstrate competency in Hebrew language at a level equivalent to three years of college or seminary Hebrew to facilitate their participation in the 2nd and 3rd year text courses in HUC-JIR’s Rabbinical Program.

2. Course Credits
   This full-time program (4 courses per semester) consists of either 45 course credits or 36 course credits and an M.A. Thesis.

YEAR ONE
   Students can satisfy the first year’s competency goals through course work, tutorials, or prior knowledge measured by review or examination by faculty.
   - Survey of Jewish History from Biblical to Modern Times (2 semesters).
   - Introduction to Bible: Prose and Poetry (1 semester).
   - Analyzing Halakhic and Aggadic Texts (1 semester).
   - Introduction to Classic Jewish Literature (cross-campus seminar).
   - Modern Scholarly Hebrew – Reading Scholarly Articles About Research and Analysis of Classic Jewish Sources (course or tutorial).
   - Graduate Seminars in the Study of Religion and Literary Theory (at a consortium university or cross-campus seminar).

YEAR TWO
   Students are required to complete either 4 (with the M.A. thesis) or 7 (without the thesis) courses in their focused areas of interest. These requirements can be fulfilled by taking elective courses in the Rabbinical Program or through individualized courses or guided tutorials under faculty supervision. For students who choose to write the M.A. thesis, it is possible to do so under the directions of faculty from any of HUC-JIR’s three stateside campuses.
THE PH.D. PROGRAM

“NORMAL PROGRESS” THROUGH A PH.D. PROGRAM CONSISTS OF THE FOLLOWING STAGES:

RESIDENCY
- The period of enrollment in full-time course work (at least two years on campus; normally three years), up to the completion of seventy-two course credit hours or the equivalent.
- Students admitted to official residency are expected to work towards the fulfillment of the seventy-two (72) credit hours of graduate work or the equivalent on a full-time basis.
- The normal course load is four 3-credit courses per semester. It is also possible for students to fulfill residency requirements on a part-time basis; for more information, consult the Director of the School of Graduate Studies.

CANDIDACY
The period from the completion of course requirements until the student passes the candidacy examinations. This is followed by the submission and approval of the dissertation proposal.

DISSERTATION PHASE (ABD)
The period of writing the dissertation, normally not to exceed seven years (fourteen semesters) from the completion of the candidacy examinations.

DISSERTATION PROPOSAL
Ideally, a student should submit a formal dissertation proposal to the Director of the School of Graduate Studies for approval by the Graduate Executive Committee during candidacy or by the end of the first semester of dissertation research. However, the student must submit a formal dissertation proposal by the end of the second semester of Dissertation Research. If a dissertation proposal is not submitted by this time, the student is automatically “inactive” and must petition for readmission to the Ph.D. program.
THE CANDIDACY STAGE

COMPETENCE LEVELS REQUIRED FOR CANDIDACY
For each of the major areas of Ph.D. study, the faculty will define appropriate competence required. Course offerings are designed to help the student achieve the requisite competence. Course work should not, however, be expected to fulfill all of the student’s academic needs. It is the responsibility of the student to become acquainted with the requirements and standards of his or her field of study and to achieve the requisite competence through a combination of course work, tutorials, and outside reading under faculty guidance. It is the student’s scholarly competence, not the tabulation of credit hours that ultimately determines admissibility to Ph.D. candidacy.

PREPARING FOR AND PASSING THE CANDIDACY EXAMINATIONS

CANDIDACY SEMINAR

REGISTERING
- The student must register for the Candidacy Seminar in the Office of the National Registrar at the beginning of the semester immediately following the completion of course work. The National Registrar records the names of the members of the Student’s Examining Committee and enrolls the student in the year-long Candidacy Seminar.
- A student must have the permission of the Director of the School of Graduate Studies in order to enroll in the Candidacy Seminar. The student takes the Candidacy Examinations while enrolled in the Candidacy Seminar.

THE NORMAL DURATION
- A student may register no more than twice for the Candidacy Seminar. A student who has not taken the Candidacy Examinations after registering for the Candidacy Seminar the second time will automatically be placed in “inactive” status and must petition the Director of the School of Graduate Studies to continue in the Ph.D. program.
- Students enrolled in the Candidacy Seminar are required to maintain full-time status in preparation for the Candidacy Examinations.
- Students enrolled in the Candidacy Seminar who have completed all other course requirements are charged a reduced rate of tuition.
- If the student is receiving a scholarship or fellowship, it is the general policy of the School of Graduate Studies to defray this tuition charge for the first year of candidacy.
CANDIDACY EXAMINATIONS

CANDIDACY EXAMINATIONS
Candidacy Examinations cover the major aspects of the student’s field of study, e.g., texts, languages, history, literatures, and scholarship. They test for general expertise – for the knowledge required of a professional scholar. The examinations normally consist of three tests taken on three separate days during a two-week period. The tests may be written or oral, or some combination of the two formats, depending on the arrangements that are agreed upon between the candidate and his or her Examining Committee (see below). A typical written examination is five or six hours in length.

EXAMINING COMMITTEE
At least one semester before registering for the Candidacy Seminar the student, in consultation with the Director of the School of Graduate Studies, selects an Examining Committee. This Committee is comprised of three faculty members, one of whom serves as Chairperson. The Chairperson is often the faculty member under whose direction the student intends to write his or her dissertation. This faculty member effectively assumes the role previously taken by the Faculty Advisor during the student’s period of residency. (The Faculty Advisor and Chairperson of the Examining Committee may, of course, turn out to be the same person).

EXAMINATIONS
The student is to meet with the members of the Examining Committee to define the areas in which he or she will be examined. This consultation may be undertaken by meeting separately with the individual members of the Examining Committee or with the Committee as a whole. This detail, and other matters pertaining to the planning of the examinations (the order and timing of the examinations, for example), are at the discretion of the Chairperson of the Committee, in consultation with the student. It is the responsibility of the Chairperson to compile and submit the examinations to the office of the Director of the School of Graduate Studies.

• The Administrative Assistant of the School is responsible for logistical arrangements and setting dates of the examination.
• All examinations must be taken on campus.
• Whether or not ancillary aids (such as dictionaries) may be used during the examinations, or whether all or any part of an exam is to be written on an in-house computer, are matters to be negotiated between the student and his or her Examining Committee.
• Students should be aware of the options available to them for individual examinations: whether the examinations are to be oral or written, for example, is an issue that may be taken up in negotiations between students and the members of their Examining Committees.
• Students are entitled to receive written prospectuses for their Candidacy Examinations, including both required bibliography and the broad guidelines of the examination questions.
• Oral examinations should be conducted only with all members of the Examining Committee present.

GRADING THE EXAM
The Examining Committee reads and grades all examinations. The Chairperson compiles the results and submits them to the Office of the Director of Graduate Studies. The grading system is: HONORS, HIGH PASS, PASS, FAIL. The student is informed of the results of the Candidacy Examinations within four weeks after the examinations are taken. The examinations remain in the student’s file and are available for inspection by the student and by all members of the faculty. A student who fails any part of a Candidacy Examination must retake the failed portion(s) within twelve (12) months. No more than two re-examinations are permitted. A student who fails any part of the Candidacy Examination is not eligible to receive a final grade higher than PASS.
THE DISSERTATION PROPOSAL

SUBMISSION
Ideally, a student should submit a formal dissertation proposal to the Director of the School of Graduate Studies for approval by the Graduate Executive Committee during candidacy or by the end of the first semester of dissertation research. However, the student MUST submit a formal dissertation proposal by the end of the second semester of Dissertation Research. If a dissertation proposal is not submitted by this time, the student is automatically declared “INACTIVE” and must petition for readmission to the Ph.D. program.

DISSERTATION ADVISORS
Normally, after passing the Candidacy Examinations and prior to the end of the first semester of enrollment in Dissertation Research, the student submits a dissertation proposal to the faculty member who will be the First Advisor of his or her dissertation. The First Advisor must be a regular, full-time member of the Graduate Faculty.

In consultation with the First Advisor, the student invites another member of the faculty to serve as the Second Advisor of the student’s dissertation project. The dissertation proposal must be signed by the two faculty advisors and submitted to the Director of the School of Graduate Studies. The Director conveys the proposal to the next scheduled meeting of the Graduate Executive Committee. Acceptance of the proposal by the GEC constitutes the proposal’s formal approval.

In some instances, the Second Advisor (but not the First Advisor) may be an emeritus or adjunct member of the Graduate Faculty or may be chosen from the faculty of another graduate institution. It is also possible for a scholar from the faculty of another graduate institution who is not one of the two dissertation advisors to be asked to serve in an advisory role or to read and evaluate a dissertation. Any of these options must be approved by the Graduate Executive Committee (GEC).

OVERVIEW
The dissertation proposal should give an overview of the proposed topic, outline the specific subject matter of the dissertation, describe how the subject matter will be treated, and include some relevant bibliography. The proposal should indicate the original contribution to scholarship that the student expects to make.

In the course of their dissertation research, students often find that they have to modify their original plan of work. The final shape of the dissertation may be substantially different from what was originally envisaged. As long as the evolving topic continues to meet with the advisor’s approval, it is not normally necessary for the student to resubmit his or her proposal to the Graduate Executive Committee. A dramatic change in the dissertation topic, on the other hand, would necessitate the submission of a new proposal.
TABLE 1:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>Including the student’s name, the title of the dissertation, and the names and signatures of the two readers.</td>
</tr>
<tr>
<td>(See Sample, Page 20)</td>
<td></td>
</tr>
<tr>
<td>Statement of the Problem</td>
<td>Giving the general scholarly context out of which the thesis topic has emerged.</td>
</tr>
<tr>
<td>Thesis to be Tested</td>
<td>That is, a precise statement of the questions to be raised and/or hypotheses to be verified.</td>
</tr>
<tr>
<td>Review of Prior Scholarship</td>
<td>Emphasizing that which is specifically relevant to the dissertation. What is lacking in scholarship that makes the proposed work desirable or necessary?</td>
</tr>
<tr>
<td>Statement of Methodology or Approach</td>
<td>With particular emphasis on where it participates in and deviates from current scholarly discussion of the topic.</td>
</tr>
<tr>
<td>Implications for Future Research</td>
<td></td>
</tr>
<tr>
<td>Outline of the Contents of the Dissertation</td>
<td>Which should be simple in form, and follow a standard outline format (e.g., <em>The Chicago Manual of Style</em>).</td>
</tr>
<tr>
<td>Preliminary Bibliography</td>
<td>Topically arranged and limited to what is strictly relevant.</td>
</tr>
</tbody>
</table>
[TITLE CAPS]

A DISSERTATION PROPOSAL

SUBMITTED TO THE
GRADUATE EXECUTIVE COMMITTEE
HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

BY
[Official name on record with the Office of the Registrar]
First, Middle, Last

[First Reader: Dr. (Professor’s Name)]

[Second Reader: Dr. (Professor’s Name)]

Cincinnati, Ohio
Month, Year
ARTICLE ONE - OBJECT
The object of this society shall be to assist in the integration of students and faculty into a community of scholars; to provide a channel of communication between students and the faculty and administration; and to help develop a stronger sense of community among the graduate students by creating opportunities for social and academic contacts among the graduate students and their spouses and with the rabbinic students, the faculty, and the administration.

ARTICLE TWO - MEMBERS
Section 1. Membership in this society shall be open to anyone pursuing advanced academic studies at the Hebrew Union College-Jewish Institute of Religion (HUC-JIR) of Cincinnati, Ohio.

Section 2. All who enroll at HUC-JIR in pursuit of the M.A. or Ph.D. degree will be automatically enrolled in this society.

Section 3. Annual membership dues will be collected from all students who are enrolled in classes or who are preparing to take comprehensive exams within the current academic year. Dues will not be collected from students who have completed comprehensive exams in or before the previous academic year. Dues will be collected by the HUC-JIR Business Office and transferred to the society. Annual membership dues shall be determined in the Spring for the following academic year by two-thirds vote of those present.

ARTICLE THREE - OFFICERS
Section 1. The officers of this society shall be a President, a Vice President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this society. The President and Vice President shall also serve as representatives to the Graduate Executive Committee.

Section 2. Officers and other ad-hoc appointments for the following academic year shall be elected by vote before the end of the Spring semester. Nominations may be made before the scheduled meeting or taken from the floor during the meeting. If there is not a sufficient number of nominees to fill all offices, a second vote may be taken at the beginning of the following Fall semester to fill remaining offices.

Section 3. The officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office unless there is otherwise not a sufficient number of nominees to fill all offices.

ARTICLE FOUR - MEETINGS
Section 1. The regular business meetings of this society shall be held regularly throughout the academic year. There shall be a minimum of 2 meetings per semester.

ARTICLE FIVE – THE EXECUTIVE BOARD
Section 1. The officers of this society shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of this society between its business meetings, fix the time and place of meetings, make recommendations to the society, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of this society, and none of its acts shall conflict with the actions taken by this society.

Section 3. Special meetings of the Executive Board can be called by the President and shall be called upon the written request of two members of the Board.
ARTICLE SIX – PARLIMENTARY AUTHORITY
The rules contained in the current edition of ROBERT’S RULES OF ORDER shall govern this society in all
cases to which they are applicable and in which they are not inconsistent with these bylaws and any
special rules of order which this society may adopt.

ARTICLE SEVEN – AMENDMENT OF BYLAWS
These bylaws can be amended at any regular meeting of this society by a two-thirds vote of those present,
provided that the amendment has been submitted in writing at the previous regular business meeting.
Annually, Hebrew Union College-Jewish Institute of Religion informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The Office of the Registrar will disclose FERPA information by publishing a notice in the CSI Catalog, Registrar Website and in other appropriate locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the College’s education records policy. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section “6” below on your right to prevent the disclosure of directory information.

The FERPA rights of students are:

1. The right to inspect and review your education records. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college’s FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college’s FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities. Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

4. You may appeal the alleged denial of FERPA rights to:
   Hebrew Union College-Jewish Institute of Religion
   Brookdale Center
   One West 4th Street
   New York, NY
(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
For additional information:

(6) The college will make the following “directory information” concerning current and former students available to those parties having a legitimate interest in the information:

- name
- attendance dates (periods of enrollment)
- address
- telephone number
- date and place of birth
- photograph
- email address
- full- or part-time status
- enrollment status (undergraduate, graduate, etc.)
- level of education (credits) completed
- major field of study
- degree enrolled for
- participation in officially recognized activities and sports
- height and weight of athletic team members
- previous school attended
- degrees, honors and awards received

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION
By filing a “Request to Prevent Disclosure of Directory Information” form with the Registrar’s Office, current and former students may request that any or all of this directory information not be released without their prior written consent. This form is available at the National Registrar’s Office and may be filed, withdrawn, or modified at any time.

National Registrar
Mr. J. Thomas Brown
Office: (212) 824-2220 · Fax: (212) 533-0129
E-mail: jtbrown@huc.edu

Assistant Registrar
Mr. Adrian Rice
Office: (212) 824-2203 · Fax: (212) 533-0129
E-mail: arice@huc.edu