

**HEBREW UNION COLLEGE-
JEWISH INSTITUTE OF RELIGION
NEW YORK SCHOOL**

**GRADUATE CANTORIAL PROGRAM
STUDENT HANDBOOK**

July 26, 2009

TABLE OF CONTENTS

| | |
|--------|--|
| | Mission Statement |
| I. | Identification Card/Security |
| II. | Medical |
| III. | Fees |
| IV. | Financial Assistance |
| V. | Federal Student Loan Programs |
| VI. | Registration/ Program Changes |
| VII. | Study at Other Academic Institutions |
| VIII. | Course Exemptions/Advanced Standing/Transfer Credits |
| IX. | Independent Study |
| X. | Course Requirements |
| XI. | Masters of Sacred Music Degree |
| XII. | Course of Study |
| XIII. | Thesis Requirements |
| XIV. | Student Fieldwork |
| XV. | Tefillah |
| XVI. | Faculty |
| XVII. | Advisors |
| XVIII. | Grading System |
| XIX. | Probation |
| XX. | Leaves-of-Absence |
| XXI. | Tenure |
| XXII. | Academic Grievance Procedure |
| XXIII. | Requirements for Ordination |

- XXIV. Transcripts
- XV. Maintenance of Student Files/Records
- XXVI. Students with Learning Disabilities or Different Learning Styles
- XXVII. Questions ?

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 professionals 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 shape 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.

I. IDENTIFICATION CARD/SECURITY

- A. All students are required to have an NYU photo identification card. It will be necessary to show identification to the Security Guard whenever entering the College-Institute, as well as to present this card at all New York University facilities. Application and instructions concerning identification cards are available from the Registrar (Room 407) and/or the Director of Operations (Room 405). This Identification Card is to be worn at all times while in the building. New HUC-JIR stickers are required each academic year. Please pick up these stickers from the Director of Operations (Room 405).

Each student will receive an Emergency Evacuation Booklet. Please contact the Director of Operations if you have not received a copy.

- B. Information concerning Campus Security and Drug Education is distributed each year under separate cover.

II. MEDICAL

- A. 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.
- B. Information regarding health insurance options is available from the Director of Operations (Room 405).
- C. 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 Director of Operations (Room 405).
- D. New York State Public Health law 2165 requires that all students be immunized against measles, mumps, and rubella. Persons born prior to January 1, 1957 are exempt from this requirement. According to this New York State Law, students will not be permitted to register, or attend any classes without showing proof that they have either been vaccinated or are exempt.

In addition, all students enrolled for at least six semester hours or the equivalent per quarter are required to complete and return a Meningococcal Meningitis Vaccination Response Form to the Registrar.

III. FEES

- A. All students will be billed directly for tuition by the National Business Office.
- B. If a student receives grant-in-aid or a Guaranteed Student Loan, all outstanding tuition and fees will be deducted from the grant as indicated in the student's billing statement. (Note: Health Insurance may be deducted. Students are encouraged to complete the "Authorization to Apply Title IV Funds" form, which can be obtained from the National Business Office.)
- C. Failure to pay fees or installments on time may result in loss of a student's academic credits for the semester at the end of which he/she is delinquent in payment.
- D. All students are required to complete the payment of outstanding bills for the previous academic year prior to registration.
- E. In addition to tuition fees, there is a Student Association Fee payable upon registration.

IV. FINANCIAL ASSISTANCE

- A. Financial Aid: 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 a 100% scholarship if you are an international student).
 - 1. 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.
 - 2. 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.

V. FEDERAL STUDENT LOAN PROGRAMS

- A. 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.

VI. REGISTRATION

- A. All Students must complete registration prior to the first day of classes. Registration forms must be signed by a student's advisor.
- B. No student may register for more than 22 credits per semester without the permission of his/her advisor and the Director of the School of Sacred Music.
- C. Approval for departure from normal registration procedures must be obtained from the Director of the School of Sacred Music.
- Students shall be able to move through the program at a reduced pace if necessary in consultation with the Director of the School of Sacred Music and/or 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 Director of the School of Sacred Music and/or Dean, who shall consult with the Faculty.
- D. **Program Changes**
1. Students may add or drop courses without penalty until the end of the second week of the semester.
 2. With permission, 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 made in consultation with the program director.
 3. Students may withdraw after week seven and receive a grade of "WF," unless there are extenuating circumstances for which an "F" is not warranted. This will be determined by the program director in consultation with the faculty member.

VII. STUDY AT OTHER ACADEMIC INSTITUTIONS

- A. Students may receive permission to study at another college or university. Such permission is to be secured through the respective Department Chairperson, provided that the proposed course of study is submitted in advance, in writing, and with the approval of the Director of the School of Sacred Music. Credit will be granted only if approval has been granted in advance.
1. Cooperative arrangements with The General Theological, The Jewish Theological Seminary, and New York University Hebrew and Judaic Studies Department or Department of Music enable full-time students to take courses at these institutions (see above) at reduced rates or with no additional tuition fee. Details about the courses and the necessary procedures are available from the Registrar.

2. Courses taken at other institutions beyond those with cooperative arrangements are the financial responsibility of the student.

VIII. COURSE EXEMPTIONS/ADVANCED STANDING/TRANSFER CREDITS

A. Under appropriate conditions, a student may be eligible for exemption from specific prescribed courses, based on prior preparation. To receive an exemption, the student must meet with the School of Sacred Music Director and SSM Instructor prior to the semester in which the course is to be offered. The faculty recommendation is based upon examination of the student's transcript, course syllabi, grades, and written work in the previous courses. Such recommendation and approval usually means substitution of elective courses for the prescribed requirements. For performance requirements (guitar and piano) students may take an exam for exemption with the permission of the instructor.

B. Advanced Standing and Transfer Credits

1. 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 the SSM whose area credit is sought.
2. For learning achieved in non accredited institutions, advanced standing is possible. The extent of advanced standing shall be determined by the Dean or SSM director in consultation with the appropriate faculty member in whose area advanced standing is sought.
3. No more than 25% of course requirements may be fulfilled by outside study.

IX. INDEPENDENT STUDY

A. The Independent Study Program is viewed as an opportunity for learning, designed to meet the needs of students in good academic standing who have demonstrated a capacity for independent work. An independent study is a course not regularly offered but developed specially by student(s) and a faculty person. A written contract submitted by the student and signed by the faculty member must be given to the program director for approval. This form is available in the Registrar's office. The form must be submitted to the Director of the School of Sacred music, to the Instructor and to the Registrar by the end of the second week of the semester.

The faculty member shall meet with the student so enrolled no fewer than three times during the semester and the course requirements must be fulfilled by the end of exam week.

Any full-time faculty member may be asked to sponsor an Independent Study course. Part-time faculty members may do so with the approval of the School of Sacred Music Director or the Dean. 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.

1. Students shall generally be allowed to take one (1) independent study course per semester, up to a total of four (4) such courses during a student's tenure. If a student requests additional independent study, permission must be obtained from the Director of the School of Sacred Music; appropriate exemptions may be made on a case by case basis
2. 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 School of Sacred Music.
3. A form describing the independent study and its requirements may be obtained from the Registrar. This form shall be signed and submitted by the student and the faculty member to the Registrar and Director of the School of Sacred Music for approval.

X. COURSE REQUIREMENTS

A. Academic

1. At the beginning of each course, the Instructor will outline the requirements for a passing grade and the calendar dates by which requirements (e.g., papers and examinations) must be filled.
2. HUC-JIR students are expected to maintain the highest standards 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.

B. Class Attendance

1. 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.
2. Attendance is required at all announced examinations.
3. 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 material covered.
4. If a student is absent from a comprehensive examination, class examinations, paper presentation or major reports later than the scheduled date, the student may be subject to failure or lowered grades for those examinations or reports.

C. Reading Period

A reading period is scheduled at the end of each semester, prior to examinations.

XI. MASTER OF SACRED MUSIC DEGREE (M.S.M.)

The M.S.M. Degree is awarded upon successful completion of the prescribed courses in the curriculum and requirements of the New York School. Generally three years of residence at the New York School is expected before the M.S.M. degree is granted.

XII. THE COURSE OF STUDY

- A. The Graduate Cantorial Program begins with a year of study at the Jerusalem school of the College-Institute and continues with four years at the New York School.
- B. Specific courses and prerequisites are noted in the annual course description announcement.
- C. Courses are offered in weekly units of 3 hours, 2 hours and 1.5 hours. In some instances courses are offered as non-credit requirements.
- D. The general structure of the course of study leading to the degree Master of Sacred Music (M.S .M.) is in the following areas:

Hebrew

Judaic Studies

Cantorial and musical workshops

Jewish Music Study

Professional Development

Electives

E. Elective offerings are indicated in the Course Description Booklet. All inquiries regarding course availability should be addressed to the Registrar.

F. Performance Requirements

1. Practicum

Second, third, and fourth year students are required to perform various aspects and styles of Jewish music in a simulated service or mini-recital known as a practicum. Second year students receive one assignment for that year, third year two assignments and fourth year students one assignment. Faculty members and fellow students engage in an evaluative discussion following the practica each week. In addition, faculty members offer student confidential written comments.

Practica are held weekly in the College synagogue. SSM students are required to attend the practica and participate in the subsequent lunch discussion. No classes are scheduled at that time so that students and faculty in other programs can attend. In addition, students participate in ongoing ensembles assigned to accompany the practica of others.

2. Additional Performances

All students are expected to participate in a number of annual events as part of their studies at the College-Institute

3. Coaching

Every student in New York is provided with two coaches each year, one for each semester. It is the student's responsibility to come to coaching sessions on time, and prepared with music already learned. Accompanists are generally available for Reform coaching lessons, and on occasion, for traditional coaching lessons.

4. Voice Lessons

Every student must study weekly with a voice teacher. The College maintains no voice faculty of its own, but does have a list of recommended teachers. Students are required to file the names of their voice teachers with the office of the Director of

the School of Sacred Music. Students are reimbursed up to \$800 per academic year with documentation of fees paid to voice teachers. In certain cases voice teachers will be contacted by the SSM Director's office to ascertain their evaluation of their student's progress.

5. Guitar
Students are required to study guitar for two semesters. They will be asked to demonstrate basic competency on the guitar as an accompanying instrument to be assessed by the instructor.

6. Piano
All students are required to pass a piano skills exam by the end of the 3rd year. Instruction will be provided to facilitate this requirement.

G. Comprehensive Oral Examinations
Students in the second, third and fourth years take COMPREHENSIVE ORAL EXAMINATIONS at the end of the academic year. These are scored on a pass/fail basis. In the case of failure the students may not advance to the next year of study unless satisfactory performance has been achieved. They may be asked to repeat the exam, either in part or in its entirety.

Senior students take comprehensives at the end of their fall semester. In order to be invested and panel for jobs they must fully pass comprehensive exams.

XIII. THESIS PROJECT REQUIREMENTS

A. 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.

1. The Candidate shall first discuss the proposed thesis subject with the member of the Faculty who coordinates the SSM Senior Theses. During the 4th year work for the thesis will begin in the Jewish Music Research Course. At the conclusion of that course written approval must be obtained from the academic advisor and the recital advisor regarding the formulation of the subject. The topic must be related to Jewish music with a written thesis and a recital. The thesis and recital should be based on the same subject but variances are allowed.

The thesis proposal form is obtained from the Registrar's Office, and once signed by the advisor, is to be presented to the Registrar for transmission to the Faculty for approval.

2. During the fifth year, a student will receive from the Office of the Registrar a copy of the thesis regulations current at the College-Institute.
3. Each student must take either an elective course or an Independent Study course which is related in some way to his/her thesis topic during the fourth year.
4. During the fifth year, each student must register for the Thesis Conference in which he/she meets regularly with the thesis and recital advisors while the work is still in progress.

If a student fails to meet regularly, he/she will receive a failing grade (F) and will not be allowed to continue work on the MSM Thesis. As a result, he/she will not be invested that year.
5. 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." A student who passes senior comprehensive examinations may submit his/her thesis during the first week of the Spring Semester in order to be eligible for A.C.C. placement.
6. The recital generally takes place during the Spring semester of the 5th year. Students are required to select repertoire, schedule rehearsals and create a program for the recital. The recital is a minimum of 45 minutes and a maximum of 60 minutes. The recital must include at least 20 minutes of solo music.
7. 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 their discretion. Any student who does not complete the thesis after a second year will have their tenure in the program terminated.

XIV. STUDENT FIELDWORK

Students are required to serve in a URJ pulpit for at least two of their four years of study in the U.S. At least one of these years must be in a pulpit where they are the only cantorial presence (e.g. not as chazan sheini). This minimum of two years of fieldwork experience is a prerequisite for investiture. (See XIV.B).

A. Student Pulpits/ Cantorial Internships

1. Student Interns may work alongside cantors in larger congregations or as the sole cantorial presence in smaller congregations. These positions are coordinated through auditions and interviews and a matching system arranged under the auspices of the College-Institute. Auditions and interviews take place each spring at the College-Institute. A special College-Institute brochure entitled, "SSM Student Placement Guidelines" contains procedures to be

followed by students and congregations participating in this program. Student Cantors are responsible for the fulfillment of all requirements in this booklet. Students should become acquainted with these guidelines prior to their first assignment.

2. **Under no circumstances may students make private arrangements with a congregation** for any type of cantorial service, or internship position, either on the High Holy Days or at any other time during the academic year. All negotiations must be approved and all arrangements ratified by the College-Institute. Students who do not abide by this rule may face disciplinary action.

B. **Types of Services Provided**

1. All job responsibilities, including hours, must be approved by the Student Placement Director.
2. Students may perform clergy functions except marriages and conversions. The student, however, may co-officiate at a wedding in the presence of an ordained or invested clergy person. The ordained or invested clergy person must sign all civil and religious documents.

With regard to conversions, the student may guide the studies of the prospective convert under the supervision of an ordained Rabbi and/or invested cantor. The ordained Rabbi/invested cantor must sponsor the conversion, officiate or co-officiate at the conversion ceremony, and must sign the conversion certificate.

C. **Fieldwork Supervision**

There is a two-year supervised fieldwork requirement for investiture. As part of this requirement a student serving as Student Cantor in weekend pulpits, or as Hazzan Sheni (Student Cantorial Intern), participates in a multi-faceted supervision program at the College-Institute. The student attends small group and special Common Hour programs on Professional Development issues.

XV. **TEFILLAH**

- A. Daily morning services are conducted by rabbinical, cantorial and education students throughout the academic year. The assignment of responsibilities is made by the Associate Dean, in association with the faculty synagogue advisors..

Students are obligated to meet with faculty synagogue advisors before, during and after their week of conducting services in order to receive feedback throughout the planning and leading process.

- B. Rabbinical and Cantorial students will occasionally be asked to participate as Student Rabbis and Student Cantors at special observances held in the synagogue during the academic year.
- C. Torah Reading Requirement –At least twice during their tenure, each student is required to read from the Torah during the daily service. They are required to chant at least 8 lines of text, and receive feedback after the reading.

XVI. FACULTY

- A. The Faculty meets regularly throughout the academic year. The SSM Student Association President is invited to all scheduled faculty meetings.
- B. There are a number of Faculty/Student Committees. The student representatives to these committees are chosen through the Student Association.
- C. **Student Review**

At each meeting of the faculty, any faculty member has the prerogative of bringing up a student's name for discussion, provided there has been prior consultation with the student's advisor and with other faculty members. This can occur either to follow up on a problem that has arisen or to focus on a student's accomplishments and potential.

Adequate follow-up to a faculty discussion about any student is mandatory. The Director of the School of Sacred Music will determine the most effective means of dealing with the issues raised.

At the final meeting of the spring semester, the faculty will review the progress of each student individually.

XVII. ADVISORS

Entering Students shall be assigned to an assessment group led by two faculty advisors. The Advisor-Student Relationship should not be viewed in purely academic terms. The Faculty Advisors should serve as the hub connecting to all of the student's activities. The Advisors work on formative assessment of students, and serve as liaisons with the other members of the Faculty in whose classes their advisees are enrolled.

Since the Faculty Advisors serve as liaisons with the student's many activities, students and advisors should meet a few times each year, individually and with their assessment groups.

Copies of completed Grade Evaluation Sheets will be circulated to the Advisors.

XVIII. GRADING SYSTEM

A. Grading

1. Students shall 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 course in a semester, he/she will meet with the program director and be placed on probation for on academic year.

If he/she receives another "C" or "F" during the year of probation, he/she will be asked to appear before a Student Tenure Committee. As part of the evaluation process, the Committee can suggest a range of ways to proceed that may include, but not be limited to, dropping the student from the academic roll or asking the student to take a reduced academic load.
 - If the student fails two (2) courses within two consecutive semesters, he/she will meet with the Student Tenure Committee.
 - 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.
2. Grades in Core Curriculum Courses
 - If a student receives an "F" in a Core Course, they must meet with that professor to determine how to make up the F; students cannot be ordained with an "F" in a Core Course.
 - If a student receives a "C" in a Core Curriculum Course he/she must take and receive a "P" or the equivalent in an elective course in the same subject area as the course in which the "C" was received. How many do we offer? Is this feasible?
3. Faculty will complete mid-semester evaluations for students who are facing academic challenges. Such students will receive a copy of the evaluation and should meet with the professor to review their work and discuss ways to improve.
4. Performance requirements for each semester will be assessed. If a student fails a performance requirement instructions for remediation will be provided by the SSM faculty. Students must successfully complete all performance requirements for graduation.

5. Students should receive standardized written evaluations in addition to grades for each course. These evaluations will become part of the students' academic record. When requesting that their transcripts be sent to other academic institutions or prospective employers, they may request that their letters of evaluation be included.
6. Students have the right to respond to any particular faculty evaluation.

B. Submission of Grades

1. A detailed evaluation form will be used at the end of the semester, specifying areas upon which the faculty member must comment.
2. Faculty members are expected to submit grades for all students by the second Monday after the end of Examination Week.

C. Extensions/Incompletes

1. 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.
2. Students shall have three (3) additional weeks to complete the requirements for those courses for which extensions have been approved.
3. Courses with extensions that have not been completed will automatically become Incompletes ("I"). Fall Incompletes must be completed by the end of the spring semester and spring Incompletes by the beginning of the fall semester. If the course is not completed by these deadlines, it will automatically become an "F."
4. Appeal of the Program Director's decision regarding an extension may be made to the Dean or the Provost (if the program director and Dean are the same person).
5. When grades are recorded, they will be added to the "I."
6. Students are allowed only two incompletes per semester. More than two incompletes results in a meeting with student tenure committee.

Comment [MK2]: I made this addition, we should discuss this issue.

D. Reduced Academic Load

1. 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.

2. If the student needs more than one year, he/she shall submit a formal request to the program director and Dean, who shall consult with the Faculty.

XIX. 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. If a student receives an "F" during the probation period, he/she will need to appear before a tenure committee.

XX. LEAVES-OF-ABSENCE

Students desiring leaves-of-absence to travel, study, medical or for other reasons, must apply for such a leave in writing to the Director of the School of Sacred Music. Such a leave may be granted for a specific period, usually one year. Any extension of the approved period of leave necessitates reapplication. Students must also write to inform the Director of their intention to return to the program, no later than two months before resuming study.

XXI. TENURE

A. Student Tenure Review

1. Academic Tenure

- The initial purpose of the student tenure review is to assist the student in succeeding at the College-Institute. 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.

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

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

2. Nonacademic Tenure

- A student's tenure may be terminated if it is determined that he/she engaged in inappropriate behavior that renders him/her unsuitable for his/her chosen profession, including but not limited to behavior that is unethical, illegal, or otherwise inconsistent with the codified standards of the individual professional organization of the field for which the student is preparing himself/herself.
- Charges of a student's alleged inappropriate behavior are to be brought to the program director (or the Dean's designate). The program director (or Dean's designate) will investigate the charges further, and consult with appropriate faculty, student representatives and any outside consultants deemed necessary to determine whether the matter is to be brought to the attention of a Student Tenure Committee.
- If it is determined that the matter should be brought before a Student Tenure Committee, then the student will be notified in writing of the charges that have been made and the findings that pertain to those charges, and will be given a copy of that section of the Student Handbook that describes the procedures to be followed by the Student Tenure Committee.

- At least three weeks prior to the meeting of the Student Tenure Committee the program director will give the student written notice of the time and place of the meeting, and written notification that the student will be present at the meeting, except at those times when the Student Tenure Committee enters into executive session.
- The composition of the Student Tenure Committee is to be determined by the program director, but must include at least one student from the appropriate professional program, between two and four additional faculty members, and may include professionals from the field for which the student is preparing. The Dean may not serve on the Student Tenure Committee since he/she is part of the Appeals process. If the program director chooses not to chair the committee, he/she may designate a member of the Committee to serve as chair.
- At the meeting of the Student Tenure Committee, the program director will present information pertaining to the charge(s) of inappropriate behavior. The student may present pertinent information to the Committee, or may ask others to present information on his/her behalf.

When all of the information has been presented, the program director, the members of the Committee and the student will raise any questions they may have.

When all the questions have been addressed, the members of the Student Tenure Committee will enter into executive session.

- The Student Tenure Committee will deliberate in executive session, and will determine its decision by secret ballot and by 2/3 majority vote. Any decision reached will be communicated to the student, the program director and the Dean within one week. The Committee may consider the following options (or any other options that the Committee may deem appropriate):
 - a. Dismissal of the charge(s);
 - b. To further investigate the matter and delay a decision;
 - c. 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;

d. Termination of student tenure.

- The student may appeal the decision of the Student Tenure Committee to the Dean in writing no later than two weeks after the decision has been rendered. The Dean has one week to respond to the student. The student may appeal the Dean's decision to the Provost in writing no later than one week after the Dean's decision has been rendered.

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

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

3. Faculty Review of Students

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

XXII. ACADEMIC GRIEVANCE PROCEDURE

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

- B. Any student has the right to question a grade he or she has received, but the student should recognize the difference between questioning a grade and charging an instructor with a violation of good teaching practices. The latter is a serious act and should neither be undertaken lightly nor should the desire to have a grade reviewed and changed be the primary motivation. If the student wants to contest a grade, the student should first meet with the instructor to voice a complaint and to receive an explanation and possible redress.

If the student is not satisfied with the explanation, he or she may confer with the SSM Director and ask for a review of the grade. The SSM Director will consult with the faculty member and review the material. The decision of the Dean shall be final.

- C. A student who feels that a faculty member has violated good teaching practices shall first discuss the matter directly with the faculty member, and if necessary a follow-up meeting accompanied by his/her faculty advisor.

If he or she feels that his/her grievance has not been properly adjudicated, he or she should request a conference with the SSM Director

- D. If the intervention of the SSM Director still has not achieved reconciliation, the student may submit to the Dean a letter formally stating the nature of the grievance with specific reference to teaching responsibilities which have not been fulfilled. The student should also provide any materials supportive of the complaint. Within ten (10) days after receiving this written complaint from the student, the Dean will request the chairperson of the Faculty to convene a Faculty Grievance Committee which shall be made up of four full-time faculty members and a student representative selected by the Student Association. The committee shall consider and investigate the complaint and make its recommendations to the Dean within thirty (30) days after receiving the complaint.

- E. A Faculty Grievance Committee will not review a complaint unless it is lodged before the tenth week of the fall or spring semester which follows the term in which the alleged violation occurred.

It shall be the responsibility of the Faculty Grievance Committee to determine, prior to considering any case, whether frank and full discussions between the student, instructor, and Dean have been exhausted as a means of resolving the grievance. If not, the case shall be referred back to the Dean as appropriate.

If the Faculty Grievance Committee decides to consider the case, the chairperson shall inform the student that the burden of proof rests with the student and that he or she may attend the hearing, excluding

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

- F. If the Committee finds that no violation of good teaching practices has occurred, or that violation has occurred but recommends that no redress is warranted, these findings will be reported by the committee chairperson, in writing, to the student and the instructor, with copies sent to the SSM Director and the Dean.

In addition, a notation of this finding may be made in the student's permanent record file.

If the committee finds that violation has occurred and recommends any form of redress for the student, these recommendations should be reported by the chairperson of the Committee, in writing, to the Dean, with a copy sent to the student and to the instructor.

The instructor will be expected to inform the Dean of his or her compliance or noncompliance with the recommendations within ten (10) days after the letter of notification has been sent to the instructor. Failure to respond within ten days will be taken to indicate noncompliance.

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

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

XXIII. REQUIREMENTS FOR INVESTITURE

A. Academic

After the Year-In-Israel program, completion of the Core Curriculum, and all performance requirements as stated above (SEE XII F) and senior theses (both the written theses and recital) are required for investiture. In addition, each student must attend the annual Kallah program, participate in required *yemei iyyun* programs such as the Gerecht retreat, and fulfill tfillah responsibilities on campus.

Senior students are expected to complete all course work by the date announced in the academic calendar.

B. Professional

A minimum of two years of congregational experience is a requirement for investiture. This involves at least one year of service as a student cantor in a weekly or bi-weekly pulpit, as the sole cantorial presence (e.g. not as a sheini). Two years of a monthly student pulpit is equivalent to one year in a weekly or bi-weekly.

Beyond this minimum requirement, students are encouraged to explore professional growth opportunities such as: serving as an intern or working in a health care facility, CPE program, Jewish organization, teaching in a Jewish context, supervising a Jewish educational or camping program or participating in the Alumni Summer Residencies Program.

C. Financial

1. The student must secure clearance of all fees and obligations from the appropriate offices before certification for ordination can be made.
2. A clearance form, obtainable from the Associate Dean, is to be completed one month prior to Graduation and submitted to the Registrar.

XXIV. TRANSCRIPTS

- A. 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).

- B. 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.

- B. An unofficial transcript is provided to each student at the end of the academic year.

XXV. MAINTENANCE OF STUDENT FILES/RECORDS

A. 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. Grade Evaluations and general correspondence concerning the student contained in a student file.
4. HUC-JIR transcript.

B. Access

The student has access to all material in categories 2, 3 and 4 as specified above. Administrative personnel have access to material in all four categories. The student's advisor has access to the material in categories 2, 3, and 4.

XXVI. STUDENTS WITH LEARNING DISABILITIES OR DIFFERENT LEARNING STYLES

The College-Institute has adopted a national policy on this important issue. Students who believe they require adjustments to curricula, examinations, or other parts of their educational experience should consult with the Director of the School of Sacred Music for a copy of this policy and appropriate support.

XXVII. QUESTIONS?

When additional questions or concerns arise, feel free to address them to an appropriate member of the Administration: the Director of the School of Sacred Music or the Registrar.