



HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION

NEW YORK SCHOOL

GRADUATE CANTORIAL PROGRAM STUDENT HANDBOOK

Revised Date: Summer 2023

Aug 2023

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MISSION STATEMENT

Hebrew Union College-Jewish Institute of Religion (HUC-JIR) is North America's premier institution of Jewish higher education and the center for professional leadership development of Reform Judaism. A multi-campus academic and spiritual learning community, HUC-JIR builds vibrant progressive Judaism in North America, Israel and around the globe by:

- Studying the great issues of Jewish life, history and thought with an open, egalitarian, inclusive and pluralistic spirit;
- Educating innovative, visionary clergy and professionals who embody the sustaining values, responsibilities, practices and texts of Jewish tradition to inspire future generations; and,
- Advancing the critical study of Judaism and Jewish culture in accordance with the highest standards of modern academic scholarship.

INTRODUCTION

The *Graduate Cantorial Program Student Handbook* addressed the academic policies that pertain to students, faculty (full-time and adjunct), staff, and administration, as well as fieldwork supervisors.

The most recent edition of the handbook may be obtained from the Office of the National Registrar, from the campus offices of the National Registrar's Representatives, or on the HUC-JIR website.

Office of the National Registrar
202 & 204 Sisterhood Hall
HUC-JIR
3101 Clifton Avenue
Cincinnati, OH 45220

Academic Records Manager
Office 402
HUC-JIR
One West Fourth Street
New York, NY 10012

USC Liaison
National Registrar's Representative
Room 205
HUC-JIR
3077 University Avenue
Los Angeles, CA 9007

Online: huc.edu/registrar

Questions about the policies in this document may be addressed to the Office of the National Registrar, Campus Deans, or Academic Program Director.

Goals & Competencies

- Be proficient at constructing and leading integrative liturgies for Shabbat, High Holy Days, and Festivals
- Understand and be able to improvise within the traditional structure of Ashkenazic *nusach* in its relationship to liturgical forms
- Have the capability of offering probing, personal, spiritually connected, and artistically mature interpretations of advanced vocal literature
- Have a comprehensive knowledge of informal Jewish music in its application to *t'fillah* and community-building
- Be able to engage a community vibrantly in song through relationship, technique, and personal persuasion
- Be able to play at least one instrument with adequate proficiency to lead others, rehearse, and/or perform
- Know how to rehearse and lead choirs of children and adults
- Coordinate and/or supervise professional and/or volunteer instrumental ensembles
- Be able to teach the annual cycle of *Parashi'ot* and *Haftarot* in ways that are inspiring to young people and adults, with a consciousness of how cantillation informs such learning
- Know how to develop and implement religious school music and *t'fillah* curricula, while employing appropriate classroom and open-space management skills
- Be capable of conducting life-cycle rituals alone or in partnership
- Understand family systems in their application to interpersonal relationships and communal life
- Be effective spiritual counselors in a pastoral context
- Develop a personal spiritual practice and theological orientation, and be able to understand their interrelatedness to the expression through music of liturgical and poetic texts
- Be able to work intelligently with Jewish texts (liturgy, TaNaKH, commentaries), with commensurate Hebrew fluency
- Be able to prepare effective *iyyunim*, *kavvanot*, *divrei Torah*, and sermons
- Be prepared to manage synagogue departments typically supervised by cantors, as they relate to organizational structures
- Be able to produce or co-produce a multi-disciplinary public program, concert, and/or event
- Learn music efficiently and accurately, and be aware when making departures from written or aural sources
- Be a responsible, flexible, and congenial colleague

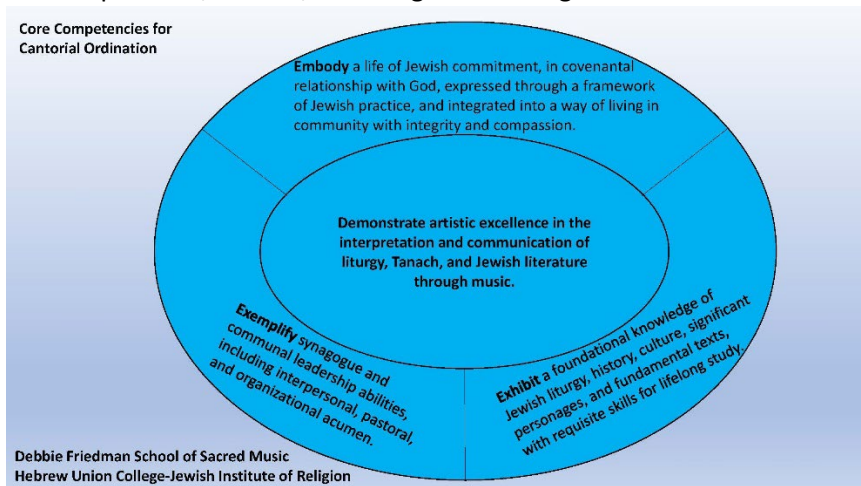


Fig1: Core competencies

IDENTIFICATION CARD/SECURITY

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 must 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.

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

MEDICAL

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

Information regarding health insurance options is available from the Director of Operations (Room 405).

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).

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.

FEES

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

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.)

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.

All students are required to complete the payment of outstanding bills for the previous academic year prior to registration.

In addition to tuition fees, there is a Student Association Fee payable upon registration.

FINANCIAL ASSISTANCE

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).

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

A student can only apply for a grant-in-aid scholarship by filling out the FAFSA and turning in a copy of the previous year's taxes to the Financial Aid Administrator. Students with extraordinary financial need should be sure to make their situation known to the Financial Aid Administrator.

FEDERAL STUDENT LOAN PROGRAMS

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

REGISTRATION

1. An entering student may register at the beginning of the academic year. A student already enrolled in the College-Institute may pre-register prior to each semester at times designated by the Office of the National Registrar and indicated on the Academic Calendar.
2. After the end of the second week of the semester a student may not add any courses to his/her program.
3. Students may audit elective courses by selecting the audit status when registering for courses on the web in the Student Information System (SIS.) Auditors do not receive credit for the course, and an audit may not be changed to a credit registration once registration has closed. A student who fails to attend a course that they are auditing will have an administrative withdrawal/"W" posted to their academic record.
4. Students may not receive credit for any course for which they did not formally register at the appropriate time. Students should correct or update their registration information on the SIS when they decide to drop or add a course.
5. No student may register for more than 18 credits per semester without the permission of his/her advisor and the Director of the School of Sacred Music.
6. Approval for a departure from normal registration procedures must be obtained from the Director of the School of Sacred Music in consultation with the National Registrar. Students may be able to move through an academic program at a reduced pace if necessary in consultation

with the Director of the School of Sacred Music 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, who shall consult with the Faculty. A student who wishes to move through an academic program at an accelerated pace must obtain the permission of the Director of the School of Sacred Music.

ADD/DROP

1. Using the Student Information System (SIS), students may drop a course before the semester begins and during the semester until registration closes. A student may drop a course until the end of the second week of classes without a notation appearing on the student's academic record. After the close of registration, students must use an add/drop form. These are available on the National Registrar's website.
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 Director of the School of Sacred Music. The Add/Drop form is available on the National Registrar's website.
3. Students may withdraw after week seven and receive a grade of "W," 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.
4. Specific programs in the College-Institute may establish more specific add/drop policies based on their academic and course calendars.
5. In intensive courses or in the summer session (other than the SJNM), students may not add a course after the first class meeting. Students may withdraw after the first class meeting of an intensive course with no notation on the academic record. Withdrawing from an intensive course after the second meeting will result in a "W."
6. In the SJNM Summer Session, students may not add a course after the first week of classes. Students may withdraw from a course until the end of the first week with no notation on the academic record. Withdrawing from a course after the beginning of the second week will result in a "W."
7. If a student does not officially withdraw from a course by the stated deadlines, he or she may receive a grade or an "F," for the course and that grade will appear on the transcript.

STUDY AT OTHER ACADEMIC INSTITUTIONS

1. 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.
 - a. Cooperative arrangements with The General Theological Seminary, The Jewish Theological Seminary, Fordham University, and New York University enable full-time

students to take selected 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.

COURSE EXEMPTIONS

1. A student may be exempt from certain required courses due to prior preparation. To receive such advanced standing, the student should submit a petition to the Director of the School of Sacred Music no later than 60 days prior to the beginning of the term in which the course in question would normally be taken. The Director of the School of Sacred Music will consult with faculty members in the academic field in question to determine the method of evaluating the student's prior preparation. An exemption may result in the exempted courses being replaced by higher-level electives or the direct transfer of accredited graduate-level courses to replace HUC-JIR coursework.
2. Such evaluation normally would include an examination of the student's transcript(s), prior course syllabi, and written work. A written or oral examination may be required as well. The Director of the School of Sacred Music will then approve or deny the petition and notify the student and the National Registrar accordingly.

ADVANCED STANDING AND TRANSFER OF CREDIT

1. Students who have successfully completed graduate courses or a graduate degree in an accredited academic institution prior to their admission to HUC-JIR may request that transfer credits be applied toward their program of study at HUC-JIR. The amount of credit given shall be determined by the Director of the School of Sacred Music in consultation with the appropriate faculty member in whose area credit is sought but may not exceed 25% of the credit hours required for the degree or certificate. Any application for transfer or exemption must be accompanied by an official transcript from the student's prior institution.
2. For learning achieved in non-accredited institutions or in settings outside of higher education, advanced standing may be possible. The extent of advanced standing shall be determined by the Director of the School of Sacred Music in consultation with the appropriate faculty member in whose area advanced standing is sought. Students may be evaluated based on examinations, performance in a specific course or group of courses, or other methods approved by the Director of the School of Sacred Music. As with accredited institutions, any application for transfer or exemption must be accompanied by an official transcript from the student's prior institution.
3. All Advanced Standing decisions must be documented and sent to the National Registrar by the Director of the School of Sacred Music so that appropriate credit may be recorded on the student transcript and in the Student Information System. The Transfer/Exemption Credit form is available on the National Registrar's webpage.
4. No more than 25% of course requirements for a degree, certificate, or ordination can be fulfilled by coursework from outside HUC-JIR. Within this context, credit earned through consortium agreements will be considered "in residence."

INDEPENDENT STUDY

1. An independent study is a course not regularly offered but developed specially by a student and faculty member. Students shall generally be allowed to take one (1) independent study course per semester/term. Up to a total of three (3) such courses are permitted per year. Exceptions may be made by the Director of the School of Sacred Music on a case-by-case basis for advanced students.
2. Students must consult with the Director of the School of Sacred Music in order to determine where the Independent Study course will count in the curriculum and other limits relative to the student's academic program.
3. To apply for an Independent Study Course, students must complete the Independent Study form available on the National Registrar's website and submit it to the National Registrar's Office by the close of registration.
4. The faculty member shall meet with the student enrolled no fewer than four times during the semester and the course requirements must be fulfilled by the end of exam week.
5. 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 Director of the School of Sacred Music. 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, or that other circumstances exist which make the Independent Study request inadvisable, then they may decline to sponsor such an Independent Study. It is recommended that no faculty member sponsor more than two such courses in any one semester.
6. 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.

COURSE REQUIREMENTS

Academic

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. 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.

Attendance

1. It is expected that all students will attend class regularly, and attendance may be required by the instructor. Class attendance may be a criterion used by an instructor to determine the student's grade.
2. Attendance is required at all announced examinations.
3. Attendance is also taken during the beginning of each semester or term in order to verify enrollment and to determine financial aid eligibility.
4. Academic programs in the College-Institute may establish attendance policies related to those programs.
5. Individual faculty members may also establish attendance policies for their courses.
6. A student absent from class is responsible for all written or oral work due on the day of the absence, knowledge of announcements made on the day of the absence, and knowledge of the substance of material discussed.
7. If a student is absent from an examination or submits a paper later than the scheduled due date, the student may be subject to a reduced grade or failure for the examination or paper in question. The decision rests with the instructor.
8. In intensives, NO absences are permitted. If a student is forced by extenuating circumstances to miss more than one day, no credit can be granted.
9. During the course of the academic year, attendance at some programs may require a student to be absent from classes. It is expected that students will be responsible for assignments and classes that may be missed during their absence. Students should consult with the instructor in advance of the absence. Please note the following guidelines regarding the attendance at external programming, which may interfere with class attendance:
 - a. In order to attend an external program, the student must obtain permission from the course instructor. The student should explain the event to be attended and affirm the responsibilities related to his/her absence from any missed class meetings.
 - b. In order to attend external programming which will interfere with class attendance a student must be in good academic standing as defined below under Student Academic Standing and Evaluation.
 - c. At the discretion of the instructor, a student is allowed to attend one external program that conflicts with class time per semester.
10. Students are required to complete all course work and any relevant extra-curricular responsibilities in a timely fashion and may have fellow students collect any materials that may have been distributed during the class that was missed.

Reading Period

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

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.

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. 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.

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.
5. 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.
6. 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.
7. 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.
8. 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.

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.

STUDENT PULPITS/CANTORIAL INTERNSHIPS

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.

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.

TYPES OF SERVICES PROVIDED

All job responsibilities, including hours, must be approved by the Student Placement Director.

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 regards 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.

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.

TEFILLAH

1. 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.

2. 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.
3. 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.

FACULTY

The Faculty meets regularly throughout the academic year. The SSM Student Association President is invited to all scheduled faculty meetings.

There are a number of Faculty/Student Committees. The student representatives to these committees are chosen through the Student Association.

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.

ADVISORS

Students are assigned an academic advisor to provide guidance throughout their tenure in the program. Academic advisors are members of the faculty or administration who meet with individual students regularly to discuss academic, professional, intellectual, religious/spiritual and personal issues. Among their many responsibilities, academic advisors offer assistance in course selection, guidance through academic difficulties and advice regarding any other matters related to the student's progress through their academic program. Program directors may also serve as academic advisors and are always resources for questions about graduation requirements, standing in a program, transfer of outside credits, etc.

GRADING SYSTEM

1. At the conclusion of each semester, faculty will use the Student Information System (SIS) to submit grades to the Office of the National Registrar in the form of letter grades (A, B, C or F) or Pass/Fail.
2. During registration, students may elect to be graded under either the letter grade scale or on a Pass/Fail basis.
3. Grades are available to students by logging into the Student Information System (SIS).
4. The instructor shall specify in the course syllabus those aspects of the course that will be monitored for grading, such as examinations, papers, class participation and attendance. The instructor shall also specify in the syllabus the relative weight given each aspect to be monitored for grading.
5. Letter grade and Pass/Fail grading tables:
 - a. The letter grade scale will be as follows:

A+	4.333
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
F	0.000

- b. The Pass/Fail scale will be as follows:

P	Pass
LP	Low Pass
F	Fail

c. Grades in both tables:

I	Incomplete
IF	Incomplete-Fail
W	Withdraw
AU	Audit
TC	Transfer Credit

6. The default grading system for students will be Pass/Fail. Students will indicate their choice of grading systems at the beginning of their academic program and may change from one grading system to the other annually, prior to the first day of classes of the Summer or Fall semester.
 - a. The change must be submitted to the Office of the National Registrar in writing or via the student's HUC email account.
 - b. The request must be submitted before the first day of classes for the Fall semester.
 - c. Requests cannot be honored to retroactively change a student's grading scale and grades for prior semesters.
7. Grade point averages will be calculated in the SIS and on transcripts for all students with any letter grades.
8. Transcripts will carry a legend that explains the College-Institute grading systems and explains that the Pass is valued at a "B" or higher, and that a Low Pass is valued as a "C."
9. As new courses are developed, the faculty member will be asked whether the course is to be graded on a letter grade basis only, pass/fail only or either. This decision overrides the student's grading preference.
10. Program faculty may designate courses as pass/fail only, letter grade only or either. This decision overrides the student's grading preference. Where a course exists on more than one campus, the grading system should be the same.

SUBMISSION OF GRADES AND EVALUATIONS

1. Faculty are expected to submit grades into the Student Information System (SIS) for all students within two weeks after the end of final examinations.

2. Suggested Grade Scale

The grading scale used in a class to arrive at the final grade, whether letter grade or pass/fail, is determined by the individual faculty member. Below is a suggested scale for those faculty members who calculate a class average for a student based on the points achieved for exams, papers, and other assignments. This chart is provided for guidance and is not required for faculty use in grading.

Letter or P/F Grade Percent Grade

A+/P	97-100
A/P	93-96
A-/P	90-92
B+/P	87-89
B/P	83-86
B-/P	80-82
C+/LP	77-79
C/LP	73-76
C-/LP	70-72
F	<70

CHANGE OF GRADE

1. Faculty may submit Change of Grade forms to the Office of the National Registrar. When the grade change has been processed, the Director of the School of Sacred Music will be notified by the National Registrar's staff.

INCOMPLETES

1. If for reason of illness or other comparable extenuating circumstances a student cannot complete his/her work on time, the instructor may enter a grade of Incomplete ("I") into the Student Information System (SIS.)
2. A form indicating date for completion and reasons for the Incomplete shall be signed and submitted by the faculty member to the Office of the National Registrar. The form is available on the National Registrar's website. A copy of the completed form will be forwarded to the Director of the School of Sacred Music and will be kept on file in the National Registrar's Office. If a student is not able to contact the faculty member, he/she may petition the Program Director for an Incomplete.
3. Incurring three or more Incompletes in one semester or term may jeopardize the student's financial support.
4. Work needed in order to resolve Incompletes incurred during the Summer term must be submitted to the faculty member by the last day of classes for the Fall semester. Work needed in order to resolve Incompletes incurred at the end of the Fall semester must be submitted to the faculty member by the last day of classes for the Spring semester. Work needed in order to resolve Incompletes incurred during the Spring semester must be submitted to the faculty member by the first day of classes for Fall semester. In all cases, the faculty member may impose more stringent deadlines.
5. The student will have an "I" entered for the particular course. If the student fails to finish the Incomplete during the time allotted to him/her by the faculty member, the National Registrar will record an "IF" (Incomplete Failure) on the student's academic record.
6. No Incompletes are granted for Intensive courses.

7. In order to be considered as a candidate for graduation or ordination, a student must resolve all incomplete grades on his/her academic record at least three weeks before the date of graduation/ordination.
8. In rare cases where due to illness or other extenuating circumstances a student receives an incomplete grade in the final year, the coursework must be resolved and submitted to the faculty member by March 31 so that faculty member may submit the grade by the due date for senior grades. After that date the grade will turn to "IF."

COURSE REPEATS

1. Courses may be repeated with permission of the Director of the School of Sacred Music and in consultation with the faculty member.
2. Courses for which grades of "F" have been received may be repeated without limit. The student should discuss the matter with the Director of the School of Sacred Music before re-enrolling in the course. If the specific course is not available, an equivalent course may be taken for the repeat if approved by the student's academic program director in consultation with the faculty member who taught the original course.
3. Courses for which grades of "C-" or better have been earned may be repeated upon receiving approval from the Director of the School of Sacred Music. The approval process is initiated by the student using a form from the National Registrar's Office. A maximum of 3 passed classes per degree or certificate may be repeated.
4. Only the credits and grade for the repeated attempt count toward degree completion and the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record.

REDUCED ACADEMIC LOAD

1. 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, taking up to a year beyond the normal degree program structure to complete the program.
2. If the student needs more than one additional year, he/she shall submit a formal request to the Director of the School of Sacred Music, who shall consult with the Faculty.

STUDENT ACADEMIC STANDING AND EVALUATION

1. Academic standing (good standing, probation, suspension, and dismissal) will be determined as soon as possible at the conclusion of each semester. Based on the standards below, the National Registrar's Office will automatically determine which students are on academic probation and communicate that information to the Director of the School of Sacred Music. Additional academic action will be determined by the Director of the School of Sacred Music and/or Student Tenure Committee, as defined in this document. Every semester, the Director of the School of Sacred Music must send a report of students who are not in good academic standing to the National Registrar and National Financial Aid Director. This report will be used in determining a student's satisfactory academic progress (SAP) and eligibility for financial aid.

2. A student's academic standing may fall within the following categories:
 - a. Good Standing
 - b. Probation
 - c. Suspension
 - d. Dismissal

3. A student in good academic standing:
 - a. is not on probation
 - b. is making acceptable progress toward his/her degree or certificate which includes the maintenance of a minimum grade of "P" or "B" in no less than 80% of the total attempted credits.
 - c. has earned grades at the "Pass" or "B" level or higher
 - d. has no more than one LP or C in a semester

4. If a student receives two or more "LPs" or "C's" and/or fails one or more courses in a semester or is not meeting the 80% standard in 3.b., the National Registrar's Office will place the student on Academic Probation. The Director of the School of Sacred Music will be notified and shall meet with the student to provide counseling and guidance and may convene a Student Tenure Committee.
5. If he/she receives another "LP," "C" or "F" during a period of probation, he/she will be asked to appear before a Student Tenure Committee.
6. If the student fails two (2) courses at any time within two consecutive semesters, he/she will meet with the Student Tenure Committee.
7. If a student fails three (3) courses over two academic years, the student will be automatically dismissed. He/she has the right to appeal to the Student Tenure Committee for reinstatement, citing any extenuating circumstances.
8. The procedures governing a Student Tenure Committee are described under "Academic Tenure" later in this Handbook.
9. Students have the right to respond to any particular faculty evaluation by meeting first with the faculty member and secondly with the Director of the School of Sacred Music.

STUDENTS PLACED ON ACADEMIC PROBATION

Students may be placed on academic probation by their academic Program Director or the Student Tenure Committee.

During the semester in which a student is on academic probation s/he will typically enroll in a reduced number of credit hours whether these come from HUC-JIR courses, or consortium, cross-campus or dual program credit programs.

The number of credit hours that a student is permitted to enroll in during a semester on probation may be stipulated by the Director of the School of Sacred Music or Student Tenure Committee.

The student will meet with his/her Program Advisor to discuss a possible reduction in outside commitments and fieldwork hours.

All instances of academic probation, suspension, and dismissal will be posted to the student's permanent

academic record.

Students will be removed from probation when they have completed twelve semester hours under the following conditions:

1. all work for each course must be completed by the end of its semester, without incurring any incompletes
2. all incomplete work from previous semesters must be completed
3. the grade received in each course must be Pass (B) or better

Any student who incurs a total of two occurrences of academic probation over the course of her/his academic program(s) will be recommended to a Student Tenure Committee for possible suspension or dismissal from the College-Institute.

LEAVE OF ABSENCE

1. Students desiring a leave-of-absence for medical or personal reasons, to serve as an intern, or to pursue studies at other institutions of higher education, must apply in writing to the Director of the School of Sacred Music. The form is available from the National Registrar's website. The Director of the School of Sacred Music may grant such leaves for a specific term up to one year, and it is the responsibility of the student to observe the terms and remain within the limits set. Failure to do so may result in automatic dismissal.
2. Students must inform the Director of the School of Sacred Music of their intention to return to the program no less than two months before resuming their studies.
3. Students pursuing studies at other accredited institutions during a leave of absence may, upon prior approval of the Director of the School of Sacred Music, receive transfer credit. However, in no case may the total transfer credits earned during a leave of absence or from prior transfer credit total more than 25% of the credits in a student's academic program. The Director of the School of Sacred Music's approval for these courses must be given prior to the student's departure for the leave of absence. Approval for courses taken during a leave of absence will not be given retroactively.
4. After a leave-of-absence, students must petition the Director of the School of Sacred Music in writing to return to full-time resident student status. The Director of the School of Sacred Music will notify a student before the leave-of-absence if there are specific conditions to be met before the student may return to full-time studies. The Director of the School of Sacred Music may ask the student for supporting documentation as part of the petition.
5. A student who has been dismissed or asked to withdraw is not eligible for a leave-of-absence for the following year.
6. A student on a leave-of-absence may be required to begin repayment of financial aid. For specific information, please contact the National Financial Aid Office.
7. A leave-of-absence may be granted for a semester or a year. If a student on a one semester leave-of-absence wishes to extend his/her leave, he/she must request permission from the Director of

the School of Sacred Music for a one semester extension. If, after a one year leave of absence, a student does not return to the College-Institute, he/she must apply for re-admission.

STUDENT TENURE

A. Academic Tenure

1. The initial purpose of the student tenure review is to assist the student in succeeding at the College-Institute. If a student receives two or more “LPs” or “C’s” and/or fails one or more courses in a semester, the Program Director shall meet with the student to provide counseling and guidance. The Program Director may place the student on probation and may convene a Student Tenure Committee.
2. 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.
3. 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 a period of probation, he/she will need to appear before a Student Tenure Committee. The student may also lose his/her eligibility for financial assistance.

B. Procedures for Academic Tenure

1. The Director of the School of Sacred Music is responsible for implementing the rules governing student tenure.
2. When necessary, the Director of the School of Sacred Music 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 but has the right to appeal to the Student Tenure Committee for reinstatement. The student will be given a copy of that section of this handbook that prescribes the procedures in these cases.
3. The composition of the Student Tenure Committee is to be determined by the Director of the School of Sacred Music but must include at least one student from the appropriate professional school (unless the student waives this provision) 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.
4. At least fifteen working days prior to the meeting of the Student Tenure Committee, the Director of the School of Sacred Music will give the student written notice of the time and place of the meeting, and also inform the student that s/he will have an opportunity to present pertinent information to the Committee and that the student may be present throughout the meeting until such time as the Student Tenure Committee enters into executive session. The fifteen working days notification period may be shortened with the agreement of the student and the Director of the School of Sacred Music.
5. The Student Tenure Committee will determine the suggested course of action by secret ballot and by a 2/3-majority vote.

6. The Director of the School of Sacred Music will communicate the decision of the Student Tenure Committee in writing to the student and the Dean within five working days.
7. As part of the evaluation process, the Committee can suggest a range of ways to proceed that may include, but are not be limited to:
 - a. Dismiss the case
 - b. Investigate the matter further
 - c. Oversight and assistance without putting the student on probation
 - d. Place the student on Academic Probation. The conditions of probation will be determined by the nature of the case and the findings of the Committee. The appropriate course of action that the student must follow is determined by the nature of the case. The Committee may decide that the student can continue in his/her program while satisfying the probationary conditions, that the student may continue with a reduced course load, 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.
 - e. Place the student on Academic Suspension for a specific period of time.
 - f. Permanently dismiss the student from the academic program, the local campus, and/or the College-Institute.
8. Within ten working days, the student may appeal the decision of the Student Tenure Committee to the Dean; the Dean's decision to the Provost; and finally, the Provost's decision to the President.
9. 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 the 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 request must be in writing to the Dean.

C. Procedures for Non-Academic Tenure

Allegations related to sexual misconduct or interpersonal violence will be governed by the policies and procedures seen in the Sexual Misconduct and Interpersonal Violence Policy. Allegations related to any other form of discrimination and/or harassment will be governed by the policies and procedures seen in the Equal Opportunity and Non-Discrimination Policy. All other allegations of a student's alleged inappropriate behavior are governed by the procedures set forth in this section of the handbook.

1. Allegations of a student's alleged inappropriate behavior are to be brought to the Director of the School of Sacred Music. The Director of the School of Sacred Music will investigate allegations further and consult with the appropriate faculty and student representatives in order to determine whether or not the matter is to be brought to the attention of a Student Tenure Committee. The Director of the School of Sacred Music may consult with outside experts and professionals. 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 allegations and will be given a copy of that section of this handbook that prescribes the procedures to be followed by the Student Tenure Committee.

2. The composition of the Student Tenure Committee is to be determined by the Director of the School of Sacred Music but must include at least two faculty members and one student from the appropriate academic program. Since the Dean is part of the appeals process, he/she may not serve on the Student Tenure Committee. The Committee shall be chaired by the Director of the School of Sacred Music or the Director of the School of Sacred Music may designate a chair from among the Committee members.
3. At least fifteen working days prior to the meeting of the Student Tenure Committee, the Director of the School of Sacred Music will give the student written notice of the time and place of the meeting, and written notification that the student may be present throughout the meeting until such time as the Student Tenure Committee enters into executive session. The fifteen working days notification period may be shortened with the agreement of the student and the Director of the School of Sacred Music.
4. At the meeting of the Student Tenure Committee, the Director of the School of Sacred Music will present information pertaining to the charge(s) of inappropriate behavior. The student may present pertinent information to the Committee or may ask others to present information on his/her behalf. When all of the information has been presented, the Director of the School of Sacred Music, the members of the Committee and the student may raise any questions they may have. When all questions have been raised, the members of the Student Tenure Committee will enter into executive session.
5. The Student Tenure Committee will deliberate in executive session and will determine its decision by secret ballot and by 2/3-majority vote. The Committee may consider the following options (or other options that the Committee may deem appropriate):
 - a. Dismissal of the charge(s.)
 - b. Suspension: The Committee will stipulate an appropriate course of action for the student. The student may not continue in his/her program until he/she demonstrates to the Committee that he/she has met all of the Committee's stipulations.
 - c. Dismissal of the student from the program.
6. Within five working days, the chair of the Committee will communicate the decision of the Student Tenure Committee in writing to the student and the Dean.
7. Within ten working days, the student may appeal the decision of the Student Tenure Committee to the Dean; the Dean's decision to the Provost; and finally, the decision of the Provost to the President.
8. Copies of the communication with the student, and a confidential record of the meeting(s) of the Student Tenure Committee (other than the deliberations of the 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 request must be in writing to the Dean.

WITHDRAWAL FROM THE PROGRAM

1. A student desiring to withdraw from his/her academic studies at HUC-JIR must complete the Notice of Withdrawal form available on the National Registrar's webpage. This form must be signed by the student and the Director of the School of Sacred Music and submitted to the National Registrar's Office.
2. If a student withdraws from his/her program and then wishes to resume his/her studies, he/she must apply for readmission through the National Admissions Office and meet the readmission requirements in effect at that time. If a student is readmitted more than one year after withdrawing, he/she must adhere to the academic requirements in effect at the time of readmission.

CATALOG AND CURRICULUM ELIGIBILITY

A student who withdraws from the College-Institute for a year or longer loses the right to graduate under the catalog and curriculum in effect during his/her last date of attendance. The student may be required, at the discretion of the Director of the School of Sacred Music, to meet the academic requirements in effect upon his/her return to HUC-JIR. This policy does not apply to a student who was away from the College-Institute on an approved leave-of-absence.

CHANGE OR ADDITION OF ACADEMIC PROGRAM

A student who wishes to change academic programs or add an academic program must contact the National Admissions Office in order to initiate the process of admission to the new or additional program. Additionally, the student should also inform the Director of the School of Sacred Music of the new program and the Program Director of the former or ongoing academic program. Current students must be in good academic standing in order to matriculate into another academic program.

ACADEMIC GRIEVANCE PROCEDURE

1. All faculty members and instructional staff have received the Faculty Handbook that clearly outlines good teaching practices. Faculty members are responsible for fulfilling the good teaching practices outlined in the Handbook. Should students have grievances against a faculty member relating to any academic matter, they should avail themselves of the procedure outlined below. The goal of the academic grievance procedure is to effect reconciliation between the instructor and the student.
2. Any student has the right to question a course 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 the good teaching practices. Such a charge 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.
3. 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 faculty member's Academic Program Director and ask for a review of the grade. The Academic Program Director will consult with the faculty member and review the material. If the decision of the Academic Program Director is not acceptable to the student, he or she may appeal to the Dean whose decision shall be final.

4. A student who feels that a faculty member has violated good teaching practices shall first discuss the matter directly with the faculty member, accompanied by his/her faculty advisor, if applicable. If he or she feels that his or her grievance has not been properly adjudicated, he or she should request a conference with the Academic Program Director. If the intervention of the Academic Program 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 that have not been fulfilled. The student should also provide any materials supportive of the complaint.
5. 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 that 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.
6. A Faculty Grievance Committee will not review a complaint unless it is lodged within 10 weeks of the alleged violation. For students attending SJNM, DeLeT, or summer session, the tenth week of the fall semester is the deadline. It shall be the responsibility of the Faculty Grievance Committee to determine, prior to considering any case, whether frank and full discussions among the student, instructor, Academic Program Director, 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.
7. 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 a grievance 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.
8. If the Committee finds that no violation of the good teaching practices has occurred or that a 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 Academic Program Director and Dean.
9. If the Committee finds that a violation has occurred and recommends any form of redress for the student, these recommendations should be reported by the chairperson of the Committee, in writing, to the Academic Program and Dean, with a copy sent to the student and to the instructor. A copy of this letter will be added to the faculty member's file. The instructor will be expected to inform the Academic Program Director of his or her compliance or noncompliance with the recommendations within ten days after the letter of notification has been sent to the instructor. Failure to respond within ten days will be taken to indicate noncompliance.
10. If the instructor complies with the recommendations, the student will be informed, in writing, by the Academic Program Director, with copies to the 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 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.

11. 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 will meet with the student and instructor and review the case. The Provost then will affirm, reject, or modify the recommendations of the Committee.
 12. If the instructor does not accept the recommendations of the Provost, 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.
12. If the student has not resolved the concern/complaint to his/her satisfaction after exhausting the aforementioned process, s/he can utilize the appropriate state's complaint process.

REQUIREMENTS FOR INVESTITURE

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 yamei iyyun programs such as the Gerecht retreat, and fulfill tefilah responsibilities on campus.
- Senior students are expected to complete all course work by the date announced in the academic calendar.

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.

Financial

- The student must secure clearance of all fees and obligations from the appropriate offices before certification for ordination can be made.

- A clearance form, obtainable from the Associate Dean, is to be completed one month prior to Graduation and submitted to the Registrar.

STUDENT TRANSCRIPTS AND FILES

1. Maintenance of student transcripts and files is consistent with the rules and regulations of the American Association of College Registrars and Admissions Officers (AACRAO) and in compliance with the Family Educational Rights and Privacy Act (FERPA.)
2. The College-Institute maintains an electronic file for each student in the Student Information System (SIS.) Additionally, an admission file is maintained by the National Admission Office, and academic file may be kept by the student's campus Dean and Program Director.
3. Students have access to all pertinent information in their files and may check them for accuracy. Students should contact the National Registrar for access to their files except as defined in #4 below.
4. Official requests for transcripts are made in writing to the National Registrar. Transcripts are released only with the student's written consent and if there are no unsettled student financial obligations. A transcript request may be made from the Student Information System (SIS) or by using the Transcript Request Form on the National Registrar's webpage. There is a \$5.00 charge for each official transcript requested.
5. The student's file contains material that usually falls into the following four categories:
 - a. Confidential letters of reference written in support of the student's application.
 - b. Application materials other than confidential letters of reference. These include the application itself, transcripts, Graduate Record Examination scores, autobiographical statement, medical forms, letter of acceptance and letter of acknowledgment.
 - c. Grade Evaluations and general correspondence concerning the student contained in a student file.
 - d. HUC-JIR transcript.
6. The student has access to all material in categories b, c and d as specified above. Appropriately designated administrative personnel, approved by the Office of the National Registrar, may have access to material in all four categories. The student's advisor has access to the material in categories b, c, and d.

DISABILITY SERVICES

In accordance with the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendment Act of 2008 and Section 504 of the Rehabilitation Act of 1973, Hebrew Union College-Jewish Institute of Religion is committed to the admission of all qualified students without regard to disability. We further commit to provide accommodations to ensure that academic programs and support services are accessible to all students and that the academic programs and support services do not discriminate against or have the effect of discriminating against students. We provide reasonable accommodations to help facilitate academic success. Students with documented disabilities may receive assistance and support from our designated staff on each campus. Services are available for students with documented disabilities on a case-by-case basis according to individual needs.

National Disability Services Coordinator

One member of the HUC – JIR national administration will be designated by the Provost as the National Disability Services Coordinator. This administrator will in turn work with the campus staff members who are designated by their campus dean as the primary contacts for students with disabilities on their

campuses. This national staff member will participate in training for new disability services staff members and remain up-to-date regarding Federal and state laws concerning persons with disabilities. This person may serve as a resource person for the National Office of Recruitment & Admission staff and for potential students. Additionally, s/he will be responsible for updating HUC-JIR disability policies and procedures, coordinating and documenting staff and faculty training, and keeping the College-Institute informed about disability services and policies. These duties may be handled in addition to the person's other administrative role.

The National Disability Services Coordinator can be contacted via Clyde Parrish in the National Registrar's Office: (513) 487-3202

Disability Services Staff Members for Each Campus

Each campus will have a Disability Services staff member, designated by the campus dean and the National Disability Services Coordinator, to assist students with disabilities. That staff member will be trained and familiar with the applicable state and Federal laws such as the 504 and ADA regulations from the US Department of Education, be well-versed in the relevant policies of the College-Institute and should conduct the initial interview and follow-up with each student seeking disability accommodations. The staff member will also maintain a confidential file for each student, including the education plan/accommodations developed to aid that student. These duties may be handled in addition to the person's other administrative role.

The Disability Services staff member for your campus can be contacted at:

Cincinnati: Autumn Wheeler, Dean's Office, (513) 487-3231

Jerusalem: Dr. David S. Mendelsson, Year-in-Israel Program Director, 972-2-6203365

Los Angeles: Dr. Madelyn Katz, Associate Dean, (213) 765-2665

New York: Rabbi Andrew Goodman, Dean of Students, (212) 824-2230

Accommodations

Students who believe they will need academic accommodations to participate fully in the activities related to their academic program at HUC-JIR should make those needs known as early as possible, preferably as soon as they have received notification of acceptance. Accommodations are adjustments made for students with disabilities in order to allow them to access the same educational experiences as their peers. Generally, a person with a disability is an individual who has a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Accommodations are equitable modifications of the learning environment that eliminate, as much as possible, physical or instructional barriers to learning encountered by the student with a disability. An accommodation is considered appropriate and reasonable if the accommodation is feasible and reasonable in its alternative method or format and does not impose an undue burden or hardship on the school. Accommodations are individualized and dependent on the nature of the specific disability or disabilities.

Accommodations are provided on an individual basis according to documentation provided by the student, tailored to individual needs, and may include, but are not limited to the following:

- Notification letters to professors
- Quiet room in which to take examinations.

- Flexible deadlines for assignments
- Extended time for reading assignments.
- Extended time for examinations.
- Alternate format textbooks.
- PDF- or Word-formatted books
- E-books
- In-class note taker. (Request is made in cooperation with professor.)
- Oral reader for exams
- Recording device in classroom
- Computer in class
- Preferred seating in the classroom.

Accommodation requests that (1) alter requirements that are essential to the program of instruction, (2) cause a fundamental alteration in the nature of a specific course or academic program, (3) impose undue financial or administrative burden, or (4) pose an appreciable threat to personal or public safety will not be granted.

HUC-JIR will assess on a case-by-case basis whether a particular accommodation request would cause undue hardship. An “undue hardship” is a significant difficulty or expense and focuses on the resources and circumstances of the school in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to accommodation requests that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of a course or program of study.

Additionally, HUC-JIR commits itself to making its campuses accessible. The campus Disability Services staff member will work with the campus Operations Manager to ensure that the campus is physically accessible. Where applicable, handicap-accessible parking will be made available. Classes may be relocated to rooms that are physically accessible to meet student and faculty needs.

Alternative textbooks

Students who need alternative textbooks, such as textbooks in PDF format, should make this request as soon as their course syllabus is made available. Students should contact the Disability Services staff member on their campus.

E-books

Students may wish to purchase e-books, when possible, to use with their speech-to-text readers. Many publishers provide textbooks through third-party resources such as BookShare and Accessible Textbook Network (ATN.)

PROCEDURES AND POLICIES

Request for Services All students in need of disability services must notify the Disability Services staff member for their campus as soon as possible after the need for an accommodation becomes apparent. In order to begin the process of assessing potential accommodations as soon as possible, it is preferable that students notify the Disability Services staff member for their campus upon registration for classes of such need. The student will be assigned to meet with the Disability Services staff member to discuss his or her needs and recommendations. A student previously diagnosed with a disability and who used

academic accommodations in a prior educational setting must request that a copy of his/her test results and recommendations be sent to the Disability Services staff member for the student's campus. If a student is seeking an accommodation for a learning disability for the first time and has not used an academic accommodation at a prior educational setting, the student must provide updated documentation of the student's disability. Documentation should be completed and signed by a professional familiar with the student and the student's disability such as a physician, psychologist or rehabilitation counselor. It should verify the disability and suggest appropriate accommodations.

The documentation required may include diagnostic test results, interpretations of test results, evaluation and assessments of the student demonstrating the need for accommodations due to a disability that substantially limits one or more major life activities; and information regarding the history of the disability and its impact on the student's ability to function. At a minimum, the documentation must be sufficient to apprise the College-Institute that the student currently has a disability that excludes the student from participation in, denies the student the benefits of, or otherwise subjects the student to discrimination in any program or activity.

The Disability Services staff member for the student's campus will review the documentation and any requested accommodations with the National Disability Services Coordinator. If necessary, the Disability Services staff member will discuss any alternative recommended accommodations with the student and the National Disability Services Coordinator. The Disability Services staff member will notify the student of the determination and, if appropriate, any accommodations to be implemented.

If the accommodation is to be used in a specific class(es), the student must notify the faculty member responsible for the class(es) as soon as the determination is reached. Students receiving accommodations must meet with the Disability Services staff member for their campus at the beginning of each semester to review their status and, if necessary, update their records.

If a student feels that his/her accommodations are not being met, he/she must immediately notify the Disability Services staff member for the student's campus or the National Disability Services Coordinator.

NOTE: HUC-JIR does not provide diagnosis of learning disabilities or differences or the educational therapies to address those disabilities or differences. Any expense a student incurs for testing and diagnosis of a disability is borne by the student. The College-Institute reserves the right to conduct its own independent evaluation if it so chooses.

Confidentiality Notice

Except where necessary to further the purpose of this policy or where otherwise required by law, all Disability Services student information will be kept strictly confidential. Release of personal or disability information is at the discretion and instruction of the student. Any unauthorized review, use, disclosure, or distribution of disability documentation is prohibited. Notification to faculty of a student's need for accommodation will only be carried out upon the written permission of the student. No further information regarding the student's disability may be shared within the College-Institute unless the student authorizes the release of the information.

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.