

**Hebrew Union College – Jewish Institute of Religion**

**National Student Academic Handbook**

**Revised SEPTEMBER 2022**

Table of Contents

<b>Mission Statement</b> .....	4
<b>Introduction</b> .....	4
<b>Official College-Institute Communication and Email Accounts</b> .....	5
<b>Academic Schedules and Deadlines</b> .....	5
<b>Attendance</b> .....	5
<b>Advising</b> .....	6
<b>Registration</b> .....	7
<b>Add/Drop</b> .....	7
<b>Students Enrolling in Courses Taught by Relatives</b> .....	8
<b>Leave of Absence</b> .....	9
<b>Withdrawing from an Academic Program</b> .....	10
<b>Catalog and Curriculum Eligibility</b> .....	10
<b>Change or Addition of Academic Program</b> .....	10
<b>Credit Hours</b> .....	10
<b>Grades</b> .....	11
<b>Submission of Grades and Evaluations</b> .....	12
<b>Change of Grade</b> .....	13
<b>Incompletes</b> .....	13
<b>Course Repeats</b> .....	14
<b>Reduced Academic Load</b> .....	14
<b>Independent Study Courses</b> .....	15
<b>Student Academic Standing and Evaluation</b> .....	15
<b>Class Standing</b> .....	17
<b>Non-Degree &amp; Consortium Students</b> .....	17
<b>Veterans</b> .....	18
<b>International Students</b> .....	18
<b>Advanced Standing and Transfer of Credit</b> .....	18
<b>Internal Transfer Credit</b> .....	19
<b>Exemptions</b> .....	20
<b>Graduation</b> .....	20
<b>Financial Assistance</b> .....	21
<b>Payment of Fees</b> .....	21
<b>The Academic Calendar</b> .....	23
<b>Student Transcripts and Files</b> .....	23
<b>Name Change Process</b> .....	24
<b>FERPA Annual Notice to Students: Access to Student Records</b> .....	25
<b>Residency Requirements</b> .....	29
<b>Code of Ethics</b> .....	29
<b>Academic Integrity</b> .....	34
<b>Copyright Law and Peer-to-Peer File Sharing</b> .....	34
<b>Required Textbooks</b> .....	41
<b>Syllabi</b> .....	41
<b>Student Behavior and Professional Conduct</b> .....	42
<b>Student Tenure</b> .....	44
A. Academic Tenure .....	44
B. Procedures for Academic Tenure.....	44
C. Procedures for Non-Academic Tenure.....	45
<b>Thesis / Dissertation</b> .....	47
<b>Academic Grievance Procedure</b> .....	47
<b>Equal Opportunity and Non-Discrimination Policy</b> .....	49
<b>Americans With Disabilities Act</b> .....	50
Accommodations .....	54
<b>Policy Against Unlawful Harassment</b> .....	58
<b>Statement Concerning Field-Based Educational Experiences</b> .....	64
<b>Sexual Misconduct and Interpersonal Violence Policy and Complaint Procedure</b> .....	67
<b>Appeal/Grievance Procedure –Sexual Misconduct and Interpersonal Violence</b> .....	80
Transcript Notations (NY Campus Only) .....	84

**Drug Free School/Workplace Policy ..... 84**  
**Credit Card Policy (New York Campus) ..... 85**  
**Immunization..... 85**  
**Political Campaigning ..... 85**  
**Possession of Weapons Policy..... 88**

## 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 *National Student Academic Handbook* addresses the academic policies that pertain to students (degree and non-degree seeking), faculty (full-time and adjunct), staff and administration, as well as fieldwork supervisors in all academic programs across HUC-JIR.

The most recent edition of the Handbook may be obtained from the Office of the National Registrar, on the HUC-JIR website: [huc.edu/registrar/](http://huc.edu/registrar/).

Office of the National Registrar  
202 Sisterhood Hall  
HUC-JIR  
3101 Clifton Ave.  
Cincinnati, OH 45220

Questions about the policies in this document may be addressed to the Office of the National Registrar, campus deans, or an academic program director.

General questions about HUC-JIR, concerns about a student, or claims of a violation of a policy in this document may be addressed to the Student Support Help Desk at (844) 317-HELP or [SSHD@huc.edu](mailto:SSHD@huc.edu).

## Official College-Institute Communication and Email Accounts

HUC-JIR issues each student a College-Institute email address such as [jsmith@HUC.EDU](mailto:jsmith@HUC.EDU). HUC-JIR will use the student's postal address or the HUC email address for official communications. It is the student's responsibility to monitor the HUC email account on a regular basis.

New students become eligible for a HUC-JIR student user account upon admittance to HUC-JIR.

For consistency across all college systems, HUC-JIR uses the student's legal first and last name for their huc.edu email account (for example: [John.Smith@huc.edu](mailto:John.Smith@huc.edu)). If your legal name changes, please submit a [Request for Name Change](#) form and supporting documentation to the National Registrar's Office. Once the user's first and/or last names have been changed in HUC-JIR's databases, please contact [helpdesk@huc.edu](mailto:helpdesk@huc.edu) to submit a request to have your huc.edu email account updated.

Student accounts remain active while the student remains registered for courses with HUC-JIR or is on approved leave of absence through the National Registrar's Office.

In the case of students who have not attended classes in some time (e.g. they have not graduated; are not registered for courses; have not officially withdrawn; have not gone on approved leave of absence), their accounts will be deactivated and deleted one year after they last attended classes at HUC-JIR.

## Academic Schedules and Deadlines

While many programs of the College-Institute follow a traditional semester calendar, several programs follow their own academic schedules, including intensive formats or a cohort-based schedule. These programs include the Doctor of

Ministry, School of Jewish Nonprofit Management, Executive Master's Program in Jewish Education, Certificate in Jewish Education for Adolescents and Emerging Adults, and the DeLeT program.

Please refer to the appropriate Program Director for detailed scheduling information and deadlines for your program.

## 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 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 their 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.

## Advising

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.

## 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 their 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 their advisor or Program Director.
6. Approval for a departure from normal registration procedures must be obtained from the student's Program Director 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 their Program Director, taking up to a year beyond the normal degree program structure to complete the program. Students who need more than one year shall submit a formal request to the student's Program Director, 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 their Program Director.

## 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 Program Director. The Add/Drop form is available on the National Registrar's website.
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.
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.

## Students Enrolling in Courses Taught by Relatives

College-Institute faculty are strongly advised to dissuade family members from enrolling in their courses when other options are available – for example, a different section of the same course taught by a colleague or taught by a different faculty member in another semester or taught by a faculty member on another campus.

This policy also applies to cases where a family member would be the student's academic advisor or field work supervisor. Other arrangement should be made in these cases.

However, when specialized courses are taught by a relative and the relative is the sole specialist in that area at HUC-JIR, taking a course with a relative may be the only reasonable option for a student to pursue their academic program. In this case, it is incumbent upon the faculty member to avoid not only favoritism but also the appearance of favoritism. These circumstances are rare but can be problematic; therefore, faculty members must inform their campus Dean when a relative enrolls in one of their courses. In turn, campus Deans must alert the Provost. If the instructor is the campus Dean, s/he should inform the Provost.

## **Policy and Process**

College-Institute students are not permitted to take courses taught by a faculty member who is their closerelative by blood or marriage without the permission of the Provost. A student is also advised to avoid registering for a course taught by a faculty member with whom s/he has a close personal relationship.

The student may be granted the Provost's permission only if:

- A. It is clearly demonstrable that there is no other course selection that will meet the student's academic needs.
- B. The campus Dean submits an alternative plan for evaluating the student's work. One such example would be to have another faculty member serve as a second reader for exams and papers submitted by the student. If the student's academic program requires the course, the student and the faculty member must consult with the campus Dean to prepare the plan. The campus Dean will submit this plan to the Provost for consideration and approval.
- C. Program Directors will caution students regarding the policy and report any concerns to the campus Dean. If a situation involving nepotism is discovered and the Provost's approval has not been obtained in advance of the beginning of the course, the Provost may direct that the student be withdrawn from the course. If the discovery is made after the conclusion of the semester, the student will be brought before a student tenure committee. If the student is deemed to have knowingly violated the policy, the Committee may determine that no credit will be awarded for the course. The faculty member involved will be referred to the campus Dean for resolution of the matter.
- D. In no case does the College-Institute allow a parent/relative faculty member to undertake an independent study with their child, spouse, or other close relative.
- E. "Relatives" are defined as spouses/partners, parents, siblings and their spouses, children, stepparents, stepchildren, domestic partners, grandparents, grandchildren, aunts, uncles, first cousins, nephews, nieces and their spouses, and in-laws, plus roommates and other persons with whom the student may have economic and emotional ties.

## **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 student's Program Director. The form is available from the National Registrar's website. Program Directors 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 their Program Director 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 student's Program Director, 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 Program Director'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 appropriate Program Director in writing to return to full-time resident student status. The Program Director 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 Program Director 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 their leave, he/she must request permission from their Program Director 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.

### **Withdrawing from an Academic Program**

1. A student desiring to withdraw from their 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 Program Director and submitted to the National Registrar's Office.
2. If a student withdraws from their program and then wishes to resume their 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 their last date of attendance. The student may be required, at the discretion of their Program Director, to meet the academic requirements in effect upon their 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 Program Director 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.

### **Credit Hours**

#### **1. Courses**

In accordance with accreditation standards and Federal guidelines, 1 semester hour generally equals 15 contact hours plus 30 preparation hours. A 3-semester hour course would include 45 hours of contact plus 90 hours of preparation.

#### **2. Clinical or Fieldwork Courses**

Three to four hours of clinical activity or internship per week equal a single contact hour. Thus, one credit-hour requires 45-60 hours of practice or internship.

### **Grades**

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. With the exception of the School of Graduate Studies, 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	Credit/no quality points
LP	Credit/no quality points
F	0.000

- c. Grades in both tables:

I	Incomplete	NA
IF	Incomplete/Fail	0.000
W	Withdrew	NA
WF	Withdrew Failing	0.000
AU	Audit	NA
TC	Transfer Credit	NA
CR	Credit by exam, etc.	NA
NG	No Grade reported by faculty member	

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 lettergrades.
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.

#### 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	69 and below

### 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 student's Program Director 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 their 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 student's Program Director 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 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 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 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. Students in the School of Graduate Studies should refer to the School's handbook for due dates for Incompletes.
5. The student will have an "I" entered for the 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. To be considered as a candidate for graduation or ordination, a student must resolve all incomplete grades on their 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 student's Program Director 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 their Program Director 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 student's Program Director. 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 Program Director, 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 Program Director, who shall consult with the Faculty.

### **Independent Study Courses**

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 Program Directors on a case-by-case basis for advanced students. Students in the School of Graduate Studies are exempt from this limit but should consult with their advisor and the Director of the School of Graduate Studies.

2. Students must consult with their Program Directors 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 Program Director. 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 Program Director.

### **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 program directors. Additional academic action will be determined by the student's Program Director and/or Student Tenure Committee, as defined in this document. Every semester, each Program Director 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 their 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 Program Director 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 student's Program Director.
10. Students in the School of Graduate Studies should refer to the School's handbook for policies regarding academic progress and good standing.

### **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 academic Program Director or Student Tenure Committee.

The student will meet with their 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.

### **Class Standing**

Class standing and progress through the curriculum is determined by the Faculty and Program Directors as set forth in the academic handbooks for each program.

### **Non-Degree & Consortium Students**

1. Anyone auditing courses or taking courses for credit, but not pursuing a degree or certificate program at the College-Institute, is designated a Non-Degree Student. An Audit, like a grade, appears in the Student Information System (SIS) and on College-Institute transcripts. A student who fails to attend a course that they are auditing will have an administrative withdrawal/ "W" posted to their academic record.
2. Non-degree students must fill out the Application for Non-Degree Graduate Study which is available on the National

Registrar's website along with the current tuition and fees. Additionally, the Non-Degree Student must obtain the permission of the faculty member teaching the course.

3. Guests from the community who may wish to be a visitor in a particular class should contact the faculty member teaching the course for permission. No academic record is maintained, and the guest is not a registered student at the College-Institute.
4. The College-Institute has various agreements with other colleges and universities permitting their students to study at HUC-JIR. These Consortium students receive grades which are sent via transcript to their home colleges.

### **Veterans**

The National Registrar's Office can assist eligible veterans with filing the certification for their educational benefits each semester. Please contact the National Registrar's representative on your U.S. campus. Veterans are encouraged to use web registration each semester as soon as it is available so that the certification of benefits may be filed as soon as possible. The College-Institute does not charge late fees, restrict access, or impose penalties on students for delayed payments by the Veterans Administration.

### **International Students**

HUC-JIR welcomes international students. The United States campuses are authorized to enroll F-1 students and to issue I-20 forms for these students. This process is handled by the Office of the National Registrar through its representatives on each U.S. campus. International students should keep the National Registrar's staff informed of their arrival and departure plans, and any changes in their visa, financial, marital, or employment status, and other matters related to their stay in the United States.

### **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 Program Director 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 Program Director 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 Program Director. 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 Program Directors so that appropriate credit may be recorded on the student transcript and in the Student Information System. The Outside 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."

### **Internal Transfer Credit**

1. When a student in or alumnus/a of one HUC-JIR program enrolls in a second program at HUC-JIR (whether after withdrawing from or completing the first program or while enrolled in that program), he/she does not need to repeat any course common to both programs. Any course common to both programs may be counted toward the requirements for each.
2. Students whose prior work at HUC-JIR includes courses that are similar in content and scope although not identical to required courses in another program may petition to apply the courses from the prior program toward requirements

in the new program with the approval of the director of the new program in consultation with the instructor(s). In some cases, students may be required to take similarly titled courses in multiple programs if those courses are deemed to be program specific.

3. In these situations, the total exemptions, equivalencies, and substitutions may not total more than 33% of the student's second academic program.
4. Students who complete the Rabbinic Education program or the SJNM certificate or degree program concurrent with their rabbinic studies may apply a total of six credits from these programs toward post-MAHL electives. Rabbinical School Directors may determine which courses in other programs fulfill distribution requirements in their program.
5. Rabbinical students or rabbinic alumni who choose to pursue the MAJE or the MARE through the Rabbinic Education year, or the certificate or Master's in Jewish Nonprofit Management may apply coursework from the rabbinic program to fulfill all of the Judaica requirements for these degrees.
6. Fieldwork requirements for one program may not be fulfilled with fieldwork done in another program unless the programs have a memo of understanding regarding joint fieldwork.

### **Exemptions**

1. Exemption from the Year-In-Israel program may, upon application, be granted anyone admitted to the Rabbinical, Education, or Cantorial programs of the College-Institute. The exempted coursework and credit hours will be noted on the student's transcript.
2. 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 their Program Director no later than 60 days prior to the beginning of the term in which the course in question would normally be taken. The Director will consult with faculty members in the academic field in question to determine the method of evaluating the student's prior preparation. 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.
3. 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 Program Director will then approve or deny the petition and notify the student and the National Registrar accordingly.

### **Graduation**

In order to graduate and/or be ordained by the College-Institute, a student must:

1. Successfully complete all academic and non-academic (i.e. institutes, seminars, etc.) elements of the curriculum for their program of study as certified by the academic program director.
2. For programs requiring a thesis or dissertation, all deadlines regarding submission and approval of the thesis/dissertation must be met prior to graduation and/or ordination.
3. Successfully complete all fieldwork/clinical requirements of the program as certified by the academic program director.
4. At the time of graduation/ordination, students must have completed all required courses in their program and have received a minimum grade of "P" or "B" in no less than 80% of the total attempted credits earned in each program while at the College-Institute.
5. Communicate with their academic program director(s) prior to the beginning of the final year of study to determine eligibility for graduation/ordination. The Program Director will review each student's progress towards the completion of requirements for graduation/ordination and convey any concerns to the student.
6. Have resolved all grades of Incomplete at least three weeks prior to the date of graduation/ordination.

7. Successfully complete all assignments by the deadline established for the submission of assignments in the semester of graduation/ordination.
8. Have completed an exit interview with the Office of Financial Aid, if applicable.
9. Have completed an exit interview with their Program Director(s).
10. Have made arrangements with all HUC-JIR libraries and resource centers for the return of all materials.
11. Have made arrangements with the Student Accounts Office to settle all outstanding financial matters including any health care/insurance charges.
12. Have complied with the requests from campus offices for senior students including the return of mailbox keys, IDs, etc.

Failure to meet these requirements may result in a delay of graduation/ordination until any unresolved matters are settled.

### **Financial Assistance**

In all of its full-time professional programs the Hebrew Union College - Jewish Institute of Religion (HUC-JIR) offers generous financial assistance in the form of grants and federal loans to students with demonstrated financial need as determined by the National Financial Aid Office.

Institutional Need-Based Tuition Grants are scholarships that do not require repayment and are provided directly to the student from HUC-JIR's own resources. All grants and scholarships are based on the student's assessed financial need. In addition, Federal Stafford Loans will also be awarded to students based on the same materials received in the financial aid office by the annual deadline.

To be eligible for consideration for an HUC-JIR tuition grant, a student must demonstrate more than \$5,000 in financial need based on the information in the Free Application for Federal Student Aid (FAFSA) or the College Scholarship Service (CSS) Profile Form. The National Director of Financial Aid may be reached at (212) 824- 2206.

### **Payment of Fees**

All students will be billed directly for tuition and fees by the National Business Office each semester. The bills will be mailed shortly after the Add/Drop period ends. If a student receives scholarship or Direct Loans, all outstanding tuition and fees will be deducted from the scholarships and loans. (Note: Health insurance will only be deducted when there is written authorization from the student to apply the Title IV Funds and the form is signed and returned to the National Business Office before loans are disbursed.) If there is a balance due, payment is due upon receipt of the invoice.

If needed, payment arrangements can be made which allow the balance due to be spread out over the semester in equal automatic monthly payments. Students need to contact Student Billing (513-487-3213) to set up payment plans. If the Business Office does not receive payment or set a payment plan in a timely manner, a Business Office Hold will be placed on the student account. Such a hold will prevent the student from registering, receiving transcripts or accessing financial aid. In addition, 1% interest will be charged on the outstanding balance and a \$150 charge to remove the Business Office Hold.

### **Billing Statement Payment and Cancellation of Enrollment**

All student billing statements are assigned a due date. Payment is due upon receipt of the student account statement. As noted above, a Business Hold, a late fee of \$150, along with interest at a rate of 1%, will be charged to past due student accounts. Students who have an unpaid balance payable to HUC-JIR may be blocked via a National Business Office "hold" from enrolling for a future semester or may have their course registration cancelled.

Tuition, fees, and other charges billed to a student's account during an active semester must be paid in full by the due date on the student's statement in order to register for future coursework. Also, diplomas and academic transcripts will





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 files 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.

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.

### **Name Change Process**

The College-Institute maintains the full legal name of students. Name changes are available only to current students. Upon withdrawal/dismissal/graduation the student's permanent record is sealed and no further changes will be made. The Request for Name Change Form is available on the National Registrar's webpage or from any staff member of the National Registrar's Office. Acceptable supporting documentation includes valid driver's license, marriage license, divorce decree that reinstates the previous name, adoption documents, court order, or valid passport. Documents that are not considered acceptable legal documents include a social security card and a notarized statement. For international students on a visa, the name must reflect the name that appears on the visa.

The student's name that appears on the Application for Graduation/Ordination document must match the legal name on file with HUC-JIR. A *Request for Name Change* with acceptable documentation needs to be submitted to the Office of the National Registrar before Graduation/Ordination.

The College-Institute permits the following exceptions:

- Option of first name or initial
- Options of diminutive or alternate form for the first name
- Option of a first name which conforms with the graduate's genuine expression of gender identity Omission of the first name when the middle name is used as a salutary name
- Option of middle name or initial Inclusion of former or previous name
- Inclusion of proper capitalization and accentuation of name Inclusion of maternal surnames as culturally appropriate
- Neither titles nor degrees previously earned will be included as part of a graduate's name on a diploma or smicha.

All requests are reviewed on a case-by-case basis. The preferred name requested on the diploma or smicha must match the preferred name listed in the Student Information System. This is necessary for future identity verification that may take place.

If a graduate decides to change the diploma or smicha name back to the primary name after graduation, they will be required to request and pay for a replacement diploma or smicha. Primary name changes are only permitted in cases of legal name changes through the courts.

If a student chooses to use a name on their diploma or smicha other than their legal name, this could result in rejection, delay, additional scrutiny, or the need to provide additional proof of identification with respect to applications for employment, licensure, credentialing, visa applications, and/or other processes that require verification of education records.

## **FERPA Annual Notice to Students: Access to Student Records**

Hebrew Union College-Jewish Institute of Religion annually informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The Office of the National Registrar will disclose FERPA information by publishing a notice on the College-Institute's Registrar Website and in other appropriate locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the College-Institute's education records policy. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

1. The right to inspect and review your education records.

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

You may ask the College-Institute to amend a record that you believe is inaccurate, misleading, otherwise in violation of your privacy rights under FERPA. You should write to the College-Institute official responsible for the record, clearly identify the part of the record you want changed and specify why it should be changed. If the college decides not to amend the record as requested by you, the College-Institute will notify you of the decision in writing and will advise you of your right to a hearing before the College-Institute's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3. The right to provide consent prior to the disclosure of personally identifiable information ("PII") contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A College-Institute official typically includes the following: (1) a person employed by the College-Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); (2) a volunteer or contractor who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks; (3) a person serving on the Board of Governors; or (4) a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A College-Institute official has a legitimate educational interest if access is reasonably necessary in order to perform their instructional, research, administrative or other duties and responsibilities. Upon request, the College-Institute discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.



## **Other Disclosures Permitted without Consent**

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

## **Residency Requirements**

The minimum residence requirement for each degree, certificate, and ordination program of the College-Institute may be found in the program handbooks, available from the Program Directors. However, in all cases, at least 75% of degree or certificate credits must be earned from HUC-JIR.

## **Code of Ethics**

Given its mission, Hebrew Union College-Jewish Institute of Religion (the "College-Institute") establishes the following





















- iv. Accountability for actions and conduct on the campus and in the workplace
- c. The College-Institute may take disciplinary action as it deems necessary should the standards of personal and ethical conduct be violated. Violation of these standards shall include, but is not limited to:
- i. Academic misconduct including, but not limited to, plagiarism or cheating
  - ii. Abuse of alcohol or drugs
  - iii. Discriminatory or harassing behavior
  - iv. Sexual Misconduct (including, but not limited to, sexual harassment and sexual assault)
  - v. Interpersonal violence (including, but not limited to, domestic violence, dating violence, and stalking)
  - vi. Giving false statements to the College-Institute orally or in writing including, but not limited to, one's application for admission or registration or altering records
  - vii. Violation of the Technology Usage Policy
  - viii. Financial malfeasance
  - ix. Violent behavior
  - x. Use of abusive or offensive language
  - xi. Creating a hostile or threatening environment
  - xii. Theft of College-Institute or personal property
  - xiii. Violation of College-Institute academic regulations and policies
  - xiv. Disrespect toward a College-Institute employee
  - xv. Students involved in a criminal violation are accountable to local authorities but may also be subject to discipline by the College-Institute.
2. Other than complaints related to discrimination, harassment, sexual misconduct, or interpersonal violence, complaints of a student's alleged inappropriate behavior are to be brought to the Program Director (or the Dean's designee). The Program Director (or Dean's designee) will investigate the charges further, and consult with the student, appropriate faculty, student representatives and any outside consultants or other individuals deemed necessary to determine whether disciplinary action is warranted. Complaints related to sexual misconduct or interpersonal violence should be made to the Title IX Coordinator (see the Sexual Misconduct and Interpersonal Violence Policy for more information). All other complaints of discrimination and/or harassment should be made to the National Director of Human Resources who serves as the Title IX Coordinator (see the Equal Opportunity and Non-Discrimination Policy for more information).
- a. When community and ethical standards have been broken, the offender should, ask forgiveness, avoid repetition, and make restitution whenever possible.
  - b. The student's program director may suggest that the student seek counseling or other expert treatment.
  - c. The College-Institute's National Director of Legal Affairs should also be contacted for review and consultation.
  - d. A Program Director (or the Dean's designee) may issue a written reprimand to the student and may also place the student on immediate probation.
  - e. In an emergency situation, the Dean (or Dean's designee) may determine that it is appropriate to immediately remove the student from the campus and related educational activities. The student's Program Director should follow-up immediately by investigating the situation and determining the next appropriate steps which may include a Student Tenure Committee meeting.
  - f. A student's tenure may be terminated if it is determined that he/she engaged in inappropriate behavior that renders him/her unsuitable for their 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.

- g. Additionally, the Program Director (or Dean's designee) may determine that a Student Tenure Committee should be convened in order to consider the situation and, if necessary, the Committee may determine the appropriate disciplinary course of action.
- h. The Student Tenure Committee will be governed by the procedures and timelines outlined elsewhere in this Handbook.
- i. The disciplinary actions that may be taken by the Student Tenure Committee include:
  - 1. Reprimand and disciplinary probation
  - 2. Temporary suspension with time and terms of re-admission indicated
  - 3. Indefinite suspension with time and terms of re-admission not indicated. Return to the College-Institute would be determined by the student's Program Director
  - 4. Removal of financial assistance
  - 5. Permanent dismissal
- j. The student may appeal the decision of the Student Tenure Committee using the same process described elsewhere in this Handbook.

## **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 their eligibility for financial assistance.

### **B. Procedures for Academic Tenure**

- 1. The Program Director is responsible for implementing the rules governing student tenure.
- 2. When necessary, 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 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 Program Director, 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 Program Director 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 program



director.

5. The Student Tenure Committee will determine the suggested course of action by secret ballot and by a 2/3-majority vote.
6. The Program Director 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 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 their program while satisfying the probationary conditions, that the student may continue with a reduced course load, or that the student may not continue in their 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 Program Director. The Program Director 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 Program Director 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 Program Director 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 Program Director or the Program Director 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 Program Director 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 program

director.

4. 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 their behalf. When all of the information has been presented, the Program Director, 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 their 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.

### **Thesis / Dissertation**

The policies concerning the preparation and submission of a thesis or dissertation are contained in the various handbooks of the College-Institute's academic programs. Students should obtain one from their Program Director or from the HUC-JIR website. The student's Program Director will work with the Library to ensure that appropriate copies of the thesis or dissertation are provided to the Library. The Program Director will notify the Office of the National Registrar of successful completion of the thesis/dissertation requirement for the purpose of graduation.

### **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 their 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.
13. If the student has not resolved the concern/complaint to their satisfaction after exhausting the aforementioned process, s/he can utilize the appropriate state's complaint process.













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 Director of Student Support 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 Director of Student Support upon registration for classes of such need. The student will be assigned to meet with the Director of Student Support 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 their test results and recommendations be sent to the Director of Student Support.

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, its impact on the student's ability to function and suggest appropriate accommodations.

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 Director of Student Support will review the documentation and any requested accommodations. If necessary, the Director of Student Support will discuss any alternative recommended accommodations with the student. The Director of Student Support 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, working with the Director of Student Support, must notify the faculty member responsible for the class(es) as soon as the determination is reached.

Students receiving accommodations must meet with the Director of Student Support at the beginning of each semester to review their status and, if necessary, update their records.

If a student feels that their accommodations are not being met, he/she must immediately notify the Director of Student Support or the Provost.

**NOTE:** *The College-Institute 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, as necessary.*

## **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.

Even if a student registered with Disability Services openly discusses their disability, College-Institute staff and faculty are not permitted to discuss disclosed information with others.

## **Request for Reconsideration**

If a student's request for accommodation is denied or the student is otherwise dissatisfied with the result of their accommodation request, the student should request a meeting with the Director of Student Support to present additional information and/or documentation and to discuss the nature of the issue or complaint. This meeting should be requested

within 30 calendar days of the date that the conflict or issue arises. For concerns relating to denial of accommodations, the Director of Student Support may engage an outside consultant to review the documentation and provide recommendations to the Office. The Director of Student Support may contact faculty, administrators or professionals that can provide information pertinent to the case. If confidential information is to be released to or received by a third party not affiliated with the College-Institute, the student will be asked to sign a release of information form. Following the review of the request for reconsideration, the Director of Student Support will notify the student of the decision within 30 calendar days.

**Review by the Provost:** If the issue is not resolved through reconsideration, the student may request a review of the process by the Provost within 30 calendar days of receiving the decision on reconsideration. The student should submit a detailed written account of the issue and sign and date the document. The Provost will make an inquiry into the complaint and may contact faculty, administrators or professionals who can provide information pertinent to the case. Every effort will be made to resolve the grievance within 30 calendar days or as expeditiously as possible. The student will be contacted in writing with a final decision regarding the request.

Students are not required to use the internal reconsideration process and may contact the Office of Civil Rights of the U.S. Department of Education in order to file a complaint. Information on filing a complaint is available on their website: [www2.ed.gov/ocr](http://www2.ed.gov/ocr)

The U.S. Department of Education's Office for Civil Rights ("OCR"):  
Chicago Office (for Cincinnati campus): (312) 886-8434  
San Francisco Office (for Los Angeles campus): (415) 556-4275  
New York City Office (for NY campus): (212) 637-6466  
The Ohio Civil Rights Commission ("OCRC"), Cincinnati Regional Office: (513) 852-3344  
The State of California Department of Fair Employment and Housing ("DFEH"): (800) 884-1684 (toll free for complaints and information)  
The New York City Equal Employment Practices Commission: (212) 240-7902  
The New York State Human Rights Commission on Discrimination Complaints: (212) 306-7450

The College-Institute prohibits retaliation against anyone who seeks an accommodation or who seeks reconsideration under this section or otherwise complains that he or she has been denied equal access in the form of appropriate accommodations or has suffered discriminatory harassment. This prohibition of retaliation similarly extends to anyone who assisted or participated in any manner in an investigation or proceeding relating to a complaint under this section.

In the event that the College-Institute finds that any student has suffered discrimination or harassment relating to his or her disability, the College-Institute will take immediate measures to remediate and/or correct the discrimination or harassment. Any individual who is subject to such discrimination or harassment will be notified of the College-Institute's measures to remediate and/or correct such conduct.

## **Training**

The College-Institute Director of Student Support will arrange training. Occasional updates regarding changes to College-Institute, state, and Federal policies will also be provided as needed.

## **Policy Against Unlawful Harassment**

Unlawful harassment is a kind of discrimination based on a person's protected status as set forth in our EEOC policy and is prohibited. Please see our EEO and Non-Discrimination Policy, incorporated here (<http://huc.edu/equity-inclusion/equal-opportunity-and-non-discrimination>). Also, see our Sexual Misconduct and Internal Personal Violence Policy (<http://huc.edu/equity-inclusion/what-our-policy>).

## **Harassment Prohibited**

### Sexual Harassment Defined ("Quid Pro Quo")

No one who supervises or otherwise exercises control over the terms and conditions of an individual's employment or academic status shall threaten or insinuate either explicitly or implicitly that refusal to submit to sexual advances will adversely affect them with regard to a term or condition of employment or education or that submission to such advances will positively affect the individual with respect to a term or condition of employment or education.

## Sexual and Other Prohibited Harassment Defined (“Hostile Environment”)

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

This definition applies to all legally protected statuses, not just sex, including but not limited to, race, color, national origin, ethnicity, religion, disability, age, sexual orientation, gender identity or expression and pregnancy.

Any unwelcome verbal or physical conduct, whether committed by a peer or someone with control over an individual's employment or education, may be viewed as harassment where such conduct is because of a protected status and has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

It is important to know that inappropriate communications or conduct may be reason for intervention and discipline whether or not they are actually “harassing” as a matter of law. We cannot list all examples of poor judgment or unprofessional conduct that are prohibited. However, the following examples will serve to illustrate the kind of speech or behavior we do not want in our academic or work environments. Prohibited conduct, whether or not unlawful, includes such things as:

- Subtle pressure for sexual activity
- Squeezing, rubbing, pinching or other forms of unwanted physical contact
- Degrading words, jokes or innuendos based on a protected status
- Sexually, ethnically, or racially suggestive or demeaning objects or pictures, video, or audio recordings, electronic (including e-mail) or written communications
- Suggestive or insulting sounds or whistles; obscene phone calls; sexting
- Epithets, slurs, negative stereotyping
- Threatening, intimidating or hostile acts relating to any legally protected class
- Pornography
- Written or graphic material that degrades or demeans an individual or group of individuals because of their protected status.

The College-Institute adheres to the principles and traditions of academic freedom and recognizes that these freedoms must be in balance with the rights of others, including the right of individuals not to be unlawfully harassed. It is understood that the principles of academic freedom permit topics of all types, including those with sexual content, to be part of courses, lectures, and other academic pursuits. Materials with sexual or other potentially controversial content that are used or displayed in an educational setting should be related to educational purposes.

## Consensual Relations

Consensual sexual or romantic relationships between individuals, one of whom exerts institutional control or influence over the terms and conditions of the other's employment or education, while not unlawful, are problematic. Such relationships threaten the integrity and trust needed in professional relationships and increase the potential for coercion of those in subordinate positions. Consensual romantic and sexual relationships between those of unequal authority and influence may, and often do, lead to harm.

- Such relationships can be detrimental to the employment and/or educational process due to the creation of dual roles and may undermine the integrity of the supervision and evaluation provided.
- Such sexual relationships may lead to or are often perceived by fellow students or coworkers as opportunities for favoritism and biased treatment.
- If a charge of sexual harassment is subsequently lodged, it may be exceedingly difficult to prove mutual consent. Such relationships between peers will not be cause for intervention absent detriment or disruption to the College-Institute. However, consensual may change to non-consensual. That change, if it occurs, is to be immediately respected and accepted. If not, then the individual who has withdrawn consent, is to immediately report under this Policy.

The College-Institute is committed to protecting the academic freedom and freedom of expression of all members of its community and respects the privacy rights of individuals. However, both are subject to intervention when it causes disruption or other harm to the working or academic environment.

Therefore, it is the College-Institute's policy that romantic or sexual relationships between an individual and one over whom s/he exerts control with respect to the terms and conditions of employment or education is prohibited. In the event that a consensual relationship preexists a subsequently developed relationship of unequal influence or authority, the specific circumstances will be reviewed on a case-by-case basis to determine whether an exception to this provision is warranted with the development of appropriate safeguards.

### Abusive Conduct

Abusive Conduct is also prohibited. Abusive Conduct, for purposes of this policy, means conduct of a member of the College-Institute community in the workplace or academic environment, with malice, that a reasonable person would find hostile, offensive and unrelated to the College-Institute's legitimate business or academic interests. Abusive Conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating, or the gratuitous sabotage or undermining of a person's work or academic performance. A single act shall not constitute Abusive Conduct, unless especially severe and egregious, but may nonetheless require appropriate corrective action.

### Procedures for Reporting Harassment and/or Abusive Conduct for Students

Please use the Reporting Process under the Sexual Misconduct and Interpersonal Violence Policy and Complaint Procedure (<http://huc.edu/equity-inclusion/what-our-policy>).

### Procedures for Reporting Harassment and/or Abusive Conduct for Employees

An employee who has experienced or witnessed a perceived violation of this policy must immediately report the matter to their supervisor, Dean or National Director of Human resources. This can be done in person or in writing. The College-Institute wants the opportunity to take prompt action to investigate and resolve these situations. The individual may be accompanied by a peer advisor of their choice when meeting with the resource person.

Delay in reporting incident(s) may negatively affect the College-Institute's ability to respond effectively. For example, witnesses may be unable to recall events due to the passage of time, witnesses may have left the College, corroborating evidence may not be available and/or intervening events may have occurred.

While confidentiality cannot be promised, every effort will be made to treat with sensitivity information concerning an allegation of harassment. The intent is to be respectful of all who are involved.

Any sexual abuse of a minor by teachers, staff or volunteers affiliated with the College-Institute must be reported to the College-Institute and to law enforcement or a similar agency. This duty to report applies to medical personnel working at a dispensary, clinic, infirmary, student health center, athletic facility, or similar facility.

### Investigating Claims of Harassment or Abusive Conduct

Once a report under this Policy has been made, an investigative team of no fewer than two persons will talk with all parties, individuals named by the complainant and by the respondent and anyone else whom the investigators deem appropriate. Prior to commencing the investigation, the investigators will obtain from the complainant and respondent a signed agreement to participate in the process. Refusal by a party to participate in the process may impede the investigation and, where appropriate, result in disciplinary action.

After obtaining the agreements to participate, the investigators will give the respondent a copy of the complaint. The respondent must provide the investigators with a written response within five days. A copy of the response will be given to the complainant upon receipt by the investigators. The investigators will then commence interviews. Any written material provided by one party to the investigator during the investigation must be shared by the investigators with the other party unless to do so would adversely affect someone in the community.

The investigators will conduct a thorough, impartial, and timely investigation. The privacy of the parties will be respected to the fullest extent possible. Information will be given to individuals other than the parties only on a "need to know basis"

for purposes of the investigation, resolution, or legal compliance.

Upon completion of the investigation, the investigators will prepare a report. It will note who was interviewed and any additional forms of information obtained. A summary of interviews will be included along with any relevant documents. The report, along with the original complaint and response, will be sent to the Grievance Review Panel. The purpose of the Grievance Review Panel is to review the investigative report and listen to each party and determine the outcome.

### Grievance Review Panel Process

The Grievance Review Panel, not the complainant or respondent, has the burden of proof. The Panel constructs the proof from the material it assembles – primarily through the investigators. The Panel determines what evidence is relevant and what witnesses, other than the complainant and respondent, will be heard. The task of each party is to state clearly how the evidence relates to the allegations. The Panel may ask the investigators to provide additional materials prior to the hearing.

Once the Panel has met initially and reviewed the investigators' materials, the materials to be used or referenced in the hearing will be given to both parties, unless to do so will seriously adversely affect any member of the College-Institute community. Any materials given to one party must be given to the other.

Both parties will receive at least one week's advance written notice of the time and place of the hearing. The investigators will attend the hearing and deliberations as resource persons but will not participate in questioning any witnesses or vote on findings or sanctions.

Each party speaks individually with the Panel. The other party is not present. The party may be accompanied by and confer with a support person of his or her choosing, including legal counsel, but only the party is allowed to speak directly to the Panel. The College-Institute may also invite its legal counsel as a non-speaking participant. The Panel will hear the complainant first. It may hear any other witnesses and the respondent in whatever order it determines. The Panel may re-interview a party if it determines it necessary for clarification.

The Panel will explain its process to each party and give each party an opportunity to make brief opening and closing statements. The Panel will devote the remainder of the time to asking questions to clarify the written materials, witness testimony or any other relevant issues it elects to address.

The Panel will reach its decision based on a preponderance of the evidence. This is a qualitative not a quantitative standard and means: "whether or not it is more likely than not that a violation of the harassment policy occurred."

The Panel will keep official minutes of the hearing and provide a written summary of its deliberations. The official minutes and summary are available to both parties. Generally, the minutes will name witnesses interviewed in the hearing and the deliberation's summary will reflect the materials considered. If either adversely affects anyone, names will be removed from the copies given the parties. The personal notes of Panel members shall not be available and will be destroyed at the end of the process, to the degree legally permissible.

In deliberations, the Grievance Review Panel shall attempt to reach a consensus. If consensus cannot be reached, a vote shall be taken. All decisions of the Panel shall be made by a majority. When the Panel is not unanimous in its findings or sanctions, the deliberation's summary shall record both majority and minority opinions. The summary shall be signed by all members of the Panel. In the summary there will be no recording of the negative or affirmative votes of any individual members of the Panel.

No later than two weeks after the hearing concludes, the Panel shall send to the complainant and to the respondent a copy of the minutes of the hearing and the summary of the deliberations. The deliberation's summary will note the sanction(s) to be imposed, if any. The minutes and summary shall also be sent to the Dean of the campus, the Provost, the President, and the College's Counsel.

### Formal Sanctions

When the finding is that a violation of this Policy has occurred, sanctions shall be imposed upon the offender. If there are previous incidents on file in the Dean's office involving the offender, those may be shared with the Panel after their finding has been reached, but before sanctions are imposed.

Possible sanctions upon faculty, administration and staff may include, but not be limited to:

- Training
- Verbal warning
- Letter of warning or reprimand, and a copy of the corrective action placed in the personnel file of the offender
- Prohibition to participate in grading, recommendations, reappointment, and promotion decisions or other evaluations concerning the complainant
- Denial of access to College-Institute resources, such as travel/research funds or merit or cost of living salary increases for a specific period
- Suspension without pay for a specific period
- Dismissal from the College-Institute in accordance with the established procedures Retaliation

Retaliation is action against anyone who makes a complaint of conduct prohibited by this policy or anyone who cooperates in the investigation of a complaint of conduct prohibited by this policy that will have the effect of discouraging a reasonable person from making such a complaint or cooperating in a complaint's investigation. The exercise of rights protected under the First Amendment does not constitute prohibited retaliation nor does charging an individual with a Code of Conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

A complainant whose allegations are found to be both demonstrably false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension, dismissal, expulsion or termination.

Any act of retaliation is a violation of this policy and will be investigated and adjudicated accordingly. If a student or employee believes he or she has been retaliated against under these circumstances or observes or is aware of such retaliation, he or she must immediately report this to his or her supervisor, the Dean, the National Director of Human Resources or, in the case of students, to Rabbi Andrew Goodman, Director of Student Support, (212) 824-2260.

#### Record and Monitoring

The record of all formal grievance procedures and any appeals shall be placed in locked files in the offices of the President and the Director of Human Resources. All other copies will be destroyed except a notation of the file's existence will be kept in the Dean's office of the campus where the complainant and respondent are located. The record will include the written complaint and response, a copy of the policies and procedures in place at the time of the event, the minutes of the proceedings and the statement of finding and deliberations summary and any sanction(s).

Access to the record will only be by order of legal process or at the discretion of the President and/or Human Resources Director.

Except as otherwise prohibited by law, (1) requests for access by a certifying or licensing body or Jewish professional association responsible for either party will be given substantial deference and generally be permitted; and (2) if there is a finding that a policy violation has occurred, the Provost shall report the finding to the Placement Director of the Jewish professional association responsible for the offender.

#### Misconduct by Those External to the Community

The College-Institute will also take prompt remedial action to address perceived violations of this Policy by a vendor, visitor, customer or external third party with whom it has dealings.

The reporting procedures above will apply, although the investigative and adjudicative processes may differ.

#### Title IX Application

This policy against unlawful harassment applies to protected statuses other than sex. When the protected status at issue is sex, both this policy and the Sexual Misconduct Policy may apply. In that event, the procedures set forth under the Sexual Misconduct Policy, consistent with Title IX's requirements, will take precedence.

#### **Statement Concerning Field-Based Educational Experiences**

Hebrew Union College - Jewish Institute of Religion (HUC-JIR) is highly committed to Field-Based Education Programs as an integral part of the educational process. This commitment is expressed through the institution's approach to field-based educational experiences, which are designed to be both academically rigorous and practically effective. HUC-JIR Field-Based Education Programs – which include student pulpits, internships, and related placements – aim to foster learning communities that model and teach students ways of thinking, being and doing that are integral in developing their professional identity. These experiences integrate such things as knowledge, skill, moral integrity, religious tradition, and commitment in actual practice, which is the very essence of religious and communal leadership formation.

In partnership with participating synagogues and community-based organizations, field-based educational experiences provide learning laboratories to practice the art and craft of (religious) leadership, including but not limited to the following:

- Critical reflection on practice and theology;
- Exploration of differing models for ministering to congregants and others;
- Examination of the issues of faith and social issues; and
- Development of professional identity and skills.

### **The Learning Agreement**

A critical component to HUC-JIR's Field-Based Education programs is the Learning Agreement. A Learning Agreement is the institution's official document which outlines the expectations and responsibilities of each party for the semester-long or year-long Field-Based Education placement, student pulpit or internship.

In general, students should be exposed to as much of the day-to-day functioning of the organization as possible. For students working in synagogues, this will often include experience with worship, teaching, youth engagement, committee meetings, social gatherings, and both the pastoral and administrative responsibilities associated with congregational settings.

For HUC-JIR students working in community-based organizations or similar Field-Based Education placementsites, this will often include meeting with clients, participating in the development and/or execution of programs, becoming familiar with administrative aspects of operating the organization, participating in staff meetings and lay committee meetings, and possible exposure to the role that fundraising plays in maintaining vital programming.

### **Pre-Field Based Educational Experience Workshop**

In addition to the Learning Agreement, HUC-JIR encourages its Program Directors / Fieldwork Supervisors – prior to the start of the Field-Based Education placement, student pulpit or internship – to conduct workshops on ethical and other issues that HUC-JIR students might encounter in field placements. These workshops shall be a prerequisite to students' participation in field placements. They shall be designed both to introduce and address many of the specific issues faced in congregational or organizational settings.

### **Orientation of HUC-JIR Students at Field-Based Educational Placements**

Institutionally, HUC-JIR strongly encourages that students participating in Field-Based Education placements –including student pulpits and internships – be oriented at the field site on the day the placement begins. The objective of this orientation is to familiarize the student with the following:

- The organization's history and mission;
- The organizational structure in place at the field placement site and the particular individuals with whom the student will work;
- The needs of those being served by the congregation, community-based organization, or other field placement site; and
- The organization's expectations and policies, as well as the student's rights and responsibilities while engaged in the placement. This will include a review of protocol and procedure concerning harassment, discrimination, personal safety, emergencies, and related circumstances.

The orientation should also address the anticipated workload associated with the placement, which should be consistent with the parameters established by HUC-JIR and the congregation, community-based organization, or other field placement site.

## Supervision in Field-Based Educational Placements

Field-Based Education Placement Site Supervisors (hereafter referenced as the “*Placement Site Supervisor*”) may include ordained clergy (rabbis and cantors), chaplains, counselors, pastoral care directors, teachers and educators, administrators, social workers, advocates and activists, some of whom pursue vocations in congregational settings and others in non-congregational settings such as hospitals, community-based programs, school settings (primary, secondary, and higher education), governmental agencies, nonprofit organizations and other diverse types of organizations. Whether supervising an HUC-JIR student in a congregational or non-congregational setting, the Placement Site Supervisor is critical to the success of the field-based educational placement.

All Placement Site Supervisors are expected to have:

- A thorough understanding of HUC-JIR’s mission and philosophy, as well as working knowledge of the institution’s approach to Field-Based Education and the objectives of this aspect of the students’ training;
- A desire to work collaboratively with HUC-JIR staff who oversee field-based placement and the ability to ensure open communication with both the student and HUC-JIR staff;
- The ability and willingness to engage the HUC-JIR student participating in Field-Based Education as a
  - “colleague in training”;
- A commitment to participate in any required Orientation and/or Training developed by the College- Institute, to adhere to all of the requirements of HUC-JIR Field-Based Education Placement Programs and to conform to HUC-JIR policy relating to behavioral conduct, including policies prohibiting discrimination, harassment and similarly offensive and potentially illegal conduct.

## Professional Ethics

The Hebrew Union College – Jewish Institute of Religion (HUC-JIR) expects all Placement Site Supervisors, clergy, educators, social workers and other professionals with whom our students work in Field-Based Education Placements to conduct themselves in accordance with the highest standards of professional and personal ethics. HUC-JIR students are expected to conduct themselves in a similar manner.

Adhering to such ethical standards involves a commitment to behaving in an honest way and with integrity, manifest in simple actions such as keeping one’s word and following through on commitments. For the student this is exemplified by arriving at the field placement on time and prepared to work, offering the time and energy expected in the Field-Based Education Placement, and presenting one’s best effort. The Placement Site Supervisor demonstrates comparable integrity by respecting the agreed upon parameters of the placement and by focusing her/his best efforts on the student.

## Policies and Practices in the Context of Field-Based Educational Placements

Hebrew Union College - Jewish Institute of Religion considers Field-Based Education programs to be an extension of its campus-based education programming and central to the curriculum. As such, all Field-Based Education Placement Sites must adhere to the policies of the College - Institute. Prior to the start of a Field- Based Education Placement, HUC-JIR will provide the Placement Site Supervisor with a current version of the National Student Academic Handbook, which contains the institution’s policies regarding appropriate student conduct. Field-Based Education Placement sites will also receive HUC-JIR policies relating to conduct expected of HUC-JIR faculty and staff.

Throughout the fieldwork period HUC-JIR students and their Placement Site Supervisors, as well as other individuals associated with the placement, are expected to maintain proper bounds of conduct as outlined in HUC-JIR institutional policy.

Any student who violates these policies while serving in a Field-Based Education Placement or internship will be subject to disciplinary action, as specified in the National Student Academic Handbook. Additionally, the Field-Based Education Placement or internship site, including the Placement Site Supervisor and any individual associated with the site who is connected with the fieldwork or internship in any manner, is expected to maintain an appropriate, professional environment free from harassment, discrimination, intimidation and related conduct.

## Use of Power

In the realm of covenants, one of the most fundamental relationships is the use of power. As students advance through



HUC-JIR's programs of study and participate in Field-Based Educational Placements – irrespective of whether they are student pulpits, internships or other types of placements – it is important that both the Placement Site Supervisor and the student understand and appreciate the ethics of power. Power is inherent in the role of clergy and in the role of the supervisor. As HUC-JIR students and their Placement Site Supervisors work together it is important that appropriate boundaries are both observed and acknowledged. In Field-Based Education Placements, students should also recognize the need and develop the ability to relate in a responsible manner to congregants, clients, colleagues, and others with whom they interact.

## **Sexual Ethics**

As discussed in the “Equal Employment and Non-Discrimination Policy” and the “Sexual Misconduct and Interpersonal Violence Policy,” HUC-JIR will not tolerate sexual harassment in any organizational setting in which HUC-JIR students are placed. It is always the Placement Site Supervisor’s responsibility to maintain appropriate boundaries and a professional relationship with the student. It is also important for Placement Site Supervisors and students to remember that it is not appropriate for sexual contact to occur in the context of Field-Based Educational Placements, including but not limited to sexual contact between the Placement Site Supervisor (as well as others within the organization who participate in guiding aspects of the field-based educational placement) and the HUC-JIR student, between the student and a congregant in a synagogue setting, or between a student and a client in a community-based organizational setting. Such conduct will result in the immediate termination of the Field-Based Educational Placement.

## **Procedures for Handling Incidents of a Sexual Nature in Field-Based Educational Placements**

Any student who has been subjected to sexual harassment, or any untoward conduct of a sexual nature, should refer to the “Sexual Misconduct and Interpersonal Violence Policy” for information regarding how to proceed.

## **Sexual Misconduct and Interpersonal Violence Policy and Complaint Procedure**

<http://huc.edu/sexual-harassment-sexual-assault-sexual-misconduct-reporting-form>

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities and in the terms and conditions of employment. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX. If you have experienced sexual discrimination, please review this policy for information about your Title IX rights. For purposes of this policy, sexual discrimination includes, but is not limited to, sexual harassment, sexual misconduct, sexual violence, relationship or dating violence, domestic violence and stalking (collectively referred to throughout this policy as “Prohibited Conduct.”). Title IX’s protections extend to faculty, administrators, staff, and students in both the work and academic environments. For more information about your rights in this regard, please carefully review this policy in its entirety. For information about harassment on the basis of other protected statuses, in addition to sex, see our Policy Against Unlawful Harassment (<http://huc.edu/equity-inclusion/what-our-policy>). The Hebrew Union College-Jewish Institute of Religion (“College-Institute”) has adopted a grievance procedure that provides for the prompt and equitable resolution of student and employee complaints. For more information about our appeal and grievance procedure, see Appeal/Grievance Procedure-Sexual Misconduct and Interpersonal Violence.

The College-Institute does not tolerate any form of Prohibited Conduct. All individuals, whether governors, overseers, volunteers, students, staff, faculty, or administrators, found in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion, dismissal, or termination.

In dealing with members of the College-Institute community, individual integrity and respect are the primary focus of the College-Institute's concern. The College-Institute seeks to foster a climate free from Prohibited Conduct through a coordinated education and prevention program, the promulgation of clear and effective policies, as well as investigative and grievance procedures that are prompt, equitable, and accessible to all. In the event that the College-Institute finds that instances of Prohibited Conduct have occurred under the scope of this policy, the College-Institute will take immediate and appropriate steps to eliminate the misconduct, prevent its recurrence, and address its impact. A finding of no Prohibited Conduct under this Policy does not preclude a finding that another policy may have been violated.

## **Title IX Coordinator**

Contact the National Human Resources office in order to reach the designated Title IX Coordinator for the College-Institute. The Title IX Coordinator for the College-Institute may be contacted at 3101 Clifton Avenue, Cincinnati, OH 45202: 513-487-3215.

Any questions concerning or related to this Policy should be directed to the Title IX Coordinator or your local campus representative:

New York Campus Dean, Rabbi David Adelson, (212) 824-2217  
Cincinnati Campus Dean, Rabbi Jonathan Hecht, (513) 487-3255  
Los Angeles Campus Dean, Joshua Holo, (213) 749-3424  
Jerusalem Campus Dean, Rabbi Naamah Kelman, 972-2-620-3331

## **Scope of the Policy**

This Policy applies to all College-Institute community members, including governors, overseers, volunteers, students, prospective students, employees, applicants, faculty, administrators, and to those parties with whom students and employees come into contact in the course of their employment or academic activity. Any person may report Prohibited Conduct (whether or not the reporter is the purported victim) in person, by mail, by telephone or by electronic mail to the Title IX Coordinator or the Dean of the Campus at issue and the report may be made at a time beyond normal office hours.

This Policy applies not only to Prohibited Conduct occurring within the typical classroom or campus settings, but also to any location owned or operated by the College-Institute as well as College-Institute-sponsored or College-Institute-sanctioned functions taking place outside those typical settings. Such College-Institute-sanctioned functions include, but are not necessarily limited to, Field-Based Educational Experiences. The College-Institute expects that all members of its community will help promote a learning and working environment free from Prohibited Conduct. Any such off-campus conduct that has an actual or potential adverse impact on another individual's work or academic environment may also be addressed under this policy.

The College-Institute may consider the effects of off-campus misconduct when evaluating whether there is Prohibited Conduct under this policy.

## **Retaliation**

The College-Institute will not tolerate any form of retaliation or unlawful interference taken against anyone who makes a complaint of conduct prohibited by this policy or anyone who cooperates in the investigation of a complaint of conduct prohibited by this policy.

## **Sexual Misconduct**

Sexual misconduct includes, but is not necessarily limited to, sexual harassment, dating and/or domestic violence, sexual assault, sexual coercion, sexual exploitation, sexual intimidation or coercion, indecent exposure, and stalking.

## **Definitions**

**Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on gender (opposite or same sex), gender identity, or sexual orientation when (1) submission to the conduct is an explicit or implicit term or condition of employment decisions or academic decisions; (2) submission to or rejection of the conduct is used as the basis for employment or academic decisions; or (3) the conduct has the purpose or effect of unreasonably interfering with a person's performance or creating an intimidating, hostile or offensive working or academic environment.

**Sexual Assault:** Sexual assault is any forced or coerced sexual activity, committed against a person's will or without consent. Rape is a sexual assault that includes but is not limited to forcing or attempting to force vaginal, anal, and oral penetration. In addition to rape, sexual assault also includes having or attempting to have sexual contact of any kind with another individual without consent. Sexual contact can include, but is not limited to, kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing another without permission or consent.

Rape and sexual assault are crimes of violence with sex used as a weapon that can be committed by strangers, friends, relatives, dates, boyfriends, girlfriends, partners, lovers and/or spouses.

**Sexual Exploitation:** Sexual exploitation includes when a person takes sexual advantage of another person for the

benefit of anyone other than that person without that person's consent. Examples of sexual exploitation include, but are not limited to, photographing or recording someone involved in sexual activity or in a state of undress without that person's knowledge or consent; voyeurism; non-consensual streaming or transmitting of images or video of another person involved in sexual activity; prostituting another person; or deliberately inducing incapacitation of another, with the specific intent to impair their ability to knowingly give or withhold consent.

**Indecent Exposure:** Indecent exposure includes the intentional exposure of one's private or intimate parts of the body or engaging in any sexual conduct in a place where the conduct involved may reasonably be expected to be viewed by and affront others.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complaining party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. The violence covered by this definition includes, but is not limited to, sexual or physical abuse or the threat of such abuse, psychological abuse, and/or social isolation.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. The violence covered by this definition includes, but is not limited to, sexual or physical abuse or the threat of such abuse, psychological abuse, and/or social isolation.

**Stalking:** Stalking includes repeated conduct involving unwanted attention, harassment, physical or verbal contact, or any other repeated conduct that would cause a reasonable person to fear for the person's safety (or the safety of others) or suffer substantial emotional distress. This includes, but is not necessarily limited to, making unwelcome appearances at another's residence; unwelcome contact via phone calls, text messages, or emails; and/or unwelcome contact through various internet or social media avenues (i.e. Facebook, Twitter, etc.).

**Sexual Coercion/Intimidation:** For purposes of this policy, sexual coercion means the use of unreasonable measures, including physical force or threats, in an attempt to force another to initiate or continue sexual activity against their will. Coercion may exist where such measures impair an individual's ability to make a voluntary choice whether or not to engage in sexual relations.

**Consent:** Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. Someone who is incapacitated (e.g., due to the use of alcohol or drugs; when an individual is unconscious or asleep; involuntary restraint; or because the individual suffers from any disability rendering him or her incapable of consent) cannot give consent. Prior consent to a sexual act and/or prior sexual relations between parties cannot be used by itself to assume present consent. Consent must be ongoing throughout any sexual activity and can be withdrawn at any moment. Consent is not present when it is the result of coercion, intimidation, force, or threat. Intoxication by alcohol or drugs does not excuse the person initiating the sexual act from ensuring that consent is present. The person initiating the sexual act must take all reasonable steps to ensure consent is present. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

**Actual Knowledge:** Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator, the Campus Dean or any administrator who has the authority to institute corrective measures. Imputation of knowledge based solely on vicarious liability or constructive notice is not actual knowledge. The actual knowledge standard is not met when the only person with actual knowledge is the accused. The mere ability or obligation to report prohibited conduct or to inform an individual about how to report it does not qualify an individual as one who has the authority to institute corrective measures.

**Formal Complaint:** Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging prohibited conduct by a respondent and requesting that the allegations be investigated. At the time of filing the formal complaint, a complainant must be participating or attempting to participate in the

College-Institute's education programs or employment.

**Retaliation:** Retaliation is action against anyone who makes a complaint of conduct prohibited by this policy or anyone who cooperates in the investigation of a complaint of conduct prohibited by this policy that will have the effect of discouraging a reasonable person from making such a complaint or cooperating in a complaint's investigation. The exercise of rights protected under the First Amendment does not constitute prohibited retaliation nor does charging an individual with a Code of Conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

The above definitions are those used by the College-Institute for its disciplinary policies. If you are interested in the specific criminal law definitions of the foregoing terms (to the extent they exist) in the state your campus is located, please contact the Title IX Coordinator. Additionally, the educational programming described below will be tailored to your specific campus so as to provide another resource available to educate you regarding the above terms.

### **Options and Recommendations for Assistance**

**Interim Measures:** Interim measures, also called supportive measures, are non-disciplinary, non-punitive individualized services offered, as reasonably available, and without fee or charge to the complainant or the respondent. Such measures are designed to restore or preserve equal access to the College-Institute education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the College-Institute's educational environment, or deter prohibited conduct. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Protective Measures:** In addition to the interim measures described above, other protective measures also may be available by contacting law enforcement and/or the local prosecutor's office. For example, in addition to the normal criminal process, law enforcement and/or the local prosecutor's office may assist an individual in obtaining a protection order. A protection order is a temporary order intended to help provide safety and protection to victims of certain crimes.

If you have a protection order against someone and that person violates the protection order in any way, law enforcement may be able to arrest that person and charge that person with a violation of the protection order. If needed and to the extent necessary, the College-Institute will provide assistance in obtaining a protection order.

**Please contact the Title IX Coordinator for more information about these protective measures, including for contact information for local law enforcement and/or the local prosecutor's office.**

**Educational Programming:** The College-Institute provides educational programming designed to target, prevent, and eliminate Prohibited Conduct. That programming includes, but is not necessarily limited to, primary prevention programs, awareness programs, ongoing prevention and awareness campaigns, programs regarding bystander intervention, and programs regarding risk reduction.

**Medical Treatment and Services:** If you have been the victim of Prohibited Conduct, it is important and necessary to immediately seek any appropriate follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 96 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished. A special exam should be conducted as soon as possible following any physical harm to make sure of your physical well-being and to collect evidence that may be useful in criminal proceedings. Even if you have not been physically hurt, this special exam is strongly recommended to maintain all your legal options. After the evidence is collected, it is stored in case you wish to press criminal charges. The exam is typically performed by a Sexual Assault Nurse Examiner (S.A.N.E.).

**Advocacy, Counseling, Emotional Support, and Other Services Available:** Contact information for Additional Resources and Services is located below.

**Awareness and Preparation:** Often times your first line of defense to any type of harm is your own awareness and preparation. Be aware of your capabilities and limitations. Your judgment and thinking will often be your best

weapons. Evaluate the situation for possible avenues of escape. Your first concern should be for your safety and survival. Use your judgment to do what is necessary to save your life. That may involve making a scene or drawing others' attention so that the assailant leaves. It may buy you enough time to escape. It may involve fighting back. It may mean not physically resisting. If you choose not to physically resist the attack, it does not mean that you have asked to be assaulted or harmed. It means that you did what you needed to do to survive. Remember - there is no one "right" way to respond. The person being attacked is the best judge of which options will work well for him or her in that situation.

This information, as well as other information throughout this policy, is designed to assist in reducing the risk of violence in the College-Institute community. Risk reduction information is designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

### **Recommended Steps if you are the Victim of Prohibited Conduct:**

- (1) Get to a safe place as soon as you can. Try to preserve all physical evidence.
- (2) If it can be avoided, do not wash, use the toilet, or change clothing. If you do change clothes, put all clothing you were wearing at the time of the attack in a bag separated from other materials.
- (3) Get medical attention within 96 hours, if possible, to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action. If the incident occurred on a College-Institute Campus, immediately contact the Title IX Coordinator, the local police, or any on-campus security. For campus security, contact:  
Cincinnati: 1-513-383-2559  
New York: 1-212-824-2282  
Los Angeles: 1-213-745-7758  
We advise you to add these numbers to your phone's contact list.
- (4) Contact and report the incident to the Title IX Coordinator. The Title IX Coordinator will assist you in notifying any other appropriate authorities.
- (5) Contact someone you trust to be with you and support you.

### **How to Report a Complaint**

You should immediately report any complaint of Prohibited Conduct by contacting the Title IX Coordinator or the Dean of your campus, either of whom may delegate responsibility for investigation to a Designated Campus Official ("Designated Campus Official"):

New York Campus Dean, Rabbi David Adelson, (212) 824-2217  
Cincinnati Campus Dean, Rabbi Jonathan Hecht, (513) 487-3255  
Los Angeles Campus Dean, Joshua Holo, (213) 749-3424  
Jerusalem Campus Dean, Rabbi Naamah Kelman, 972-2-620-3331

Alternatively, you can make a report or complaint to the Student Support Help Desk, (844) 317-HELP.

You may also always contact the local police department and/or dial 911 for emergencies. Although you are under no obligation to do so, if you choose to involve law enforcement, the Title IX Coordinator will assist you in notifying the local police department.

Depending on when the conduct at issue took place, either the Title IX Coordinator or Designated Campus Official will take a statement from you regarding what happened. That individual will ask you to describe the accused individual(s) and may ask questions about the scene of the incident, any witnesses, and what happened before and after the incident. A referral to the local police department may be made at that time. You may have a support person with you during the interview. Unless you request confidentiality and the College-Institute is able to honor that request, an investigation into the incident will begin promptly after you report the incident.

The Title IX Coordinator or Designated Campus Official will also provide you with a written explanation of your rights and options under Title IX and this policy which will include, but may not be limited to, your right to make a report to local law enforcement, your right to file a complaint with the College-Institute, your right to be free from retaliation for reporting an incident, and your right to receive assistance and resources from the College-Institute.

In addition to reporting a complaint to a College-Institute official, you may also report a complaint to or seek information

from federal or state agencies such as:

- The U.S. Department of Education's Office for Civil Rights ("OCR")
  - Chicago Office (for Cincinnati campus): (312) 886-8434
  - San Francisco Office (for Los Angeles campus): (415) 556-4275
  - New York City Office (for NY campus): (212) 637-6466
- The Ohio Civil Rights Commission ("OCRC"), Cincinnati Regional Office: (513) 852-3344
- The State of California Department of Fair Employment and Housing ("DFEH"): (800) 884-1684 (tollfree for complaints and information)
- The New York City Equal Employment Practices Commission: (212) 240-7902
- The New York State Human Rights Commission on Discrimination Complaints: (212) 306-7450

Any sexual abuse of a minor by teachers, staff or volunteers affiliated with the College-Institute must be reported to the College-Institute and to law enforcement or a similar agency. This duty to report applies to medical personnel working at a dispensary, clinic, infirmary, student health center, athletic facility, or similar facility.

## Investigation

All complaints of Prohibited Conduct will be addressed in a prompt and equitable manner, including in instances where there is a pending law enforcement proceeding. The College-Institute will not delay its own independent investigation until after a criminal investigation, if any, is complete. Additionally, because the College-Institute has a duty to provide a safe and non-discriminatory environment for all students, the College-Institute may be required to conduct an investigation into an incident regardless of whether a formal complaint is filed.

The College-Institute has a duty to complete certain publicly available recordkeeping including reporting and disclosing information about certain crimes pursuant to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. However, duties under the Clery Act will not require the College-Institute to report or disclose a complainant's personally identifying information. Nonetheless, even where the College-Institute cannot guarantee confidentiality, your privacy will be maintained to the greatest extent possible. If confidentiality cannot be guaranteed, the information you provide will be relayed only as necessary for effective investigation and/or resolution.

**Typical Steps in an Investigation of a Formal Complaint of Prohibited Conduct:** While investigations may vary due to the individual circumstances surrounding the particular complaint, investigations falling under this policy will typically involve the following:

1. Preliminary review of the complaint by the Title IX Coordinator or Designated Campus Official to determine whether probable cause exists to believe a violation of this policy occurred.
2. Assignment of the investigation from the Title IX Coordinator to an investigator who has been trained annually to investigate complaints.
3. Written notification to the complainant and the accused will include the following:
  - Details of the alleged prohibited conduct known at the time, including the identities of the involved parties;
  - The date and location of the prohibited conduct, if known;
  - A statement that an accused is presumed not responsible for the alleged conduct and that a determination regarding responsibility for the prohibited conduct is made at the conclusion of the grievance process;
  - The parties' right to an advisor of their choice who may be, but is not required to be, an attorney;
  - The parties' right to inspect and review evidence; and
  - The Code of Conduct provision that prohibits knowingly making false statements or knowingly submitted false information during the grievance process.
4. Interviews of the complainant, the accused, and any witnesses. The accused shall be provided a copy of any written complaint or otherwise informed of the complainant's allegations. Similarly, the complainant shall be provided with a copy of any written response provided by the accused or otherwise informed of the accused's response to the allegations.
5. Gathering and examining of relevant documents or evidence (e.g., law enforcement investigatory records, student and/or personnel files, etc.). Both the complainant and respondent will be asked to provide a list of possible

witnesses as well as any written or physical evidence (e.g., text messages, social media postings, emails, photos, medical records, etc.) that they wish to be considered by the investigator.

6. Preparation of an investigatory report complete with a summary of interviews, relevant documents, findings, and recommendations for further action. The report must be provided to the parties and advisors, if any, at least 10 days prior to any hearing in the matter for their review and written responses should they choose to respond.

### **Obligations of the College-Institute**

Applicable law requires the College-Institute to ensure that the investigatory process be conducted equitably. Safeguards to that end include the following:

1. Throughout the investigatory process, the burden of proof and of gathering evidence sufficient to reach a determination regarding responsibility, if any, for the alleged prohibited conduct, rest on the College-Institute and not on the parties except that the College-Institute may not access, consider, disclose or otherwise use a party's medical records absent the party's voluntary, written consent.
2. The parties will have equal opportunity to present witnesses.
3. The College-Institute will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
4. Parties whose participation is invited or expected will receive written notice of the date, time, location, participants and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
5. The parties will have an equal opportunity to be accompanied by an advisor of their choice, whomay be but is not required to be an attorney. The choice should not be a witness. The advisor's role is not to advocate or impede the investigation.
6. Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations so that each party can meaningfully respond to the evidence prior to the investigation's conclusion.
7. Prior to completion of the investigative report, the College-Institute will send to each party and the party's advisor, if any, the evidence in an electronic format or hard copy to which the parties may respond in writing. The parties will have at least 10 days to respond.

**Typical Timeframe:** Generally, an investigation and, if applicable, a Grievance Committee proceeding (excluding an appeal of a Grievance Committee's decision) regarding conduct falling under this policy will be completed within 60 days of the complaint. However, each situation will vary depending on its individual circumstances.

During the investigation, the College-Institute will continue to provide any appropriate interim or protective measures.

### **Disciplinary/Adjudication Procedure**

Upon completion of the report, the investigator will deliver the report to the Title IX Coordinator. In the event that the Title IX Coordinator finds that there is probable cause to believe that a violation of this policy has occurred, the Title IX Coordinator will issue a notice of violation in writing to the accused and provide a copy of that notice to the complainant. Any notice of violation will also include a recommendation with regard to disciplinary action. In the event that the Title IX Coordinator does not find that there is probable cause to believe that a violation has occurred, the Title IX Coordinator will notify both the complainant and the accused in writing of that finding.

If either party feels aggrieved by the findings, he or she may challenge those findings through the College-Institute's applicable appeal/grievance procedure. The procedure for challenging those findings through a grievance can be found in the policy titled "Appeal/Grievance Policy – Sexual Misconduct and Interpersonal Violence." (<http://huc.edu/equity-inclusion/what-our-policy>).

### **Dismissal of a Formal Complaint**

If the conduct alleged in the formal complaint would not constitute prohibited conduct even if proved, did not occur in the College-Institute's jurisdiction or in the United States, then the Complaint will be dismissed for purposes of Title IX compliance. However, such dismissal does not preclude action under another College-Institute policy.

The College-Institute may dismiss a formal complaint or any allegation in the Complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that he/she wants to withdraw the complaint or any allegation in the complaint. It may also dismiss a complaint when the accused is no longer enrolled at or









If either party feels aggrieved by the findings, he or she may challenge those findings through this grievance procedure. If a notice of violation has been issued, and the accused fails to challenge the notice of violation by submitting a written grievance within the requisite time period, the notice of violation will be submitted to the Dean of the pertinent campus for a final decision regarding discipline.

### **Grievance and Adjudication Procedure:**

**Step 1:** All grievances shall be written and submitted to the Title IX Coordinator within seven (7) days of the date the grievant receives the above-described notice from the Title IX Coordinator. All written grievances shall include the following: (1) the name, addresses, and phone number of the grievant; (2) a detailed description of the circumstances surrounding the grievance; and (3) the specific relief the grievant is requesting through the grievance procedure. The Title IX Coordinator will promptly provide a copy of the grievance to the other involved individual(s), hereafter referred to as the respondent(s). The respondent may submit a written response to the grievance to the Title IX Coordinator within seven (1) days of receipt of the grievance.

If the grievant or respondent believes that the Title IX Coordinator has a conflict of interest or bias, the grievant or respondent shall identify his or her reasons for that belief in writing and submit that writing within three (3) business days of the filing of the grievance to the Chief Financial Officer. If it is determined by the Chief Financial Officer that the Title IX Coordinator has a conflict of interest or bias, the Title IX Coordinator will be recused from the grievance process and a separate trained administrator will perform all duties assigned to the Title IX Coordinator.

**Step 2:** After receipt of the grievance, the Title IX Coordinator will contact the grievant and the respondent within five (5) business days to schedule separate pre-hearing meetings. Pre-hearing meetings are not mandatory. These pre-hearing meetings are designed to allow the grievant and/or the respondent to ask questions regarding the grievance and adjudication procedure as well as review any investigatory report. Both the grievant and the respondent are permitted to be accompanied by an advisor during the pre-hearing meeting. The advisor should not be someone who may be considered a witness to the incident at issue.

**Step 3:** After the pre-hearing meetings (or after the parties decline the pre-hearing meetings), the Title IX Coordinator will submit the grievance and the respondent's response, if any, to a Grievance Committee. The Grievance Committee will consist of three (3) College-Institute faculty members or administrators randomly chosen from a defined pool. If either party is a faculty member or administrator, no faculty member or administrator from that party's same department will be chosen to be on the Grievance Committee. Each of the faculty members in the defined pool receives annual training on issues related to sexual harassment, sexual assault, domestic violence, dating violence, and stalking and on the College-Institute's grievance and adjudication process. The grievant and the respondent will be promptly notified of the Grievance Committee's composition.

If either party believes that a member of the Grievance Committee has a conflict of interest or bias, that party shall identify his or her reasons for that belief in writing and submit that to the Title IX Coordinator within three (3) business days of notification of the Grievance Committee's composition. If the Title IX Coordinator determines that a member(s) of the Grievance Committee has a conflict of interest or bias, that member(s) of the Grievance Committee will be replaced by a different faculty member(s) from the defined pool. That process will continue with the newly identified member(s) until the Grievance Committee is finalized.

**Step 4:** After the Grievance Committee is finalized, the Title IX Coordinator will notify the grievant and the respondent of the date, time, and location of the grievance hearing. The parties will receive at least seven (7) days' notice of the hearing. Prior to the Grievance Committee hearing, the Grievance Committee will be provided a copy of any investigatory report.

Both the grievant and the respondent are permitted to present relevant witnesses and evidence at the hearing. Each party must identify in writing to the Title IX Coordinator the witnesses and/or evidence he or she intends to present at the hearing no later than three (3) days prior to the hearing. The Title IX Coordinator will promptly provide each party with the other party's list of identified witnesses and evidence.

**Step 5:** Grievance hearings are closed to the general public and must be live. The investigators shall be present at the Grievance Committee Hearing. Both the grievant and the respondent are permitted to have an advisor present. Opening statements are permitted. Each party's advisor must be permitted to ask the other party and any

witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination must be conducted directly, orally and in real time by the party's advisor and not by the party personally. At the request of either party, the College-Institute will provide for the live hearing to occur with the parties located in separate rooms assisted by technology that allows the Committee and the parties to see and hear simultaneously the person answering questions. If a party does not have an advisor present at the live hearing, the College-Institute must provide, without fee to the party, an advisor to conduct cross-examination on the party's behalf. The Committee has the authority to exclude irrelevant questions. Closing statements are permitted. An audio or audiovisual recording or transcript will be made and will be available to the parties for inspection and review.

**Step 6:** Within seven (7) days of the conclusion of the grievance hearing, the Grievance Committee will issue a written decision. The Grievance Committee will use a preponderance of the evidence (i.e., "more likely than not") standard to determine whether or not an alleged violation occurred. The written decision will include the identification of the alleged prohibited conduct, a description of the procedural steps followed, findings of fact supporting the decision, conclusions regarding the application of the College-Institute's policies to the facts, a rationale for the result as to each allegation, including a determination regarding responsibility, any discipline imposed, whether remedies designed to restore or preserve equal access to the College-Institute's programs or activities will be provided and the procedures for appeal. If the Grievance Committee is not unanimous in its findings or recommended discipline, its written decision shall record that fact.

The Title IX Coordinator will promptly provide simultaneous written notice to both the grievant and the respondent of the Grievance Committee's decision. The Title IX Coordinator will also notify the parties of their right to appeal the decision and, if applicable, the sanctions or disciplinary measures to be imposed.

**Step 7:** After the Title IX Coordinator notifies the parties of the Grievance Committee's decision, either party will have seven (7) days to submit a written appeal of the Grievance Committee's decision to the Dean of the pertinent campus. The possible bases for appeal include: (1) a procedural error that has impacted the outcome of the hearing; (2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; (3) where a sanction is substantially disproportionate to the Grievance Committee's findings; or (4) where the Title IX Coordinator, investigator(s) or Committee members had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

If either party chooses to appeal, the other party will have seven (7) days to submit a written opposition to the appeal to the Dean of the pertinent campus. Upon receipt of the written opposition or the passing of the timeframe allowed to submit a written opposition, the Dean will promptly issue a written decision affirming the Grievance Committee's decision; reversing the Grievance Committee's decision; or remanding the grievance back to the Grievance Committee to consider additional evidence or remedy a procedural error. If the Dean remands the Grievance Committee's decision, the Dean may order that a new Grievance Committee hear the matter. The Dean's decision will be issued in writing to both parties. Each party will be given a reasonable opportunity to submit a written statement in support of, or challenging, the outcome.

A decision regarding responsibility will be considered final if no party submits a timely appeal of a Grievance Committee's decision or if the Dean affirms or reverses the Grievance Committee's decision. Any sanctions or discipline imposed will be stayed until the resolution of the appeal process.

All of the time frames above may be extended by a showing of good cause. However, the commitment to concluding any investigation and Grievance Committee proceeding within 60 days must be viewed as extremely important. Any request for an extension of time must be submitted to the Title IX Coordinator. All parties involved will be promptly notified if a time extension has been granted.

A student is not required to file a grievance with the College-Institute and, if applicable, may file a complaint with federal or state agencies such as:

- The U.S. Department of Education's Office for Civil Rights ("OCR")
  - Chicago Office (for Cincinnati campus): (312) 886-8434
  - San Francisco Office (for Los Angeles campus): (415) 556-4275
  - New York City Office (for NY campus): (212) 637-6466

- The Ohio Civil Rights Commission (“OCRC”), Cincinnati Regional Office: (513) 852-3344
- The State of California Department of Fair Employment and Housing (“DEFE”): (800) 884-1684 (tollfree for complaints and information)
- The New York City Equal Employment Practices Commission: (212) 240-7902
- The New York State Human Rights Commission on Discrimination Complaints: (212) 306-7450

In the event that the College-Institute finds that any student has been a victim of Prohibited Conduct, the College-Institute will take immediate measures to remediate and/or correct the conduct or circumstances. Any individual who is subjected to such conduct will be notified of the College-Institute’s measures to remediate and/or correct such conduct.

The College-Institute prohibits retaliation against anyone who files a grievance or otherwise complains under this section. This prohibition of retaliation similarly extends to anyone who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing relating to a grievance or complaint under this section. Nothing in this provision prevents corrective action with respect to complaints made with knowing falsity and malice.

All documents, witness statements, evidence, and written submissions associated with a grievance under this section will be confidentially maintained, to the extent permitted by law, in the student’s disciplinary record. Any request by a student to review the documents, witness statements, evidence, and written submissions associated with his or her grievance under this policy should be submitted to the Title IX Coordinator.

The notifications required by this policy will not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. § 1232g), commonly known as the Family Education Rights and Privacy Act of 1974 (FERPA).

### **Transcript Notations (NY Campus Only)**

As per New York Education Law, Article 129-B, the College-Institute will include notations on the transcripts of students found responsible through the institution’s conduct process for conduct which also constitutes those crimes set forth in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII) of the Clery Act. Such transcript notations will state “suspended after the finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation,” as applicable. Should the student withdraw from the College-Institute while the investigation of the complaint is pending, his or her transcript must note “withdrew with conduct charges pending.” Should a student wish to appeal such a transcript notation, they may do so by writing to the Provost within ten (10) days of the outcome of a hearing. The Provost’s decision may be appealed to the College-Institute’s President within ten (10) days of the Provost’s decision.

### **Drug Free School/Workplace Policy**

The College-Institute is committed to maintaining a drug-free environment in accordance with the requirements of the federal Drug-Free Workplace Act and the amended Drug-Free Schools and Communities legislation. The unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by all students and employees on College-Institute property or at any College-Institute-sponsored activity, function, or event are strictly prohibited irrespective of whether such activities occur before, during, or after the College-Institute’s regular business hours. This standard also applies to College-Institute-sponsored social activities and professional meetings attended by employees or students. The College-Institute, however, does recognize that the conditions of alcohol and drug dependency may be considered disabilities under state or federal law. It is the policy of the College-Institute not to discriminate on the basis of such recognized disabilities.

### **Credit Card Policy (New York Campus)**

In compliance with the legal requirements of New York State Education Law §6437, Hebrew Union College- Jewish Institute of Religion (HUC-JIR) prohibits the marketing of credit cards to students. HUC-JIR does not offer an official credit card to its students, and all external efforts to market and promote credit cards on campus to HUC-JIR students are prohibited by the Director of Operations in consultation with the campus Dean. Additionally, the Director of Financial Aid, a certified personal financial manager, provides a “Money Management Program” to students once a year.

### **Immunization**

For those students participating in the Year-in-Israel Program, all health documents (reports of immunizations, medical conditions, vaccinations, etc.) must be submitted to the HUC-JIR Office of Admission prior to departure for Jerusalem.

For students enrolled in New York City, please be aware that the New York State Public Health law 2165 requires that all on-campus 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 semester are required to complete and return a Meningococcal Meningitis Vaccination Response Form which will be collected during the admission process.

In the event of an outbreak of measles, mumps, or rubella, the New York State Public Health Commissioner may order the appropriate officials of the College-Institute to exclude from attendance all students without documentation of immunity as specified in section 66-2.2 (b.) or (c.) and those who have been excused from immunization under section 66-2.2 (d.) or (e.) The exclusion shall continue until the Commissioner determines that the danger of transmission has passed or until the documentation specified in section 66-2.2 (b.) or (c.) has been submitted.

## **Political Campaigning**

As an institution of higher learning, HUC-JIR is committed to academic freedom, supports free expression of political views by members of its community, and promotes open dialogue about important issues in society. The College-Institute encourages its students, faculty, and staff to exercise their rights of citizenship, including participation in the political life of their communities, the state and the nation, and to educate and involve themselves in world affairs.

As a non-profit organization, the College-Institute must nonetheless abide by federal tax law prohibitions with the provisions governing its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and ensure that activities engaged in by HUC-JIR and members of the College-Institute community, do not call into question the college's non-partisan, educational status. Federal statute stipulates that non-profit, tax-exempt institutions of higher education are prohibited from participating in, or intervening in, any political campaign on behalf of any candidate for public office.

This policy therefore contains guidelines governing the use of HUC-JIR affiliation and resources for political activities, the use of its facilities, services, and personnel to promote, finance or support individuals, groups or organizations campaigning for public office. Nothing in this Policy is intended to limit the rights of students, faculty, or staff to express personal opinions or to engage in political activity in their individual capacities and as private citizens.

1. The following guidelines and restrictions apply to campus involvement in political campaigns.
  - Every member of the HUC-JIR community has a right to participate or not, as he or she sees fit, in the electoral process. As an individual you are free to endorse, support, or oppose candidates. However, students, faculty and staff of the College should be careful to qualify that the opinions expressed are their own and do not represent the official position of HUC-JIR.
  - No member of the College-Institute community should speak for or act in the name of the College in a political campaign or other partisan electoral activity.
  - Use of the college's name, letterhead, or logo for partisan electoral purposes such as the solicitation of funds or other contributions in support of a political party or candidate or the endorsement of candidates for public office is prohibited.
  - No member of the College-Institute community should make statements that favor or oppose candidates or political parties at any College-Institute event or in any College-Institute official publication (including the website or social media platform), with the exception of an authorized student-run publication. Any student-run publications that feature editorials must state that the views reflected are those of the student editors and not the College-Institute.
  - Social media sites (e.g. Facebook, Twitter, Instagram, YouTube, etc.) that are created and/or maintained by, or for, the College-Institute or affiliated groups, must avoid anything that might be considered as political campaigning. Social media accounts that are strictly personal – in your personal name and maintained by you from your home computer or personal laptop – may be used to express your personal political belief and may be used to engage in political campaigning.
  - Voter education drives conducted in a biased manner that favor or oppose candidates or specific political parties are not permissible.
  - Making telephone calls to the public advocating for a candidate or political party – in the name of the

College-Institute – is not permissible.

- College-Institute-paid political advertisements (newspapers, radio, television, websites, mailings) are not permissible.
2. Every effort should be made to ensure that appearances of candidates for public office or their political representatives at college sponsored events have a substantive purpose and appear in their non-candidate capacity, and that such visits not be conducted solely as campaign rallies or events.
- Candidates for office, including elected officials seeking reelection, who approach HUC-JIR administration seeking opportunities to appear on campus and address the College-Institute community should accordingly be referred to the appropriate HUC/JIR administrator (Dean/Department Head).
  - If a faculty member, administrative and/or academic department, or the college itself chooses to invite an individual candidate to speak, every attempt should be made to provide opposing candidates the same opportunity. Members of the HUC-JIR community may not use college-institute facilities, services, and college-sponsored events for campaign or party fund-raising activities.
  - HUC-JIR facilities, services, and college-sponsored events may not be used by outside organizations or outside individuals whose purpose is to further the cause of a candidate or political party.
  - The College-Institute's IT resources may not be used to support or oppose a candidate's campaign. Individuals cannot use official College-Institute hosted websites to express their views on a candidate unless that expression meets the "educational activities" test as defined as permissible under Section 501(c)(3) of the Internal Revenue Code. Employees and students are allowed to link a College-Institute's website to official candidate websites provided that links to all qualified candidates are equally accessible and the links are provided as a means of voter education and not advocacy.
3. The following restricts use of HUC-JIR resources for partisan electoral purposes.
- Use of the campus mail service (other than U.S. mail), college mailing lists, college provided office supplies, computers, email system, telephones, facsimile machines, or copiers, for soliciting votes or campaign fund raising is prohibited.
  - Campaign workers, including students, faculty, and staff, are not permitted to engage in person-to-person solicitation of funds through the campus mail service or College-Institute email system.
  - No display or distribution of political campaign materials, such as posters, notices, handbills, and banners intended to promote one candidate or party over another, or influence people how to vote are permitted.
  - Candidates, political parties, PACs, or any other group working in a partisan political manner may be permitted to use the College-Institute's facilities, including classrooms, meeting rooms, and other facilities only on the same terms and for the same rental fee as other candidates, non-political campaign groups, student organizations, and individuals. Rental fees and other relevant charges must be paid by the group in accordance with existing schedules. Preferential treatment is not permitted.
  - No campaign fundraising may take place on College-Institute property, except that which occurs in connection with rentals of College-Institute space as set forth above.
  - Campus organizations and departments may use campus mail to publicize political forums and discussions but may not use the mail service to endorse, raise money for or otherwise promote a candidate for public office or a political person, organization or lobby. Organized voter registration activities, voter education programs, and "get out the vote" drives are exempt from the provisions outlined above, provided no attempt is made to influence how people should vote, advance or oppose individual candidates for office or a political party or to promote a position on a public referendum or issue up for vote.

## **Possession of Weapons Policy**

The College-Institute is committed to providing a workplace and educational environment that promotes the health, safety and productivity of its employees, temporary workers, independent contractors, students, and visitors. The College-Institute will not tolerate the possession of weapons in the workplace or on its property.

It is a violation of this policy to possess, transfer, sell, use, or threaten to use an unauthorized weapon or dangerous instrument as defined below (even if licensed to carry a weapon) while at the workplace or on its property.

However, where federal, state, or local laws impose different or additional requirements, the College-Institute will abide by governing law. (See below).

## **Definitions**

1. Workplace includes but is not limited to the College-Institute facilities, parking lots, the College-Institute sponsored events, vehicles on the College-Institute property or used within the scope of employment.
2. A weapon is defined as but not limited to:
  - Firearm (including BB gun, whether loaded or unloaded)
  - Knife (switchblade, hunting knife, etc.)
  - Baton or nightstick
  - Any other martial arts weapons
  - Electronic defense weapons

If you have a question about whether an item is covered by this policy, please see your supervisor or National Office of Human Resources. You will be responsible for making sure beforehand that any potentially covered item you possess is not prohibited by this policy.

## **Scope**

This policy applies to everyone, even those who have a permit to carry a weapon. The only exceptions to this policy are law enforcement officers on official business, security guards engaged by the College-Institute, or other personnel specifically authorized by the President.

## **Corrective Action**

Any employee who, after appropriate investigation, is found to have violated this policy or whose conduct or presence poses a risk to the workplace will be subject to disciplinary action, up to and including termination. Employees who fail to report instances of workplace weapon possession may be subject to disciplinary action up to and including termination. The College-Institute will also take prompt action to address violence or threats of violence, including possession of weapons, by a vendor or visitor.

Upon reasonable grounds for suspicion that a search is necessary for workplace safety, we reserve the right to search employees' personal property, including vehicles, on College-Institute sites.

## **Exceptions in California and Ohio**

California: A search will only be conducted upon reasonable suspicion and written consent.

Ohio: Those who have a valid concealed handgun license (CCW) may possess firearms in their privately- owned motor vehicles in HUC-owned parking lots only if the vehicle is parked in a permitted location and the license holder is in the vehicle with the firearm and any ammunition, or, if the license holder is absent from the vehicle, the firearm and any ammunition must be locked in the trunk, glove box or other closed compartment in or on the vehicle.