

## **Student Readiness to Study at Hebrew Union College: Descriptions of Certain Essential Requirements and Expectations**

Student success at HUC is dependent on mastering certain essential academic requirements and personal skills. The following is intended to help new and returning students plan for their studies, engage with faculty, and inform their families, mentors, advisors, or other personal support about the demands and expectations the student is undertaking.

### ***Academic Requirements and Expectations:***

- *Professional Bearing and Readiness:* Students must practice self-reflection and demonstrate appropriate situational awareness ("comportment") based on understanding the HUC environment and of the institutional and program expectations and roles both in-person and virtual campus spaces, especially at fieldwork or employment locations.
- *Executive function:* Students must manage their time, and adhere to schedules for attending class, complete course requirements, manage multiple tasks and deadlines, and participate in activities and fieldwork at an appropriate level as determined by the instructor, supervisor, or program director.
- *Responsive communications:* Students are expected to communicate with faculty promptly if problems arise and to respond within 48 hours to faculty and administrative inquiries. Timely communication is foundational to students' success in meeting course requirements. Failure to communicate does not modify deadlines or other course requirements.
- *Attendance:* Students are expected to attend courses for which they are registered, be present, mentally alert, and actively participate during class meetings. Students anticipating significant absence from a course must discuss the pending absence in advance with the instructor and program director. A student maintaining an unapproved extended absence from classes without contacting the instructor or program director may be withdrawn from the College-Institute.
- *Taking responsibility:* HUC is a selective institution with rigorous courses. Students are expected to work on their own outside of formal class meetings, with an understanding that the time commitment required for mastery of the material and completion of reading and assignments is significant.
- *Meeting deadlines:* Students are expected to complete all course requirements and to submit all graded work by the due date designated by the course instructor.
- *Extensions and Incompletes:* Under normal circumstances, short extensions of time during a term are at the discretion of the instructor. Extensions are not given beyond the faculty deadline for submitting grades, even in cases where students might have multiple assignments or examinations during a short period of time.

A grade of *Incomplete* can only be assigned at the end of a term for cases in which, due to some cause beyond the student's reasonable control, the work of the course has not been completed, or the final examination or coursework has been deferred. The *Incomplete* grade is **not** intended to be used in cases where the student has neglected the course work or otherwise struggled throughout much of the term, or to give additional time for work that must be accomplished by all other students under normal circumstances.

- *Maintaining progress:* All students at HUC are expected to make steady progress toward completing their degree requirements. Their progress is judged by the quality of their academic work as measured by HUC's Standards of Academic Progress or by their grade-point averages. Failure to maintain progress according to those standards will result in academic probation or in the student being suspended from the College-Institute.

*Note: Hebrew Union College applies its admissions and readmission policies and associated procedures in a nondiscriminatory manner to make each determination based on an individualized assessment of that student's situation and on what is in the best interests of the student, the campus community, and the College.*