

ACADEMIC POLICIES AND PROCEDURES

Hebrew Union College – Jewish Institute of Religion

Los Angeles Campus

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DEFINITIONS USED IN THIS HANDBOOK

1. Term – a designated period of study time within an academic year such as a semester, quadmester, pre-quad, or summer session.
2. Course – a numbered and identified, clearly defined area of study taught by an instructor and studied within the parameters of an academic term, earning a designated number of units of credit.
3. Independent Study – a course with a variable number of credit units which is designed by a student and instructor for program of individualized study by the student in a specific area of scholarship.
4. SAP – Satisfactory Academic Progress. In order to sustain and renew financial aid, students must maintain the academic standards and successful completion of the requirements toward the degree for which they are studying.
5. Full Time Student – A student carrying a minimum of 9 units of coursework per semester or equivalent (two quadmesters).
6. Part Time Student – A student carrying fewer than 9 units of coursework per semester or the equivalent (two quadmesters).
7. Credit or Unit or Credit Unit – the unit of measurement by which HUC-JIR LA School assigns value to its course work for academic credit. Units are also used to ascertain tuition amounts. One credit is granted for 15 hours of instructional contact.
8. Quadmester – 7 week term, 50% of a semester.
9. Intensive – 1.5 unit course of 20 clock hours taught within a 4-day period.
10. Pre-Quad – a term occurring before a quadmester on the academic calendar.
11. HUC-only Student – a student not simultaneously attending USC.

SUMMARY OF ACADEMIC POLICIES AND PROCEDURES FOR THE LOS ANGELES CAMPUS

- In quadmester courses which are only one quad in duration, as well as in the SJCS summer session, students may not add a course after the first week of classes. Students may drop a course up to the second week of the term without penalty. In quadmester courses which are only one quad long, as well as in the SJCS summer session, withdrawing from a course between weeks two and four will incur a grade of “W.”
- In intensive courses, students may not add the course after the first day of the course.
- Students may only qualify for incompletes at the end of quads 2 and 4 each year or the SJCS summer session. No Incompletes may be granted for Intensive courses. No student may carry an Incomplete (I) or Failure (F) from the fall semester into the final semester prior to his/her ordination/graduation, except under extraordinary circumstances.
- The initial purpose of the student tenure review is to assist the student in succeeding at the College-Institute. If a student receives two “LP’s” or fails one (1) course in a semester, he/she shall meet with the program director who will suggest help and support for the student. **This shall apply in the quadmester system as follows: a student receiving three (3) LP’s over two (2) quadmesters or one (1) F over two (2) quadmesters shall meet with the program director who, together with the Dean will suggest help and support for the student.**
- All students are expected to be in attendance at the first and last class of each quadmester or SJCS summer session. If a class meets twice a week during a quadmester, students are permitted two absences. If a class meets once a week during a quad, the student is permitted one absence. In the case of extenuating circumstances (illness, family emergencies, etc.), exceptions will be made. In that case, the instructor or the registrar must be notified about any absence in advance of the class in question. Class attendance is considered in grading all courses. In the case of fall and spring semester courses, if a class meets twice a week the student is permitted four (4) absences. In the case of a once-a-week course, two absences are permitted. 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.
- At the conclusion of each semester a record of grades will be provided. All courses are graded “P,” “LP,” or “F.” “P” indicates passing work of excellent or good quality, “LP” indicates barely passing, and “F,” failing. Students may choose to have letter grades awarded; this decision must be made and communicated to the National Registrar at the beginning of a student’s first semester at HUC; once made, the decision is irrevocable. Part-time students will be assigned P/LP/F unless letter grade petitions are filed. **In the quadmester system, grading will take place as follows: In one-quadmester courses, grading will take place at the end of the quadmester.** In two-quadmester courses that are continuous and taught by the same instructor, grading will take place at the end of the second

quadmester. The grade posted at the end of the second quadmeser is also posted as the first quadmester grade on the student's transcript.

- All HUC students enrolled in six (6) units or more at the College are required to pay a health fee. The health fee provides students access to all services offered by the USC Student Health Center adjacent to the HUC campus. *HUC students who are not also USC students are billed for the health fee by the business office.* In addition, all full-time HUC students are required to present proof of a supplementary health insurance that will cover them for services or additional treatment not provided by the USC student health center.
- USC also offers a dental insurance plan; students are not required but are encouraged to sign up for the dental plan.

CURRENT ACADEMIC POLICIES AND PROCEDURES

A. ADVANCED STANDING

- i. Credits from accredited academic institutions may be recognized. 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.
- ii. For learning achieved in non-accredited institutions, advanced standing is 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.
- iii. No more than 25% of course requirements can be fulfilled by outside study.

B. ADDING AND DROPPING COURSES

- i. Students may add or drop courses without penalty until the end of the second week of the semester by filling out and submitting to the Registrar's office the Add/Drop form on the Registrar's web page.
- ii. Students may withdraw from a regularly scheduled course up to and including week seven of the semester and receive a grade of "W" by filling out and submitting to the Registrar's office the Add/Drop form on the Registrar's web page.
- iii. The decision to withdraw from a course will be done in consultation with the program director.
- iv. In quadmester courses which are only one quad in duration or in SJCS summer session, students may not add a course after the first week of the term. Students may drop a course up to the second week of the term without penalty. Withdrawing from a course between weeks two and four will incur a grade of "W."
- v. If a student does not officially withdraw from a course by the stated deadlines, he or she will receive a grade for the course and that grade will appear on the transcript.
- vi. In intensive courses, students may not add the course after the first day.

C. INCOMPLETES

- i. If a student fails to complete course work by the grading deadline, the professor may enter "I" (incomplete) on the grade sheet.
- ii. Students have until the end of the following semester to complete work for a course in which they received the "I" grade. When the work is completed the "I" will be replaced on the student's record with the earned grade.
- iii. If a student fails to complete work by the end of the following semester, the "I" reverts to an "F."
- iv. No Incompletes will be granted for intensive courses of 1.5 units. Students must complete the required assessment within the time frame stipulated by the instructor at the outset of the intensive course.

D. REDUCED ACADEMIC LOAD

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

E. INDEPENDENT STUDY COURSES

- i. Students shall generally be allowed to take one (1) independent study course per semester or a course of two sequential quadesters with the permission of a faculty member to be credited as an elective, up to a total of four (4) such courses. An independent study is a course not regularly offered but developed specially by a student and faculty person.
- ii. Exemptions may be made on a case-by-case basis for advanced students.
- iii. Two Independent Study forms must be submitted by the student and the faculty member to the program director for his/her approval. The detailed Independent Study Proposal form is available on the LA Rabbinic Program Sakai site. The Independent Study registration form is available on the Registrar's page on the HUC website.

F. STUDENT TENURE REVIEW

- i. Academic Tenure
 - a. The initial purpose of the student tenure review is to assist the student in succeeding at the College-Institute. If a student receives two "LP's" or fails one course in a semester, he/she shall meet with the program director who will suggest help and support for the student. This shall apply in the quadester system as follows: a student receiving three LP's over two quadesters or one F over two quadesters shall meet with the program director who will suggest help and support for the student.
 - b. If the student fails two courses in two consecutive semesters, he/she will meet with the Student Tenure Committee. As part of the evaluation process, the Committee can suggest a range of ways to proceed, which may include, but not be limited to, dropping the student or asking the student to take a reduced academic load.
 - c. If a student fails three 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.
 - d. The director of each program (or if it is the Dean, then the Dean's designate) is responsible for implementing the rules governing student tenure.

- The program director will notify the student in writing that either he/she must meet with the Student Tenure Committee or that he/she is being dropped from the academic roll. In the event he/she is being dropped from the academic roll, the student will be notified in writing that he/she has the right to appeal to the Student Tenure Committee for reinstatement. The student will be given a copy of that section of the Student Handbook that prescribes the procedures in these cases.
- The program director will give the student three weeks written notice of the time and place of the meeting and the student will have an opportunity to submit pertinent information to the Committee at the meeting.
- The composition of the Student Tenure Committee is to be determined by the program director, but must include at least one student from the appropriate professional school and between two and four additional faculty members. The Dean may not serve on the Student Tenure Committee since he/she is part of the Appeals process. If the program director chooses not to chair the committee, he/she may designate a member of the Committee to serve as chair.
- The Student Tenure Committee shall reach its decision for the suggested course of action by secret ballot and a 2/3 majority vote. The Committee may consider the following options (or any other options that the Committee may deem appropriate):
 1. Dismissal of the charge(s);
 2. To further investigate the matter and delay a decision;
 3. Probation: The conditions of probation will be determined by the nature of the charges and the findings of the Committee. The appropriate course of action that the student must follow is determined by the nature of the charge(s). The Committee may decide that the student can continue in his/her program while satisfying the probationary conditions or that the student may not continue in his/her program until all conditions of probation have been satisfied. The Committee shall determine the timeframe for probation;
 4. Termination of student tenure.
- The program director will communicate the decision of the Student Tenure Committee in writing to the student and the Dean no later than one week after the decision has been reached.
- The student may appeal the decision of the Student Tenure Committee to the Dean in writing no later than two weeks after the decision has been rendered. The Dean has one week to respond to the student. The student may appeal the Dean's decision to the Vice President for Academic Affairs in writing no later than one week after the Dean's decision has been rendered. The Vice President for Academic Affairs has one week to respond to the student. The student may appeal the decision of the Vice President for Academic Affairs to the President in writing no later than one week after the decision of the Vice President for Academic Affairs has been rendered. The President has one week to respond to the student. All communications with the student will be copied to the committee chair.
- The chair of the Student Tenure Committee will monitor the appeal process and

will inform the student in writing of decisions reached. The chair of the Student Tenure Committee will communicate the final decision to the Registrar within five days of the decision being rendered.

- Copies of the communications with the student, and a confidential record of the meeting(s) of the Student Tenure Committee (other than the deliberations of executive session, for which no written record will be made) shall be kept in the Dean's office. The student may request copies of the confidential records; such a request must be in writing to the Dean.

ii. Nonacademic Tenure

- a. A student's tenure may be terminated if it is determined that he/she engaged in inappropriate behavior that renders him/her unsuitable for his/her chosen profession, including but not limited to behavior that is unethical, illegal, or otherwise inconsistent with the codified standards of the individual professional organization of the field for which the student is preparing himself/herself.
- b. Charges of a student's alleged inappropriate behavior are to be brought to the program director (or the Dean's designate). The program director (or Dean's designate) will investigate the charges further, and consult with appropriate faculty, student representatives and any outside consultants deemed necessary to determine whether the matter is to be brought to the attention of a Student Tenure Committee.
- c. If it is determined that the matter should be brought before a Student Tenure Committee, then the student will be notified in writing of the charges that have been made and the findings that pertain to those charges, and will be given a copy of that section of the Student Handbook that prescribes the procedures to be followed by the Student Tenure Committee.
- d. At least three weeks prior to the meeting of the Student Tenure Committee the program director will give the student written notice of the time and place of the meeting, and written notification that the student will be present at the meeting, except at those times when the Student Tenure Committee enters into executive session.
- e. The composition of the Student Tenure Committee is to be determined by the program director, but must include at least one student from the appropriate professional program, between two and four additional faculty members, and may include professionals from the field for which the student is preparing. The Dean may not serve on the Student Tenure Committee since he/she is part of the Appeals process. If the program director chooses not to chair the committee, he/she may designate a member of the Committee to serve as chair.
- f. At the meeting of the Student Tenure Committee, the program director will present information pertaining to the charge(s) of inappropriate behavior. The student may present pertinent information to the Committee, or may ask others to present

- information on his/her behalf. When all of the information has been presented, the program director, the members of the Committee and the student will raise any questions they may have. When all the questions have been addressed, the members of the Student Tenure Committee will enter into executive session.
- g. The Student Tenure Committee will deliberate in executive session, and will determine its decision by secret ballot and by 2/3 majority vote. Any decision reached will be communicated to the student, the program director and the Dean within one week. The Committee may consider the following options (or any other options that the Committee may deem appropriate):
- Dismissal of the charge(s);
 - To further investigate the matter and delay a decision;
 - Probation: The conditions of probation will be determined by the nature of the charges and the findings of the Committee. The appropriate course of action that the student must follow is determined by the nature of the charge(s). The Committee may decide that the student can continue in his/her program while satisfying the probationary conditions or that the student may not continue in his/her program until all conditions of probation have been satisfied. The Committee shall determine the timeframe for probation;
 - Termination of student tenure.
- h. The student may appeal the decision of the Student Tenure Committee to the Dean in writing no later than two weeks after the decision has been rendered. The Dean has one week to respond to the student. The student may appeal the Dean's decision to the Vice President for Academic Affairs in writing no later than one week after the Dean's decision has been rendered. The Vice President for Academic Affairs has one week to respond to the student. The student may appeal the decision of the Vice President for Academic Affairs to the President in writing no later than one week after the decision of the Vice President for Academic Affairs has been rendered. The President has one week to respond to the student. All communications with the student will be copied to the committee chair.
- i. The chair of the Student Tenure Committee will monitor the appeal process and will inform the student in writing of decisions reached. The chair of the Student Tenure Committee will communicate the final decision to the Registrar within five days of the decision being rendered.
- j. Copies of the communications with the student, and a confidential record of the meeting(s) of the Student Tenure Committee (other than the deliberations of executive session, for which no written record will be made) shall be kept in the Dean's office. The student may request copies of the confidential records; such a request must be in writing to the Dean.

G. REGISTRATION

- i. Students must complete registration by the end of the registration period as set by the Registrar prior to each term.
- ii. In instances in which a student wishes to deviate from the normal course of study, approval to do so must be obtained from the Director of the program in advance of registration.
- iii. Students may audit elective courses by completing an audit form from the Registrar's page of the HUC website. This form must be submitted to the Registrar prior to the end of the first week of the term.
- iv. 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.

H. COURSE REQUIREMENTS

At the beginning of each course, the Instructor will outline the minimum requirements for a passing grade and the calendar dates by which requirements (e.g. papers and examinations) must be fulfilled. These requirements should be clearly stated in the course syllabus.

HUC-JIR students are expected to maintain the highest standard of integrity with respect to their academic work. Plagiarism, the appropriation of unattributed ideas or verbatim copying, is entirely at odds with the core principals of Jewish tradition and academic rigor. Students are expected to be familiar with the proper rules of citation (see the [MLA Handbook](#), or similar works). Students must ensure that they understand their instructors' expectations, and avoid utilizing completed work, notes, drafts or homework of other students when it is inappropriate.

Work completed for one course may not serve to fulfill obligations of another course, unless explicitly permitted in writing by the two professors involved. When in doubt, the student should ask the professors involved about the appropriate actions to take. Disciplinary action may be taken by faculty members or the Student Tenure Committee where necessary.

I. ADVANCED STANDING AND EXEMPTIONS

- i. Exemption from the First- Year-In-Israel program may, upon application, be granted anyone admitted to the Rabbinic or Education program of the College-Institute. Applicants must demonstrate that they are able to pass the exemption examination for the year in Israel program.

- ii. A student may be exempt from certain required courses due to prior preparation. To receive such advanced standing, the student should submit a petition to the Director of the program 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.

Such evaluation normally would include an examination of the student's transcript(s), prior course syllabi, and written work. A written or oral examination may be required as well. The Director will then approve or deny the petition and notify the student and the Registrar accordingly.

J. ATTENDANCE

- i. All students are expected to be in attendance at the first and last class of each quadmester or SJCS summer session. If a class meets twice a week during a quadmester or SJCS summer session, students are permitted two absences. If a class meets once a week, the student is permitted one absence. In the case of extenuating circumstances (illness, family emergencies, etc.) exceptions will be made. In that case, the instructor must be notified about any absence in advance of the class in question. Class attendance is considered in grading all courses. In the case of semester courses, if a class meets twice a week the student is permitted four (4) absences. In the case of a once-a-week course, two absences are permitted.
- ii. Attendance is required at all announced examinations.
- iii. 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.
- iv. If a student is absent from an examination or submits a paper later than the scheduled due date, the student is subject to failure for the examination or paper in question.
- v. 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.
- vi. The Hebrew Union College-Jewish Institute of Religion supports students taking advantage of all opportunities for personal and professional growth and encourages attendance at programs that will enhance their future leadership potential in the Jewish community. During the course of the academic year, attendance at these programs may require a student to be absent from classes. It is expected that students will act responsibly in order to keep up with the assignments and classes that may be missed during their absence.

Please note the following guidelines regarding the attendance at external programming, which

may interfere with class attendance:

1. In order to attend an external program the student must:
 - a. Obtain the required form from the Director of Student Services that explains the event to be attended and acknowledges the student's understanding of the responsibilities related to their absence from class.
 - b. Fill out the form and give it to the student's school director who will sign off on it if the student is in good academic standing.
2. A student is allowed to attend one external program that conflicts with class time per semester.
3. Students are required to complete all course work and any relevant extra-curricular responsibilities in a timely fashion and have fellow students collect any materials that may have been distributed during the class that was missed.
4. In order to attend any external programming which will interfere with class attendance a student must be in good academic standing.

K. GRADING AND EVALUATIONS

- i. At the conclusion of each semester a record of grades will be provided. All courses are graded P, LP, or F. P indicates passing work of excellent or good quality, LP indicates barely passing, and F, failing. Students may choose to have letter grades awarded; this decision must be made and communicated to the National Registrar at the beginning of a student's first semester at HUC; once made, the decision is irrevocable. In the quadmester system, grading will take place as follows: In one-quadmester courses, grading will take place at the end of the quadmester. In two-quadmester courses that are continuous and taught by the same instructor, grading will take place at the end of the second quadmester.

The grading system for courses at the University of Southern California and classes in the Louchheim School of Judaic Studies is: A, B, C, D, and F. Undergraduate students in certain departments are permitted to take some courses under a pass/no pass option. For details and regulations identifying this option, consult the appropriate USC department.

- ii. Under the P/LP/F grading system, a G.P.A. will be calculated by assigning the following values: P = 4; LP = 2; F = 0. All students must maintain a grade point average of 3.1 or above. (See Section F, Student Tenure Review.)
- iii. The instructor shall specify in the course syllabus those aspects of the course that will be monitored for grading, such as examinations, papers, and class participation and attendance. The instructor will specify also the relative weight given each aspect to be monitored for grading, such specification to be included in the syllabus.

L. LEAVE OF ABSENCE AND WITHDRAWAL FROM HUC-JIR

- i. A student desiring to withdraw from all of his/her courses and take a leave of absence for any reason must complete the Application for Leave of Absence 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. If the student is receiving financial aid from HUC-JIR at the time he/she requests a leave of absence, he/she must have a financial aid exit interview.
- ii. A leave of absence is effective for one year. If the student wishes to extend his/her leave of absence, he/she must reapply. Students must inform their program director of their intention to return to the program no less than two months before resuming their studies.
- iii. A student desiring to withdraw from his/her academic studies at HUC-JIR must complete the Notice of Withdrawal form available on the National Registrar's webpage. This form must be signed by the student and the program director, and submitted to the National Registrar's Office.
- iv. If a student withdraws from his/her program and then wishes to resume studies, he/she must notify the Admissions Office. 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.

M. MAINTENANCE OF STUDENT FILES

(Please also see official policy statement relating to student records.)

i. Contents

The student's file contains material that usually falls into the following four categories:

1. All application materials except confidential letters of reference. These include: the application itself, transcripts, Graduate Record Examination scores, autobiographical statement, medical form, letter of acceptance and letter of acknowledgement.
2. Confidential letters of reference written in support of the student's application
3. Academic Progress
4. General correspondence

ii. Access

The student has access to all material in categories 1, 3, and 4, as specified above.

Administrative personnel (the Dean, the School Director and the Registrar) have access to material in all four categories. The student's advisor has access to the material in categories 1 and 3. A student may give written permission to any instructor authorizing access to categories 1, 3, and 4.

N. FINANCIAL INFORMATION

Payment of Fees

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

If a student receives scholarships or Stafford student loans, all outstanding tuition and fees will be deducted from the scholarships and loans as indicated on the student's billing statement. (Note: Health Insurance will only be deducted when there is written authorization from the students to apply the Title IV Funds and the form is signed and returned to the National Business Office before the loans are disbursed. Students are encouraged to complete the "Authorization to Apply Title IV Funds" form, which can be obtained from the National Business Office.)

All students are required to complete the payment of outstanding bills for the previous semester prior to registration. Registration blocks will be placed on student accounts by the National Business Office for unpaid balances.

With the permission of the Business Office, students may pay their fees in installments over the academic year with credit card authorization or electronic funds transfer forms on file. (Students are encouraged to contact the National Business Office for forms to set up recurring payments or to make payment arrangements by phone.)

If a student receives a scholarship, he/she is responsible for the payment of the fees not covered by the scholarship in accordance with the arrangements made with the Business Office.

It is the policy of the Klau Library that lost books must be replaced before a student is cleared for graduation/ordination. The student has the option of purchasing a copy of the lost book for the Library (same edition, good condition), or paying a cost replacement fee that reflects the actual cost of locating, purchasing and replacing the lost item (cost plus 25%).

Withdrawal / Tuition Refund Policy

Withdrawal: Withdrawal from individual courses or a complete withdrawal from all courses **must be initiated by the student in writing through the National Registrar's Office.** Actions which are not considered as official notification of withdrawal are: failure to attend class, giving notice to an instructor, stopping payment on a check used to pay fees, or verbal notice to any College-Institute office. **The effective date of a withdrawal to be used in determining refunds is the date that the Registrar's Office receives written**

notification of withdrawal from the student.

Tuition Refund Policy: All tuition and fees are refunded in accordance with the schedule below.

Withdrawal	Refund
During the first and second weeks of a term	full
During the third week of a term	50%
During the fourth week of a term	25%
After the fourth week of a term	none

Items not subject to refund include: application fees, registration fees, student activity fees, continuation fees, student health fees, medical insurance and ordination/investiture/graduation fees

Students will not receive any payments or refunds until all Title IV funds and other scholarships, as required, are reimbursed, and any outstanding balances with the College-Institute are paid.

Fiscal Considerations for Graduating Students

Every student scheduled to graduate at the end of a given academic year must pay the graduation fee and any other outstanding fees owed to the College no later than two weeks prior to the date of graduation. This requirement stands whether or not the student is present at graduation exercises. (Rabbinic students will pay the graduation fee prior to their ordination.)

A clearance form, obtainable from the National Registrar, is to be completed one month prior to Ordination and submitted to the National Registrar.

Financial Assistance

Full-time and part-time students who are taking 6 credits or more are eligible to apply for a grant-in-aid scholarship to cover up to 75% of their tuition (up to 100% scholarship if he/she is an international student).

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

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

The student must secure clearance of all fees and obligations from the appropriate offices

before certification for ordination can be made. Students must also complete a financial aid exit interview if they have borrowed any federal loans during their time at HUC-JIR.

A clearance form, obtainable from the Registrar, is to be completed one month prior to Ordination and submitted to the Registrar.

Federal Student Loan Programs

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

To be eligible for financial aid, HUC-JIR students must maintain the academic standards and degree progress required for their program of study as designed by the individual schools and as described in “Academic Tenure” of the Student Tenure Section of the New Academic Policies and Procedures.

Any students whose academic standing falls below that standard will be placed on financial aid warning during the following semester. If their academic standing is not raised to the standard by the end of that semester, financial aid will be terminated until the required academic standard is met.

A student on a leave-of-absence may be required to begin repayment of financial aid. For specific information, please see the Financial Aid Administrator.

O. REQUEST FOR OFFICIAL TRANSCRIPTS

Information about transcript requests is available on the Registrar’s page of the HUC website.

P. MEDICAL INSURANCE

- i. All HUC students enrolled in six (6) units or more at the College are required to pay a health fee. The health fee provides students access to all services offered by the USC Student Health Center adjacent to the HUC campus.

HUC-only students are billed for the health fee by the HUC business office.

- ii. In addition, all full-time HUC students are required to have a supplementary health insurance that will cover them for services or additional treatment not provided by the USC student health center.

- iii. USC also offers a dental insurance plan; students are not required but are encouraged to sign up for the dental plan.

ACADEMIC GRIEVANCE PROCEDURE

All faculty members and instructional staff have received the Faculty Handbook that clearly outlines good teaching practices.

Faculty 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 herein outlined. The goal of the academic grievance procedure is to effect reconciliation between the instructor and the student.

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. The latter is a serious act and should neither be undertaken lightly nor should the desire to have a grade reviewed and changed be the primary motivation.

If the student wants to contest a grade, the student should first meet with the instructor to voice a complaint and to receive an explanation and possible redress. If the student is not satisfied with the explanation, he or she may confer with the faculty member's School Director and ask for a review of the grade. The School Director will consult with the faculty member and review the material. If the decision of the School Director is not acceptable to the student, he or she may appeal to the Dean whose decision shall be final.

A student who feels that a faculty member has violated good teaching practices shall first discuss the matter directly with the faculty member, accompanied by his/her faculty advisor. If he or she feels that his or her grievance has not been properly adjudicated, he or she should request a conference with the School Director. If the intervention of the School 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.

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 and a student representative selected by the student association (Ha Keshet). The Committee shall consider and investigate the complaint and make its recommendations to the Dean within thirty (30) days after receiving the complaint.

A Faculty Grievance Committee will not review a complaint unless it is lodged within 10 weeks of the alleged violation. For students attending SJCS 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 between the student, instructor, School 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.

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.

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

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 School Director and Dean, with a copy sent to the student and to the instructor. The instructor will be expected to inform the School 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.

If the instructor complies with the recommendations, the student will be informed, in writing, by the School 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, Vice President for Academic Affairs, 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.

If the instructor does not accept the recommendations, he or she may appeal the decision of the Faculty Grievance Committee to the Vice President for Academic Affairs. Written notice of the desire for a review by the Vice President for Academic Affairs 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 Vice President for Academic Affairs. The Vice President for Academic Affairs will meet with the student and instructor, and review the case. The Vice President for Academic Affairs then will affirm, reject, or modify the recommendations of the Committee.

If the instructor does not accept the recommendations of the Vice President for Academic Affairs, 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.

POLICY ON DISABILITIES SERVICES

Revised September 11, 2008

Both ancient Jewish tradition and our modern sense of ethics demand that the educational life at Hebrew Union College - Jewish Institute of Religion serve the needs of qualified students who live with any disability which impacts the learning experience. The College - Institute and its Administration, Faculty and Staff are committed to providing appropriate accommodations to address specific, documented disabilities, to ensure that students have an optimal educational experience during their tenure, even as we maintain a commitment to high academic standards and excellence.

All students who are admitted to the Hebrew Union College - Jewish Institute of Religion must meet published standards for admissions and graduation. However, a disability should not prevent an otherwise qualified individual from pursuing admission to or continuing study at HUC-JIR.

On each of our four campuses, the Dean or his/her designate will be responsible for documentation, record keeping, planning and coordination of any accommodations required for students with disabilities which impact the learning experience. Disabled applicants and students who require an accommodation due to a disability should identify themselves during the application process or to their program director and advisor upon matriculation. If the diagnosis occurs while the student is enrolled, the student should notify his/her program director and advisor immediately upon learning of the need for an accommodation. In both cases, it is the student's responsibility to provide medical documentation outlining the disability and any needs with respect to accommodations. The program director and/or advisor will notify the Dean or his/her designate who will oversee the process for assisting the student, and coordinate the efforts of the Administration, Faculty and Staff to provide appropriate support during the student's tenure at the College-Institute.

Disability Defined

Although not directly applicable to this policy, the Americans with Disabilities (ADA) Act's definition of a disability is instructive. According to the ADA a disability is a physical or mental condition that substantially limits one or more major life activities, such as the ability to work, learn, see or walk. Using this definition, a learning disability is any condition that substantially limits a student's ability to learn.

The Rehabilitation Act of 1973

A federal law known as the Rehabilitation Act of 1973 prohibits institutions that receive federal funding from discriminating against qualified persons with disabilities and requires them to provide such individuals with reasonable accommodations. Specifically, Section 504 of the

Rehabilitation Act of 1973 states: *“No otherwise qualified handicapped individual in the United States...shall, solely by reasons of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*

Examples of conduct prohibited under Section 504, as it relates to postsecondary institutions, include:

- Limiting the number of otherwise qualified students with disabilities admitted;
- Making pre-admission inquiries as to whether an applicant is disabled;
- Excluding an otherwise qualified student with a disability from any course of study because of the student’s disability;
- Providing less financial assistance to students with disabilities than is provided to non-disabled students, or limiting eligibility for scholarships on basis of disability;
- Counseling students with disabilities who are otherwise deemed qualified into more restrictive career paths than are recommended to non-disabled students;
- Measuring student achievement using models that adversely discriminate against a student with a disability;
- Establishing rules and policies that have the effect of limiting participation of students with disabilities in educational programs or activities.

A “reasonable accommodation” means appropriate academic adjustments and reasonable modifications to policies and practices to allow for full participation of students with disabilities. The accommodation process typically begins once a student notifies a college of his/her documented disability and requests accommodations, but the process may also be triggered by circumstances or information received from other sources. Some examples of reasonable accommodations can be found below. Decisions as to what accommodations should be provided are individualized, and will be determined by the College-Institute based on interaction with the student and possibly others, such as health care professionals.

Examples of circumstances under which accommodations need not be provided include the following:

- The accommodation would result in a fundamental alteration of the program;
- The institution is being asked to address a personal need; or
- The accommodation would impose an undue financial or administrative burden.

Confidentiality

HUC-JIR and its Administration, Faculty and Staff adhere to stringent confidentiality policies regarding information concerning an individual’s disabilities. The College-Institute will not release any part of submitted documentation to third parties without the individual’s consent unless authorized or required by law. Our Administration, Faculty and Staff strictly adhere to the provisions set forth in the Family Education Rights to Privacy Act (FERPA).

Disabilities at HUC-JIR

Application

The College-Institute welcomes applications from prospective students who have been diagnosed with a disability. The College-Institute encourages applicants to share pertinent information regarding any diagnosed disability with the school, so that it can provide appropriate support.

Self-Identification during Student Tenure at the College-Institute

Students are responsible to inform their program director and advisor of any disability which impacts their ability to fully participate in HUC's programs and benefits.

Documentation

Students must provide documentation, acceptable to the College-Institute, to verify the existence of a disability. In cases involving asserted learning disabilities, standards established by the Educational Testing Service and other national bodies concerned with learning disabilities will usually apply and, documentation must generally meet four basic criteria to be considered valid:

1. A qualified professional must conduct the evaluation.

The name, title and professional credentials of the evaluator, including information about license or certification as well as the area of specialization, employment and state in which the individual practices must be stated in the documentation. Diagnosis by someone outside an appropriate field of expertise for that diagnosis is not acceptable. All reports must be on letterhead, legible, dated and signed.

2. Testing must be current, no more than five years old.

Because HUC-JIR is being asked to provide accommodations based on the current impact of an individual's disability on his/her academic performance, it is in the student's best interest to provide recent documentation. If older documentation exists, HUC-JIR may ask that the student be evaluated again, or consult a specialist for an update on the prior information, before providing accommodations.

3. Documentation necessary to substantiate a disability must be comprehensive.

A comprehensive assessment battery and the resulting diagnostic report must, to the extent applicable to the disability at issue, include four elements:

A. a diagnostic interview;

B. an assessment of aptitude (a complete intellectual assessment with all subtests and standard scores reported);

C. a measure of academic achievement (including current levels of academic functioning) in relevant areas such as reading [decoding and comprehension] and oral and written language; and,

D. a report on information processing, including discussion of specific areas such as short-

and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive functioning and motor ability.

Other assessment measures, such as classroom tests and informal assessment procedures and observations may also be helpful in determining performance across a variety of domains.

The documentation must include a specific diagnosis, based on actual standardized test scores and other diagnostic tools where appropriate. Each suggested accommodation should be supported by an appropriate rationale. If more information is necessary, HUC-JIR may seek clarification from the evaluator before making a final determination on the appropriateness of any accommodation.

4. The documentation must contain an interpretive summary.

The evaluator must include a diagnostic summary based on the comprehensive evaluative process, drawing conclusions from the assessment results, ruling out other possibilities for academic problems, indicating the substantial limitations to learning presented by the disability and an explanation of how specific suggested accommodations will mediate the effects of the disability. It may be helpful to have the program director and/or advisor consult directly with the evaluator for the most detailed and accurate information.

Accommodations

Individual students will work with the Dean or his/her designate, to develop reasonable accommodations based on the documentation submitted. Accommodations may include, but are not limited to:

- Reduced course loads and program extensions, with the potential for ongoing financial aid
- Assistance with planning work and study schedules
- Testing accommodations (extended time, oral exams, readers/writers, etc.)
- Specialized library assistance
- Assistance and support during the senior placement process
- Provision of financial assistance or student support for:
 - note-taker services and reader services
 - tutoring services
 - access to research aids, language study aids and language study support

All accommodations will be discussed and approved as part of a comprehensive plan that will be agreed upon in writing, and reviewed and updated as necessary during the course of the student's tenure.

Self Advocacy

An important goal for all our students is to become effective self-advocates. Students are expected to advocate for themselves with the support of the administration of the College-Institute. It is the student's responsibility to share appropriate information with Administration, Faculty and Staff. The program director and/or advisor will assist a student in advocacy, or advocate directly on behalf of a student, if the student desires assistance.

Staff and Faculty Training

HUC-JIR provides ongoing training for its Administration, Staff and Faculty on learning disabilities. Training will include guidance in definitions and documentation of disabilities, assistance with course construction and assessment methods, possible accommodations, suggestions for helping to advise and support students with disabilities and conferral with experts on individual issues. The Office of the Dean or its designate, along with the individual program directors, will serve as the clearinghouse for information on supporting students, and the coordinating office for training of staff and faculty.

More Information

For more information, please speak with the Office of the Dean or its designate, your program director, or your advisor.

QUESTIONS AND ANSWERS ACADEMIC POLICIES HUC-JIR LOS ANGELES CAMPUS

What is the grading policy at HUC-JIR?

All students are graded Pass/Fail or the grade “LP” unless they request letter grades; this choice must be made at the beginning of a student’s tenure at HUC and is irrevocable. The grade “LP” signifies that the student is performing at a minimal level of competency. In addition to the above grades, a student may receive a grade of “I” (Incomplete). When a G.P.A is computed, P=4, LP=2 and F=0. To maintain satisfactory student progress students must maintain a G.P.A of 3.1 or above. Therefore the accumulation of a number of “LP” grades in a semester (or two quadmesters) can put a student in academic jeopardy and has implications for financial aid. All students must maintain the academic standards and degree progress for their program of study to be eligible for financial aid.

What if I want to drop or add a course?

- In one quadmester and SJCS summer session courses students may not add a course after the first week.
- In two quadmester or semester courses students may add a course until the second week of the semester,
- In one quadmester and SJCS summer session courses students may drop a course without penalty up to the end of the second week of the quadmester. **In these courses students withdrawing from the course between weeks two and four will incur the grade of “W.”**
- In two quadmester or semester courses students may drop a course without penalty until the end of the second week of the semester. **Students may withdraw from a regularly scheduled course up to and including week seven of the semester (end of first quadmester of the course). They will receive the grade “W.”**
- All decisions about dropping and adding courses in the core curriculum of the rabbinical program and required courses in the education and communal service programs must be approved by the student’s program director.

What if I cannot finish the required assignments for a course by the end of quadmester/end of semester deadlines?

- If the work is not completed by the due date, the grade in the course becomes an “I” – an incomplete. Incompletes acquired in the Fall semester must be completed by the last day of classes of the Spring semester and incompletes acquired in the Spring semester must be completed by the first day of classes of the Fall semester or the “I” automatically becomes an “F.” **When the work required to fulfill the incomplete is graded, that grade will replace the “I” on the student’s transcript.**
- **Students may only qualify for incompletes at the end of quadmesters two and four**

each year.

- **No Incompletes are granted for Intensive courses.**

What does the student tenure process involve?

There are carefully worked out processes for cases involving student academic or non-academic tenure issues. You should read carefully Section G, Student Tenure Review, in this Academic Handbook.

Is there an attendance policy at HUC-LA?

Students are expected to attend the first and last class of each quadmester. If a class meets twice a week during the quadmester, students are permitted two absences. If the class meets once a week the students are permitted one absence. In the case of semester courses in a class that meets twice a week, the students are permitted four absences, and in a class that meets once a week students are permitted two absences. Exceptions are made for extenuating circumstances. **Class attendance is considered in grading in all courses.** In intensives, **NO** absences are permitted. If a student is forced by extenuating circumstances to miss more than one day, then no credit can be granted.