

**HEBREW UNION COLLEGE-  
JEWISH INSTITUTE OF RELIGION  
NEW YORK SCHOOL  
GRADUATE RABBINICAL PROGRAM  
STUDENT HANDBOOK**

**Revised September, 2003**

## **I. IDENTIFICATION CARD/SECURITY**

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

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

## **II. MEDICAL**

- A. All full-time students are required to have Hospitalization Insurance through the College-Institute's group plan, or are required to present proof of satisfactory equivalent coverage.
- B. Information regarding health insurance options is available from the Director of Operations (Room 405).
- C. Students who are already enrolled in the group and are planning to change their marital status and insurance contracts should contact the Director of Operations (Room 405) and complete the necessary forms.
- D. New York State Public Health law 2165 requires that all students be immunized against measles, mumps, and rubella. Persons born prior to January 1, 1957 are exempt from this requirement. According to this New York State Law, students will not be permitted to register, or attend any classes without showing proof that they have either been vaccinated or are exempt.

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

### III. FEES

- A. Each year, every student must sign a Student Billing Statement in Room 405 **prior** to the start of classes, after which you will be billed for your tuition by the National Business Office. Students will not be permitted to attend classes until this form is signed.
- B. If a student receives grant-in-aid or a Guaranteed Student Loan, all outstanding tuition and fees will be deducted from the grant as indicated in the student's billing statement. (Note: Health Insurance will not be deducted and monthly payment schedule noted on billing statement).
- C. Failure to pay fees or installments on time may result in loss of a student's academic credits for the semester at the end of which s/he is delinquent in payment.
- D. All students are required to complete the payment of outstanding bills for the previous academic year prior to registration.
- E. In addition to tuition fees, there is a Student Association Fee payable upon registration.

### IV. FINANCIAL ASSISTANCE

- A. Financial Aid: Full-time students are eligible to apply for grants-in-aid to cover all or part of their tuition.
  - 1. Aid is granted in accordance with College-Institute regulations which specify conditions of eligibility and maximum amounts.  
  
For further information please contact the Associate Dean's Office.
  - 2. Grants are awarded on the basis of need and after consultation with the Associate Dean.
  - 3. Merit and need based scholarships are available and awarded annually. Students with serious financial need should be sure to make their situation known to the Dean.
- B. Tudor Foundation Loan Fund: The Tudor Foundation Loan Fund makes available short-term, interest-free, emergency loans to students. Information and applications are available from the Associate Dean's Office.

**V. GUARANTEED STUDENT LOAN PROGRAMS**

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

**VI. THE COURSE OF STUDY**

- A. The Graduate Rabbinical Program begins with a year spent at the Jerusalem School of the College-Institute. The remaining four years of study are divided between prescribed and elective courses necessary for all candidates for graduation and ordination.
- B. Department requirements and prerequisites are noted on the next page.
- C. Most courses are offered in three credit units except for specified Professional Development courses.

Graduate Rabbinical Program

Structure Summary

DEPARTMENT	PRESCRIBED CREDITS	ELECTIVE CREDITS	TOTAL CREDITS
<i>Bible</i>	12	9	21
<i>Hebrew</i>	6	3	9
<i>History</i>	6	6	12
<i>Philosophy/Theology</i>	6	6	12
<i>Rabbinics</i>	15 or 18**	15 or 12**	30**
<i>Professional Development</i>	22.5	4.5	27
<i>General</i>	6*	12	18
<i>TOTALS</i>	<hr/> 73.5 (**76.5) <i>See below</i>	<hr/> 55.5 (**52.5) <i>See below</i>	<hr/> 129

WITH WRITTEN APPROVAL FROM A DEPARTMENT CHAIR, IT MAY BE POSSIBLE FOR A STUDENT TO RECEIVE ELECTIVE CREDIT FOR A RELATED COURSE IN ANOTHER AREA.

☆☆ All students, regardless of Rabbinics placement, must complete a total of 30 Rabbinics credits made up of prescribed and elective courses.

☆ Thesis Conference

(07/03)

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**REQUIRED COURSES 2003-2004**

YEAR	FALL COURSES	CREDITS	SPRING COURSES	CREDITS
Second	Bible R10 Pentateuchal Narratives Hebrew R10 Language and Literature History R10 Proto-Rabbinic Period★ Rabb. R90 <sup>**</sup> Basic Texts(if necessary)▲ Rabb. R20 Intro. to Midrash ED/PD.J10F Foundations of Jewish Education PD.R20F Professional Orientation	3.0 3.0 3.0 3.0 3.0 1.5 1.5	Bible R11 Historical Narratives Hebrew R16 Language and Literature History R20 Modern★ Rabb. R30 Commentaries ED/PD.J10S Foundations of Jewish Education PD.R20S Professional Orientation	3.0 3.0 3.0 3.0 1.5 1.5
Third	Bible R20 8th Century Prophecy Ph/Th R10 Medieval Jewish Phil. Rabb.J10 Liturgy* Rabb. R40 Codes PD.R40F Intro to Pastoral Care and Counseling Electives	3.0 3.0 3.0 3.0 3.0	Bible R21 Exilic Prophecy Ph/Th J20* Modern Jew. Thought Rabb. R50 Talmud PD.R30 Homiletics PD.R35 Speech & Communication PD.R40S Intro to Pastoral Care and Counseling	3.0 3.0 3.0 3.0 1.5 3.0
Fourth	Electives (See Below For Elective Course Total)		Electives (See Below For Elective Course Total)	
Fifth	PD.R90 Senior Seminar Thesis Conference (Meeting with Thesis Advisor) Electives (See Below)	1.5 3.0	Senior Practica Thesis Conference Electives	1.5 3.0

- ▲ If student's background necessitates that this course be taken, Rabb R30 must be completed in a later year.  
\* Joint Class with School of Sacred Music  
A total of 10 Rabbinics courses are required for all students regardless of class placement.

**ELECTIVE CREDIT**

IN ADDITION TO THE ABOVE REQUIRED COURSES, THESE ELECTIVES MUST BE TAKEN PRIOR TO GRADUATION.

BIBLE: 9 credits	Ph/Th: 6 credits (3 credits must be in a text-based class)
HEBREW: 3 credits	PD: 4.5 credits
HISTORY: 6 credits	Rabbinics: 15 credits▲

**AND GENERAL ELECTIVES: 12 credits in any subject**

- ★ Required History must be completed in the same academic year  
▲12 elective credits if you placed in the lower level Rabb.R90 Basic Text course.

WITH WRITTEN APPROVAL FROM A DEPARTMENT CHAIR, IT MAY BE POSSIBLE FOR A STUDENT TO RECEIVE ELECTIVE CREDIT FOR A RELATED COURSE IN ANOTHER AREA.

## **VII. REGISTRATION**

- A. All Students must complete registration prior to the first day of classes. Program changes may be requested up to the end of the second week of each semester.

All Registration forms must be signed by a student's advisor.

- B. No student may register for more than 6 courses equivalent to (18 credits) per semester without the permission of his/her advisor and the Director of the Rabbinical School.

- C. Approval for departure from normal registration procedures must be obtained from the Director of the Rabbinical School.

1. Students may add or drop courses without penalty until the end of the second week of the semester.
2. Students may withdraw from a regularly scheduled course up to and including the seventh week of classes (or the equivalent amount of time in alternatively structured classes) and receive a grade of W.
3. The decision to withdraw from a course will be done in consultation with the student's advisor and the Director of the Rabbinical School.
4. Students may withdraw after week seven, and receive a grade of WF (Withdrew, Failing) unless there are extenuating circumstances for which an F is not warranted. This will be determined by the Director of the Rabbinical School in consultation with the faculty member.

- D. Students shall be able to move through the program at a reduced pace if necessary in consultation with the Director of the Rabbinical School and/or Dean, taking up to a year beyond the normal degree program structure to complete the program.

If the student needs more than one year, he/she shall submit a formal request to the Director of the Rabbinical School and/or Dean, who shall consult with the Faculty.

No student may enroll in another graduate program simultaneously unless approved by their advisor and the Director of the Rabbinical School.

#### **VIII. STUDY AT OTHER ACADEMIC INSTITUTIONS**

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

#### **IX. COURSE EXEMPTIONS/ADVANCED STANDING/TRANSFER CREDITS**

- A. Under appropriate conditions, a student may be eligible for exemption from specific prescribed courses, based on prior preparation. To receive such exemption, the student must meet with the Department Chairperson and Instructor prior to the semester in which the course is to be offered. The faculty recommendation is based upon examination of the student's transcript, course syllabi, grades, and written work in the previous courses. Such recommendation and approval usually means substitution of elective courses for the prescribed requirements.
- B. Credits received from accredited academic institutions may be recognized. The amount of credit given shall be determined by the Dean or Director of the Rabbinical School in consultation with the appropriate faculty member in whose area credit is sought.
- C. For learning achieved in non-accredited institutions, advanced standing is possible. The extent of advanced standing shall be determined by the Dean or Director of the Rabbinical School in consultation with the appropriate faculty member in whose area advanced standing is sought.

- D. No more than 25% of course requirements may be fulfilled by outside study. There is a mandatory three-year residency requirement.

### **INDEPENDENT STUDY**

- X. The independent Study Program is viewed as an opportunity for learning, designed to meet the needs of students in good academic standing who have demonstrated a capacity for independent work. An independent study is a course not regularly offered but developed specially by student(s) and a faculty person. A written contract submitted by the student and signed by the faculty member must be given to the program director for approval. This form is available in the Registrar's office. The form must be submitted to the Department Chairperson, to the Instructor and to the Registrar by the end of the second week of the semester. The faculty member shall meet with the student so enrolled no fewer than three times during the semester and the course requirements must be fulfilled by the end of exam week.

A. Students shall generally be allowed to take one (1) independent study course per semester to be credited as a post MA non-required course, up to a total of four (4) such courses.

B. Appropriate exemptions may be made on a case-by-case basis for advanced students.

C. No student who has failed a course in either of the previous two semesters may register for an Independent Study Course.

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 Dean. Since the faculty members are asked to participate in this program in addition to their regular teaching load, they shall undertake to work with students at their own discretion. If they feel that their own teaching obligations have already been maximized, then they should decline to sponsor such an Independent Study. In any event, it is recommended that no faculty member sponsor more than two such courses in any one semester.

## **XI. COURSE REQUIREMENTS**

### **A. Academic**

1. 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 filled.
2. **Integrity in Academic Work**

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

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

### **B. Class Attendance**

1. All students are expected to attend class regularly. Class performance may be a criterion used by an Instructor in the determination of the grade given to a student.
2. Attendance is required at all announced examinations.
3. Absence from class does not excuse a student from responsibility for written or oral work due on the day of the absence, or for the substance of material covered.
4. If a student is absent from examinations or presents papers or major reports later than the scheduled date, the student may be subject to failure for those examinations or reports.

**C. Reading Period**

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

**XII. MASTER OF ARTS DEGREE**

The M.A. Degree is awarded upon successful completion of the prescribed courses in the curriculum of the New York School. Generally, two years of residence at the New York School is expected before the M.A. degree is granted.

**XIII. THESIS REQUIREMENTS**

- A. During the Fourth Year, a student must submit the proposed subject of the thesis to the Registrar on or before the date announced in the Academic Calendar.
- B. The Candidate shall first discuss the proposed thesis subject with a member of the Faculty with whom the work is to be pursued. Written approval must be obtained from the advisor regarding the formulation of the subject. The topic must be based upon original Hebrew sources. In very rare cases, a student with advanced Hebrew language skills and a wide knowledge of Hebrew texts may petition the Chairperson of the Hebrew Department for an exemption from this requirement.

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

- C. During the Fourth Year, a student will receive from the Office of the Registrar a copy of the thesis regulations current at the College-Institute.
- D. Each student must take either an elective course or an Independent Study course which is related in some way to his/her thesis topic during the Fourth year.
- E. During the fall semester of the fifth year, each student must register for the Thesis Conference in which he/she meets regularly with the thesis advisor. If a student fails to meet regularly, he/she will receive a failing grade (F) and will not be allowed to continue work on the Rabbinic Thesis. As a result, he/she will not be ordained that year.
- F. Students are required to meet regularly with their thesis advisor throughout the time that work is in progress.

- G. In the Senior year, the candidate presents the completed thesis to the Faculty by way of the Registrar no later than the date announced on the Academic Calendar as the “Last Day for Submitting Theses.”
- H. If a student does not complete his/her thesis in a timely manner, the Faculty may grant one more year to complete the thesis at their discretion. Any student who does not complete the thesis after a second year will have their tenure in the program terminated.

#### **XIV. STUDENT FIELDWORK**

##### **A. Student Weekend Pulpits**

- 1. Students select, according to a lottery system of seniority established by the Fieldwork Committee, available student pulpits for the High Holy Days and, depending on the number of pulpits, monthly, bi-weekly or tri-weekly congregations for the balance of the academic year.
- 2. A special College-Institute brochure entitled, “The Student Rabbi Program” contains procedures to be followed by students and congregations participating in this program. Student Rabbis are responsible for the fulfillment of all requirements in this booklet. Students should become acquainted with these regulations prior to their first assignment.
- 3. **Under no circumstances may students make private arrangements with a congregation** for any type of Rabbinical service, either on the High Holy Days or at any other time during the academic year. All negotiations must be approved and all arrangements ratified by the College-Institute. Students who do not abide by this rule may face disciplinary action.
- 4. Assignments to congregations are made each spring by the College-Institute. A minimum of two years of supervised fieldwork experience, one year of which must be as a Student Rabbi or Rabbinical Intern in a UAHC congregation, is a prerequisite for ordination. (See XIV.B).

##### **B. Rabbinical Internships**

- 1. Student Interns work alongside rabbis in congregations and organizations. These positions are determined through interviews and a matching system arranged under the auspices of the College- Institute.

2. A special College-Institute brochure entitled, “The Student Rabbi Program” contains procedures to be followed by students and congregations participating in this program. Student Rabbinical Interns are responsible for the fulfillment of all requirements in this booklet. Students should become acquainted with these regulations prior to their first assignment.

C. **Types of Services Provided**

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

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

B. **Field Work Supervision**

There is a two-year supervised fieldwork requirement for ordination. As part of this requirement a student serving as Student Rabbi in weekend pulpits or as Student Rabbinical Intern participates in a multi-faceted supervision program at the College-Institute. The student attends individual supervision, small group supervision and special Common Hours on Professional Development issues. Fifth-year students participate in the Joint CCAR-HUC Mentor program.

XV. **TEFILLAH**

- A. Daily morning services generally are conducted by rabbinical and cantorial students though faculty participate as well. The assignment of responsibilities is made by the Associate Dean.

Students are obligated to meet with the faculty synagogue advisors before and after their week of conducting services.

- B Rabbinical and Cantorial students will occasionally be asked to participate as Student Rabbis and Student Cantors at special observances held in the synagogue during the academic year.
- C. Fourth Year rabbinical students are responsible for one senior sermon presentation. A lunchtime discussion on the conference level follows each sermon. Sermon assignments and advisors are determined by the Associate Dean. The student must meet with the advisor at least three (3) times and a copy of the sermon must be submitted to the Associate Dean's office at least two weeks prior to the presentation. The student is also obligated to meet with the Speech Instructor before and after delivering the sermon. Each year, the College-Institute collects and prints the senior sermons given. Copies are available in the Klau Library.

D. **Sermon Guidelines**

Sermon review enjoys a long history at HUC-JIR and has undergone much growth and transition over the course of its lifetime. Originally, sermons were delivered on Friday afternoons as preparation for Shabbat services students were leading at their pulpits. Today senior sermons are generally delivered on Thursdays as part of the morning services. Immediately following the service the entire community is invited to the CL for lunch and a chance to review the sermon. Some of the goals for the review are:

1. For the entire school to have a chance to meet and engage in substantive discussion.
2. For the *darshan(it)* and the community to have a chance to give and receive feedback on the sermon.
3. For the students to have an opportunity to gain skills in informal and extemporaneous speech.

Bearing these goals in mind, the person to decide the format, tone and direction of the review is the *darshan(it)*. Student, faculty and administration have developed the following guidelines and suggestions in an effort to help make the sermon review a productive, educational and sacred experience.

Please keep in mind that the following are suggestions. It would be helpful for the *darshan(it)* to think through what he or she wants from the review process and discuss this with his or her sermon advisor as well.

1. Some people feel that having the opportunity to respond to the sermon in writing is helpful. See next page for a suggested form utilized in homiletics class. Other students have simply placed blank index cards on each of the tables. Either way it is important to explain the purpose of the forms (or cards). Most agree that this works best if it is an optional exercise.
2. Think about posing an opening question or set of questions to the community. Some students begin the sermon review with the questions, “What moved you and what confused you?”
3. Think carefully about who you are inviting to the sermon review itself. The senior sermon is an important occasion that should be shared, but some people believe that the review process is altered when guests join the discussion. Some students ask their guests to meet them after review for lunch while others invite them to the review.

Think about how you want to respond during the actual review. One school of thought is to take this opportunity to be a strict listener. Others see this as a chance for dialogue with the community. There are merits to both methods. Keep in mind the goal of allowing as many voices to be heard as possible.

It may be helpful to have someone help you moderate the discussion. This will allow you to focus on what is being said as opposed to considerations of time and whom to call on next.

### Responses to Classmates' Sermons

Name of respondent \_\_\_\_\_ Name of preacher \_\_\_\_\_

Date of sermon \_\_\_\_\_

What were you thinking/feeling as you were listening to this sermon?

What effect (if any) did this sermon have on you? (This may not be the effect the preacher intended the sermon to have upon you.) How (if at all) has the sermon changed (or confirmed) your thinking or your feelings? Did the sermon cause you to question or motivate you to change your behavior? Or did the sermon reaffirm your commitment to your current behavior?

How did the sermon bring about the above effects? (What aspects of the sermon brought about the above effects?)

What prevented the sermon from having an effect upon you? (What limited/inhibited the sermon's effect upon you?)

\*These questions are adapted by Rabbi Margaret M. Wenig in **Partners In Preaching**.

## **XVI. FACULTY**

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

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

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

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

## **XVII. ADVISORS**

Entering students shall be assigned an advisor from the Faculty. The Advisor-Student relationship should not be viewed in purely academic terms. The Faculty Advisor should serve as the hub connecting to all of the student's activities. The Advisor is the liaison with:

- A. The student pulpit he/she serves, via contact with the Fieldwork Coordinator.
- B. The other members of the Faculty in whose classes the student is enrolled.

Since the Faculty Advisor serves as the liaison with the student's many activities, students and advisors should meet a few times each year.

Copies of completed Grade Evaluation Sheets will be circulated to the Advisors. A student's academic and non-academic experiences should be evaluated by the Advisor in concert with the student.

Students must have the advisor's signature on their course registration forms to be eligible for registration.

Students who have been in residence for a period of one semester or more may change advisors at the end of a grading period. The number of advisees that a faculty member may take on will be limited. Therefore, when changing advisors, the student must first request that he/she be taken on, if both parties are amenable, the Associate Dean shall be notified in writing. Notice should include the signatures of both the previous and the new advisor.

#### **XVIII. GRADING SYSTEM**

- A. Students shall be given a choice of P/C/F or letter grades to be recorded on their transcripts. At the beginning of each academic year, students will have the right to change their choice.
- B. The grade of C indicates passing, but marginal performance.
- C. Students will receive standardized written evaluations in addition to grades for each course. These evaluations will become part of the student's permanent academic record. When requesting that their transcripts be sent to other academic institutions or prospective employers, they may request that their letters of evaluation be included (a fee will be charged for this request).
- D. Students have the right to respond to any particular faculty evaluation through meeting and discussion where necessary.
- E. **Submission of Grades**

##### **Detailed Final Evaluation Form**

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

F. **Extensions/Incompletes**

1. Students can request extensions in a maximum of two (2) courses each semester by petitioning the program director after gaining permission of the faculty person.
2. Students shall have three additional weeks to complete the requirements for those courses for which extensions have been approved.
3. Courses with extensions that have not been completed will automatically become Incompletes (I). Fall Incompletes must be completed by the end of the spring semester and spring Incompletes must be completed by the beginning of the fall semester. If the course is not completed by these deadlines, it will automatically become an "F."
4. Appeal of the program director's decision regarding an extension may be made to the Dean or the Provost (if the program director and Dean are the same person).
5. When grades are recorded the I for Incomplete will have a slash through it and the new grade will be entered.
6. Grades not submitted by the fourth Monday following Examination Week will automatically be regarded as "F" by the Registrar.

**XIX. PROBATION**

Special probationary status presumes that a student so designated has not demonstrated an ability to continue the course of study and must demonstrate this ability within one academic year in order to remain in the program. Any failures during a probation period will result in dismissal from the Rabbinical School.

**XX. LEAVES-OF-ABSENCE**

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

## **XXI. TENURE**

### A. Student Tenure Review

#### 1. Academic Tenure

- The initial purpose of the student tenure review is to assist the student in succeeding at the College-Institute. If a student receives two C's or fails one (1) course in a semester, he/she shall meet with the program director who, together with the Dean, will suggest help and support for the student.
- If the student fails two (2) courses at any time within two consecutive semesters, he/she will meet with the Student Tenure Committee. As part of the evaluation process, the Committee can suggest a range of ways to proceed, which may include, but not be limited to, dropping the student or asking the student to take a reduced academic load.
- If a student fails three (3) courses over two academic years, the student will automatically be dropped from the academic roll. He/she has the right to appeal to the Student Tenure Committee for reinstatement, citing any extenuating circumstances.

#### 2. Procedures for Academic Tenure

- 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.
- 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 the Student Handbook that describes the procedures in these cases.

- 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. 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.
- The program director will give the student written notice of the time and place of the meeting, and that the student will have an opportunity to present pertinent information to the Committee.
- The Student Tenure Committee will determine the suggested course of action by secret ballot and by a 2/3 majority vote.
- The program director will communicate the decision of the Student Tenure Committee in writing to the student and to the Dean.
- 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.
- Copies of the communications with the student, and a confidential record of the meeting(s) of the Student Tenure Committee shall be kept in the Dean's office.

The final decision should be sent in writing to the Registrar within three weeks.

### 3. Nonacademic Tenure

- A student's tenure may be terminated if it is determined that he/she engaged in inappropriate behavior that renders him/her unsuitable for his/her chosen profession, including but not limited to behavior that is unethical, illegal, or otherwise inconsistent with the codified standards of the individual professional organization of the field for which the student is preparing himself/herself.
- Charges of a student's alleged inappropriate behavior are to be brought to the program director (or the Dean's designate). The program director (or the Dean's designate) will investigate the charges 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. If it is determined that the matter should be brought before a Student Tenure Committee, then the student will be notified in writing of the charges that have been made and the findings that pertain to those charges, and will be given a copy of that section of the Student Handbook that describes the procedures to be followed by the Student Tenure Committee.
- 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. Since the Dean is part of the appeal 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.
- 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 may be present throughout the meeting until such time as the Student Tenure Committee enters into executive session.

- 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 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.
- 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):
  - Dismissal of the charge (s);
  - Probation: The Committee will stipulate an appropriate course of action for the student. The student may not continue in his/her program until he/she demonstrates to the Committee that he/she has met all of the Committee's stipulations;
  - Termination of student tenure.
- The chair of the Committee will communicate the decision of the Student Tenure Committee in writing to the student and to the Dean.
- 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.
- 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 request must be in writing to the Dean.

## **XXII.**

### **ACADEMIC GRIEVANCE PROCEDURE**

- A. Every member of the faculty and the instructional staff is responsible for fulfilling good teaching practices as outlined in the Faculty Handbook. Should students have grievances against a faculty member relating to any academic matter, they should avail themselves of the procedure herein outlined. The goal of the academic grievance procedure is to effect a reconciliation between the instructor and the student.
- B. Any student has the right to question a grade he or she has received, but the student should recognize the difference between questioning a grade and charging an instructor with a violation of good teaching practices. The latter is a serious act and should neither be undertaken lightly nor should the desire to have a grade reviewed and changed be the primary motivation. If the student wants to contest a grade, the student should first meet with the instructor to voice a complaint and to receive an explanation and possible redress. If the student is not satisfied with the explanation, he or she may confer with the Dean and ask for a review of the grade. The Dean will consult with the faculty member and review the material. The decision of the Dean shall be final.
- C. A student who feels that a faculty member has violated good teaching practices shall first discuss the matter directly with the faculty member, 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 Dean. If the intervention of the Dean still has not achieved reconciliation, the student may submit to the Dean a letter formally stating the nature of the grievance with specific reference to teaching responsibilities which have not been fulfilled. The student should also provide any materials supportive of the complaint. Within ten (10) days after receiving this written complaint from the student, the Dean will request the chairperson of the Faculty to convene a Faculty Grievance Committee which shall be made up of four full-time faculty members and a student representative selected by the Student Association. The committee shall consider and investigate the complaint and make its recommendations to the Dean within thirty (30) days after receiving the complaint.

- D. A Faculty Grievance Committee will not review a complaint unless it is lodged before the tenth week of the fall or spring semester which follows the term in which the alleged violation occurred. It shall be the responsibility of the Faculty Grievance Committee to determine, prior to considering any case, whether frank and full discussions between the student, instructor, and Dean have been exhausted as a means of resolving the grievance. If not, the case shall be referred back to the Dean as appropriate.

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

- E. If the Committee finds that no violation of good teaching practices has occurred, or that violation has occurred but recommends that no redress is warranted, these findings will be reported by the committee chairperson, in writing, to the student and the instructor, with copies sent to the Dean. In addition, a notation of this finding may be made in the student's permanent record file.

If the committee finds that violation has occurred and recommends any form of redress for the student, these recommendations should be reported by the chairperson of the Committee, in writing, to the Dean, with a copy sent to the student and to the instructor. The instructor will be expected to inform the Dean of his or her compliance or noncompliance with the recommendations within ten (10) days after the letter of notification has been sent to the instructor. Failure to respond within ten days will be taken to indicate noncompliance.

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

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

### **XXIII. REQUIREMENTS FOR ORDINATION**

#### **A. Academic**

After the Year-In-Israel program, completion of 139.5 credits, and a Rabbinic Thesis are required for ordination. In addition, each student must preach at least once in the synagogue service. Senior students are expected to complete all course work by the date announced in the academic calendar.

#### **B. Professional**

A minimum of two year's of professional experience is a requirement for ordination. This involves at least one year of service as a student rabbi in a weekly, bi-weekly or student assistantship pulpit. Two years of a monthly student pulpit is equivalent to one year in a weekly or bi-weekly.

The student can fulfill one year of professional responsibility by serving as an intern or working in a health care facility, CPE program, Jewish organization, teaching in a Jewish context, supervising a Jewish educational or camping program or participating in the Alumni Summer Residencies Program. Any non-pulpit professional experience should entail a substantial job description, close on-site supervision and a base of approximately 400 hours of service.

The 400 hour requirement may be fulfilled over a two year period. A student desiring to opt for such a non-pulpit professional experience must submit a written proposal to the Fieldwork Committee for approval.

C. **Financial**

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

**XXIV. TRANSCRIPTS**

- A. Official transcripts are mailed directly to academic institutions and/or governmental agencies upon request in writing to the Office of the Registrar. A fee of \$5.00 is charged for the first copy, a \$3.00 fee is required for additional copies ordered at the same time. The amount must accompany the request (fees subject to change.)
- B. Requests for transcripts of a student's academic record are honored provided the student has no outstanding obligations, financial or otherwise, to the College-Institute.
- C. An unofficial transcript is provided to each student at the end of the academic year.

**XXV. MAINTENANCE OF STUDENT FILES/RECORDS**

**A. Contents**

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

1. Confidential letters of reference written in support of the student's application.
2. Application materials other than confidential letters of reference. These include; the application itself, transcripts, Graduate Record Examination scores, autobiographical statement, medical form, letter of acceptance and letter of acknowledgment.
3. Grade Evaluations and General correspondence concerning the student contained in a student file.
4. HUC-JIR transcript.

**B. Access**

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

**XXVI. STUDENTS WITH LEARNING DISABILITIES OR DIFFERENT LEARNING STYLES**

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

**XXVII. QUESTIONS?**

When additional questions or concerns arise, feel free to address them to an appropriate member of the Administration: the Director of the Rabbinical School, The Associate Dean or the Registrar.