

# Hebrew College Student Guide

Academic Year 2008–2009



## IMPORTANT CONTACTS

Hebrew College  
160 Herrick Road  
Newton Centre, MA 02459

Telephone: 617-559-8600  
Fax: 617-559-8601  
www.hebrewcollege.edu

Dial 617-559-xxxx;  
the four-digit extension may  
be dialed directly from  
any telephone on campus.

### Academic Programs

Dr. Barry Mesch, *Provost*, 8613

Kristen Card, *Director of  
Enrollment Management*, 8610

Shira Persky, *Administrative  
Manager*, 8614

### Registrar and Financial Aid

Marilyn Jaye, *Registrar and Director  
of Financial Services*, 8642

### Cantor-Educator Program

Cantor Dvora Buhr, *Program  
Administrator*, 8643

### Me'ah Graduate Institute—MJLS

Dr. Avi Bernstein-Nahar, *Dean,  
Education Planning and  
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### Rabbinical School

Rabbi Arthur Green, *Rector*, 8626

Rabbi Sharon Cohen Anisfeld,  
*Dean*, 8634

Anne Meirowitz, *Administrative  
Director*, 8632

### Shoolman Graduate School of Jewish Education

Ina Regosin, *Acting Dean*, 8618

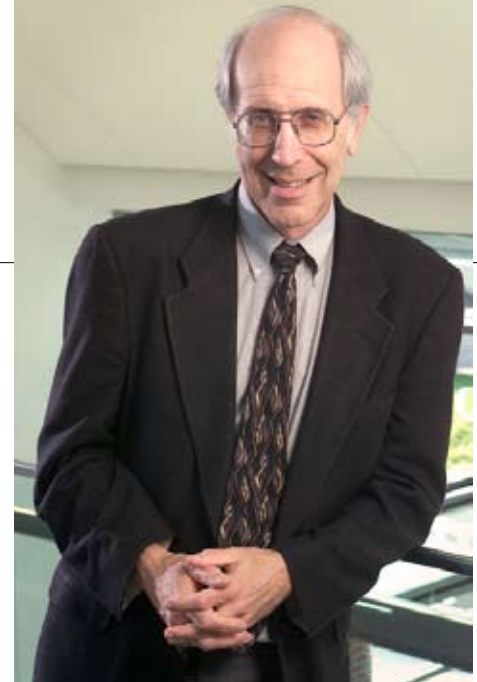
*Hebrew College is accredited  
by the New England Association of  
Schools and Colleges.*

## Welcome

Shalom,

Welcome to Hebrew College. You have joined a special academic community of students and faculty who share your deep commitment to Jewish study. We come from many different backgrounds and beliefs—it is this diversity that makes Hebrew College such a dynamic place to study and pursue your own Jewish journey.

At Hebrew College, we value each individual and strive to enable you to get the most out of your experience. I encourage you to take advantage of the many exciting learning opportunities here—not only in the classroom and bet midrash, but also in the relationships you build with your professors and fellow students. Be certain to make use of the Rae and Joseph Gann Library, which contains a wealth of Judaic resources, both on the shelves and online; our library staff can provide you with expert assistance in your research projects. In addition, there are many social and educational activities available to you through the Dean of Students' office; you can help shape these activities by getting involved with student life programming.



As part of the Greater Boston community, Hebrew College is a partner in many collaborations, including our new relationship with Northeastern University. In addition, we partner with our neighbor on the Hill, Andover Newton Theological School, in a variety of interfaith initiatives that are open to you. Be sure to explore the Greater Boston Jewish community, which offers a wide range of cultural, religious and social programming throughout the year.

Within these pages, you'll find information about policies and procedures that will help you to succeed here as a student. Please take the time to read through this guide. The directory at the left includes contact information for faculty and staff who will be glad to answer your questions.

My best wishes for an inspiring and productive year at Hebrew College.

A handwritten signature in black ink that reads "Barry Mesch". The signature is written in a cursive style.

L'hitraot,

Dr. Barry Mesch  
*Provost and  
Stone/Teplow Families'  
Professor of  
Jewish Thought*

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### Hebrew College Operating Schedule and Snow/Emergency Policy

For the purpose of this policy, the official opening time for the College is 8:00 a.m. A delayed opening means that the College will open at 10:00 a.m. Evening classes begin at 6:00 p.m. or later.

In the event that the College must close or delay opening due to severe weather conditions or other emergency, an announcement to cancel classes will be made by 6:30 a.m. for day classes and by 3:00 p.m. for evening classes. During these emergencies, a recorded message of the College's operating schedule can be obtained by calling 617-559-8609.

Announcements will also be made in the following media:

**Radio:**  
 WRKO 680 AM  
 WBZ 1030 AM  
 WERS 88.9 FM

**Television:**  
 WBZ Channel 4  
 WCVB Channel 5  
 WHDH Channel 7

# Admissions and Course Registration

## Mission Statement

Hebrew College welcomes students of all backgrounds and beliefs to join in the academic study of Judaism, to become knowledgeable, creative participants, educators and leaders in the Jewish community and the larger world.

## Admission Policy

Hebrew College offers graduate and undergraduate degrees and certificate programs in Jewish education and Jewish studies, as well as rabbinic ordination and cantorial ordination within a transdenominational setting. For detailed information about applying to specific degree and certificate programs, please contact the Office of Admissions at 617-559-8610 or [admissions@hebrewcollege.edu](mailto:admissions@hebrewcollege.edu).

## Statement of Nondiscrimination

Hebrew College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age or disability in admission to, access to, treatment in, or employment in its programs and activities.

Any student who is unable because of religious beliefs to attend classes or to participate in any examination, study or work requirement on a particular day will be excused and will be provided with an opportunity to reschedule, provided that the make-up exam or work does not create an unreasonable burden upon the College. No fees of any kind will be charged for this change. No adverse or prejudicial effects will result in any student availing himself or herself of the provisions of this regulation.

Inquiries regarding nondiscrimination policies at the College should be directed to the Dean of Students. Inquiries may also be referred to the Regional Director, U.S. Department of Education, Office of Civil Rights, 222 J.W. McCormack Post Office and Courthouse, Boston, Mass. 02109-4557.

## Registration

Students must register each semester to attend classes. Anyone attending a class who has not registered will be required to do so. Students only receive grades or credit for classes for which they are registered. All students—matriculated, nonmatriculated, for-credit and noncredit—are required to register for courses by the registration date listed in the Academic Calendar available on the Hebrew College website. Schedules for registration are available on the website and published in the Bulletin. Only students in academic and financial good standing are eligible to register for classes. Registration requires payment of a nonrefundable registration fee, as well as payment of tuition. Matriculated students must have their registration forms signed by their adviser (see page 6) before presenting them to the Office of the Registrar.

To register, students should submit a completed registration form and payment of all tuition and fees at the time of registration. Hebrew College does not provide third-party billing. If tuition is being paid by an employer, payment should be made directly to the College. Alternatively, a student can make the payment and arrange for personal reimbursement from the employer. Other arrangements for payment (student loans, payment plans) must be made with the Office of Student Financial Services at or prior to registration. No registration forms can be accepted without payment. Students who fail to follow this procedure will not be considered registered and are not entitled to the student services of the College.

## Cross-Registration Opportunities

Hebrew College participates in cross-registration agreements with the

following colleges and universities, as well as other area accredited colleges and universities on a case-by-case basis:

- Andover Newton Theological School
- Boston College
- Boston University
- Northeastern University

Only matriculated Hebrew College students may register through Hebrew College for courses at these colleges and universities without paying tuition to the host school. However, the host school may require an additional registration fee.

Note that semester start and end dates may vary amongst schools. It is the obligation of the student to register during the registration period as required by the school at which they wish to cross-register.

## Late Registration

A student who has not previously registered for classes may still register after the official registration period closes, during the Add/Drop Period (see page 6). A late fee of \$50 will be incurred in addition to the regular registration fee and the required tuition. Total payment is due upon registration. No registrations will be accepted after the Add/Drop Period has ended. All registration deadlines are published in the Academic Calendar.

## Failure to Register

A matriculated student who fails to register and pay the required tuition and/or fees for more than one semester, will be considered an inactive student and may be required to apply for readmission to the College. Readmittance under these circumstances may result in the student being required to follow the degree requirements in place at time of readmittance, rather than those in place when the student was originally admitted to the College.

Students who have completed their coursework and are waiting for graduation, or who are spending the semester writing their thesis, are also required to register each semester. They should register for a leave of absence for continuation of candidacy or writing of thesis. See the section below on Leave of Absence for more information, including registration fee requirements.

## Academic Advising

Matriculated students at Hebrew College are assigned faculty advisers to assist in the development of a student's educational plan and help in the selection of appropriate courses and other educational experiences. They interpret academic requirements where necessary, evaluate student progress and help students clarify their career and life goals. In addition, faculty advisers serve as mentors and are a sustaining presence for the student.

Students are required to meet with their adviser prior to the start of each semester. The adviser's signature is required on the registration form before submission.

The Dean of Students is available to meet students at any time during the academic year.

## Dropping Courses, Withdrawals and Leaves

### Add/Drop Period

Hebrew College provides an Add/Drop Period during the beginning of each semester. Students may add, drop, change from credit to noncredit or noncredit to credit during this period by completing an "Add/Drop" form and submitting it to the Office of the Registrar within designated dates.

This form must be signed by the student's adviser before submission to the Office of the Registrar. Courses

dropped during this period will not appear on the student's transcript. Adding or dropping a course may result in additional tuition charges or a refund. Any additional tuition will be due with the Add/Drop form.

Please consult the Academic Calendar on the Hebrew College website for exact dates of the Add/Drop Period for each semester. Generally, the Add/Drop Period lasts until the end of the first week of school.

After the Add/Drop Period has ended, no additional classes may be added to the student's schedule, and the dropping of courses will be considered a withdrawal. A grade of "W" will appear on the student's transcript.

### Withdrawal from a Course

Students withdrawing from a course after the Add/Drop Period must provide written notification to the Office of the Registrar. Course withdrawals are allowed until the last day of class during each semester. No withdrawals will be accepted after the last day of class during any given semester. Non-attendance or a conversation with the instructor or dean does not constitute formal withdrawal, nor does it reduce or alter a student's financial obligation to the College. Students officially withdrawing from courses will receive a "W" as a grade.

A formal withdrawal from class does not negate any financial obligation, except as stated in the Tuition Refund Policy. Students withdrawing from classes may be entitled to a refund of tuition. Registration fees are not refundable. Please see "Tuition Refunds" (page 16) for details.

**Students Receiving Financial Aid.** Withdrawing from a course may have financial implications for those students

receiving financial aid and/or Title IV funds, since receipt of those funds is dependent on taking a minimum number of credits each semester. Students who receive financial aid and are considering dropping a course without replacement, or withdrawing from a course after the Add/Drop date has passed, should contact the Office of Student Financial Services.

### Failure to Withdraw from a Course.

Students who discontinue attendance in a course and fail to formally withdraw within the designated period will receive the appropriate letter grade, usually an "F" or "NG." They will also continue their obligation to pay any outstanding tuition related to the course, including obligations involving Title IV student loans.

### Withdrawal from School

Students wishing to withdraw from their program of admittance must provide written notification of "Withdrawal from School" to the Office of the Registrar. Non-attendance or a conversation with an instructor or dean does not constitute formal withdrawal, nor does it reduce or alter a student's financial obligation to the College.

### Students Receiving Financial Aid.

Students receiving Title IV funds, including Stafford Loans and Pell Grants, are subject to federally mandated refund regulations when withdrawing from school. Please see "Return of Title IV Funds" under Financial Aid (page 19).

### Leave of Absence

Matriculated students in good standing who need to discontinue studies for a period of time may be granted a leave of absence for a specified period (not to exceed two semesters) with the written approval of the director of their academic program. A \$100 registration fee must be paid for each semester of leave.

# Grades and Educational Records

A leave of absence may be requested in the following circumstances:

- A matriculated student requires time off for personal, professional or other legitimate reasons before all coursework has been completed. Students may take a leave for not more than a total of one year during their degree program. Registration fees are required.
- A matriculated student is writing a thesis, but not attending classes for a specific semester. Registration fees are required.
- A matriculated student has completed all coursework, including a thesis or final project, for a degree and is awaiting the next commencement. Registration fees will be waived.

Students who discontinue studies without receiving leave of absence approval may be required to reapply for admission to the College when they wish to resume studies. They will be subject to all requirements that apply to newly incoming students, rather than the requirements in place when they were originally accepted.

**Students Receiving Student Loans.** All leaves of absence have an impact on student loans. Students holding student loans should consult with the Office of Student Financial Services before taking a leave of absence.

## Grading System

Hebrew College grade-point averages and academic standards are based on the following grade-point equivalents:

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.5
F, I, NC, P, W, PI, NG = 0		

**Incompletes.** A student, who for compelling reasons postpones the submission of required coursework, must fill out a "Request for Incomplete" form to be signed by the instructor and submitted to the Office of the Registrar. Coursework must be completed and submitted by the student during the following semester.

- If an "Incomplete" is requested for a fall semester course, the outstanding work must be submitted by the last day of spring semester of the same academic year.
- If an Incomplete is requested for a spring semester course, the outstanding work must be submitted by the first day of the fall semester.
- If an Incomplete is requested for a summer course, the outstanding work must be submitted by the last day of the fall semester.

Students should submit late papers to the Office of Academic Programs to be submitted to the appropriate instructor. Graduating students may not have any outstanding Incompletes on their transcripts at the beginning of their final semester.

If a student fails to submit the outstanding work to the instructor within the designated time frame outlined above, the grade of "I" will be changed to a "PI" (permanent incomplete).

**Extension.** In special circumstances, the Provost has the authority to grant an extension for the submission of overdue work with the approval of the instructor. To request an extension, the student must submit a written petition to the Provost, explaining the extenuating circumstances. The petition must include a date by which work will be submitted. Generally, the extension will be limited to two to four weeks.

## Standard Requirements for Degree Candidates

**Undergraduate Students.** Students must maintain a grade-point average of 2.5 or above. Full-time undergraduate students must complete 12 credits per semester and finish their degree within five years of initial enrollment. Part-time students are those taking less than 12 credits per semester and must complete their degree within 10 years.

**Graduate Students.** Students must maintain a minimum grade-point average of 3.0. Students in graduate programs only receive credit for courses in which they earn a B- or better. In graduate-level Hebrew courses, students only receive credit for a grade of C or better. Full-time students in the graduate programs are expected to complete at least 9 credits per semester. Part-time students are those taking less than 9 credits per semester.

Full-time MAJS and MJEd students are expected to graduate within three years. Part-time master's students are expected to complete their degrees within four years.

Students in the Rabbinical School and full-time students in the Cantor-Educator Program are expected to complete their program within five years. Part-time students in the Cantor-Educator program are expected to complete their program within seven years.

Yearly academic progress for MJLS students is determined with their advisers.

**Students Receiving Student Loans.** Both undergraduate and graduate students who ask for student loans are required by the federal government to take a minimum number of credits each semester. This requirement may differ from the part-time or full-time categories listed above. See the Financial Aid section (page 17) for more information.

### [Extensions and Probation for Degree Candidates](#)

Matriculated students requesting less than half-time study or extensions of time limits should consult with their advisers.

Students who do not maintain acceptable grade-point averages or who fail to complete the required number of credits may be placed on academic probation by written notification.

Students on academic probation are entitled to participate fully in all aspects of College life; however, any financial assistance provided by the College may be discontinued for the duration of the student's probation. A student's continued inability to maintain satisfactory academic progress for one semester following announcement of probation normally results in dismissal on academic grounds.

Application for special consideration may be made to the Provost.

### [Accessing Educational Records](#)

#### [Requests for Transcripts](#)

For accessing their grades, students should contact the Office of the Registrar in writing to request official

and unofficial copies of transcripts. Hebrew College will issue official transcripts directly to the student or to another college, employer, institution or agency only at the written request of the student. Requests must include the same name the student used while in school and the student's social security number, as well as complete information about where to send the official transcript.

All transcripts will be sent via U.S. Postal Service; official transcripts cannot be faxed. There is a \$5 charge for each official transcript; unofficial transcripts are free. A check payable to Hebrew College must be included with the request.

#### [Requests for Student Educational Records](#)

"Student Educational Records" are all the documents relating to a student that are maintained by an educational institution.

To inspect their own Educational Records at Hebrew College, students must submit a written request to the Office of the Registrar, identifying the records to be inspected. Written requests will receive a response within a reasonable time, but not more than 45 days after submission. The Registrar will arrange for access and will notify the student (or parent of a dependent student) and arrange for a time and place where the records may be inspected. The College may charge a fee for a copy of the requested Educational Records.

Further questions about the College's policies and practices regarding access to specific Educational Records should be addressed to the Office of the Registrar.

### [The Family Educational Rights and Privacy Act](#)

Hebrew College does not release Student Educational Records to third parties, except by the respective student's written request or as authorized by law. Federal legislation, specifically the Family Educational Rights and Privacy Act (FERPA), ensures the confidentiality of these records. For complete information regarding FERPA legislation, read the most current *FERPA Guide* published by the American Association of Collegiate Registrars and Admissions Officers.

In general, a student has the right to:

- Inspect his/her Educational Records
- Require that the College obtain his/her prior written consent before releasing personally identifiable information
- Request that corrections be made to Educational Records, if he/she believes the records are inaccurate or misleading

**Student Privacy Preferences.** Both Hebrew College policy and FERPA provide students with certain protections concerning the confidentiality of their educational records. No information about students, except that which is defined below as "Directory Information," is released outside the University without the student's prior written consent unless otherwise authorized or required by law. The College, however, maintains the legal right to withhold the release of Directory Information to third parties who may not have an educational interest in the information.

The College defines the following student information as Directory Information: name; date of birth; dates of enrollment; full- or part-time status; degree or certificate program; area of specialization; Hebrew College ID image for degree and certificate

candidates; academic honors; prior degrees and schools attended; and expected or actual date of graduation.

Students have the right to withhold the disclosure of this information. They can restrict release or publication of any information in their Educational Records held by the Registrar's Office, the Student Life Office, their program of enrollment or by other offices of the College. These restrictions may be added or reversed. A student who wishes to restrict the release or publication of any information must submit a written request to the Registrar's Office. No student information is released about students who have requested the College to withhold the disclosure of Directory Information, unless otherwise authorized or required by law.

After graduation, privacy preferences remain in effect. If, for example, a student has restricted the release of their degrees, honors, and awards, the Office of the Registrar will not confirm degrees earned to prospective employers or any other party without the student's written permission.

Under FERPA, Hebrew College is allowed to disclose, without the student's prior written consent, student information that is not considered Directory Information to school officials with legitimate educational interests. A school official is a person employed by Hebrew College in an administrative, teaching, research, law enforcement, or health services position or an agent of the College, such as a person with whom or a company with which the College has contracted. Hebrew College determines whether an official has a legitimate educational interest by considering if disclosure of the information is appropriate for the effective functioning of the person's office, their position or the College.

**Restricted Information.** Under FERPA, students do not have a right to inspect information held by the College that is not an educational record. These include:

- Medical records
- Law enforcement records
- Employment-related records
- Records containing information about the individual after he/she is no longer a student

However, students may have rights to inspect such records under other laws.

In addition, students do not have the right to access certain Educational Records, such as:

- Confidential letters of recommendation, if the student has waived his or her right of access in writing
- Financial records of the student's parents
- Records of instructional, supervisory and administrative personnel and educational personnel
- Admissions records for a student who does not officially attend the program of admission. If the student completed a course at Hebrew College, but never officially attended as a degree candidate in the program of admission, then the student has FERPA rights with respect to that course, but does not have rights with respect to the admissions credentials for that program.
- Records of a student that contain information on other students. The student or eligible parent may inspect, review or be informed of only the specific information about that student.

**Limitation on Redislosures.** Under FERPA, information disclosed by the College may be subject to restrictions against redislosure.

**Student Request for Record Disclosure to a Third Party.** A current or former student who wishes to permit another person to receive copies of the

student's Educational Records must provide a signed and dated written consent, including the following:

- Specify the records that may be disclosed.
- State the purpose of the disclosure.
- Identify the person or class of parties to whom the disclosure can be made.

If requested, the College will provide the student with a copy of the disclosed records.

**Record Disclosure without Student Consent.** In general, the College may not disclose information from a student's Educational Records without the student's prior consent. However, in compliance with the law, Hebrew College will disclose personally identifiable information without consent under these conditions:

- To Hebrew College officials, staff and others engaged in activities on behalf of the College
- Information designated as "Directory Information"
- Information in a record of campus disciplinary proceedings that involve a charge of sexual assault, violence or non-forcible sex offense
- Information to parents of students under 21 about violations of the College's drug and alcohol policy by the student
- In compliance with a legal subpoena
- To authorized representatives of certain government offices, such as U.S. Comptroller General's Office, U.S. Attorney General, U.S. Department of Education, and state and local educational authorities
- In compliance with the Solomon Amendment for the purposes of military recruiting to the Department of Defense
- To officials of other institutions or organizations to which the student seeks to transfer or in which the student is already enrolled, involving

the student's application, placement, enrollment, transfer, internships, practica, affiliations, programs or financial aid

- In emergency situations, information to the appropriate parties, if the College deems it necessary to protect the health, safety or well-being of the student or other individuals
- In response to complaints and legal actions involving the student and the College
- To authorized representatives of the state and local government
- To organizations that accredit colleges and universities for the purpose of assisting their accrediting functions
- To organizations conducting studies for or on behalf of the College to improve education or student aid programs

### FERPA Complaint Procedure

Students have the right to file a complaint about alleged failures by the College to comply with the requirements of FERPA to the Family Policy Compliance Office at the U.S. Department of Education. A complaint must be submitted within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation.

The complaint must contain specific factual allegations giving reasonable cause to believe that a violation of the Act has occurred, and should be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### Amending Educational Records

Students have the right to have their Educational Records maintained accurately. If the normal channels for amending Educational Records within the College do not result in the desired corrections, students should submit a written request to the Office of the Registrar. The Dean of Students will inform the student of the College's decision concerning the requested amendment within 45 days from the date of receipt of the written request.

If the College decides not to amend the Educational Record as requested, it will inform the student of the decision, advise the student of his or her right to a hearing to challenge the content of the Educational Record on the grounds that the information is inaccurate or misleading, or violates the student's rights under FERPA, and will explain the procedures to request such a hearing. If, after the hearing, the College decides that the information contained in the Educational Record is neither inaccurate nor misleading, it will inform the student of the right to place a statement in the Educational Record commenting on the contested information or stating why the student disagrees with the College's decision.

The process of amending Educational Records or requesting hearings is pertinent only for information that has been recorded inaccurately or incorrectly, or that violates the student's rights under FERPA. This is not the process through which a student may appeal grades, disciplinary decisions or other decisions. Normal review and appeal channels should be used where the dispute is with the decision itself, and not with the accuracy with which the decision or information has been recorded.

Students at Hebrew College are treated with respect and receive individual attention and support from faculty and staff. In turn, students must live up to their share of the academic partnership: fulfilling academic standards, completing coursework and honoring the Codes of Academic Integrity and Personal Conduct.

Hebrew College has the right to maintain the College's academic standards and enforce the College's Codes of Academic Integrity and Personal Conduct.

### Academic Standards

#### Attendance and Completing Coursework

Students are expected to attend classes regularly. In the event that a student must be absent for any reason, it is recommended that the student consult with the instructor in advance to establish how and when to make up missed material and coursework. If absences exceed three class sessions, a student may be subject to administrative review by the Provost or Dean of Students that may lead to academic probation or dismissal.

Students are expected to complete their coursework in a timely manner. Final papers and other coursework will be assigned well enough in advance so that work can be submitted before grades are due. Grades for Hebrew College courses are due two weeks after the final day of each semester. Prior to the end of each semester, instructors will be notified by the Office of the Provost of the exact due date of grades.

#### Code of Academic Integrity

Academic integrity is the responsibility of every student who registers at the College. Dishonesty diminishes the quality of scholarship and deceives all those who depend on the integrity of the College's academic programs.

Students should be particularly careful not to compromise their academic integrity regarding examination behavior, research fabrication and plagiarism.

**Behavior During an Examination.** The use of any external assistance during an exam will be considered academically dishonest, unless expressly authorized by the instructor. Inappropriate examination behavior includes, but is not limited to, communicating with another student in any way during an exam, copying material from another student's exam, allowing another student to copy from one's exam paper and using unauthorized notes or other unauthorized materials.

**Research Fabrication.** Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. Fabrication includes, but is not limited to, inventing or altering research for a research project or field project, and resubmitting returned and corrected academic work without the full knowledge and approval of the instructor.

**Plagiarism.** Appropriation and passing off another person's ideas or words as one's own is considered plagiarism. When using another person's words or ideas, students must acknowledge the original source through recognized referencing practices. Students who are unsure whether or not a citation is necessary, or what sort of citation is appropriate, should consult with their adviser or course instructor. Use of another's ideas or words must be properly acknowledged as follows:

- Direct quotations must be acknowledged by footnote citation and by either quotation marks or other appropriate designation.
- When another person's ideas are borrowed in whole, or in part, and restated in the student's own words, proper acknowledgment must be made.

A footnote or proper internal citation must follow the paraphrased material.

- Other forms of academic dishonesty include, but are not limited to, the submission of another person's paper as one's own work, the use of a paper or essay to fulfill requirements in more than one class without both instructors' knowledge and expressed permission, and the acquisition of a copy of an examination in advance without the knowledge and consent of the instructor.

### Code of Personal Conduct

Students are expected to conduct themselves in accordance with the goals of Hebrew College as an educational institution. Students should treat all members of the College community with courtesy, and their behavior should reflect the basic principles of respect for persons and property. In order to maintain a learning environment that is safe and inviting for every member of the College community, instructors may, with the approval of the Provost or the Dean of Students, exclude from class any student who exhibits unbecoming conduct.

#### Use of Cell Phones

To maintain a respectful and courteous learning environment, students are expected to refrain from the use of cell phones in classes, lectures, the Bet Midrash or during a religious service. Students should turn off cell phones before entering class. If anticipating an urgent call, students should set their cell phones to silent or vibrate mode, and either leave the room before the expected time of the call or exit quickly and unobtrusively when the cell phone vibrates. Students should wait until they have left the room before beginning the conversation.

#### Drug-Free Environment

The unlawful possession, use, distribution, dispensation or

manufacture of a controlled substance, including both illegal drugs and unauthorized use of alcohol or prescription drugs, is prohibited anywhere on the premises of Hebrew College. Violations of this policy will result in disciplinary procedures and/or criminal prosecution under state and federal laws.

Students who are concerned about substance abuse are encouraged to consult with the Dean of Students for confidential advice on resources.

#### Hazing

A participant in the crime of hazing, as defined by the Massachusetts Board of Regents of Higher Education and Massachusetts State Law, will be immediately dismissed from Hebrew College with the understanding that this student will never be considered for readmittance. No refund of tuition will be given, nor will the student be permitted to complete the courses for which the student had already enrolled. Additional punishment in the form of fines or imprisonment may be also be brought against the student as defined by Massachusetts law.

#### Bias-Related Harassment, Sexual Harassment and Discrimination

Bias-related harassment, sexual harassment and discrimination are violations of federal and state laws. Hebrew College policy states that such behavior is also a violation of academic and personnel practices. It is against the policies of Hebrew College for any member of the College community (faculty, staff, administrator or student) to harass a student or person employed by the College, male or female, or to discriminate against that person.

Under Hebrew College policy, **harassment** may be generally defined as an act or communication causing emotional stress that is specifically addressed to individuals or groups with intent to harass, intimidate or

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humiliate the individual or group because of race, religion, creed, gender, age, ethnicity, national origin, physical disability or sexual orientation.

**Sexual harassment** refers to gender-based behavior that is personally offensive and/or interferes with the work or study effectiveness or living situation of an individual. Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct that creates an intimidating or hostile working, learning or living environment.

**Discrimination** is defined as communication of or acts of intolerance that have the effect of intimidating, demeaning, humiliating or creating a hostile environment for an individual or group because of race, religion, creed, gender, age, ethnicity, national origin, physical disability or sexual orientation.

Any student who believes that he/she has been subjected to any type of bias-related harassment and/or discrimination by any member of the College community should report such occurrence immediately to the Dean of Students. All such reports shall be confidential and shall not be communicated to any other person except with consent of the reporting student.

Individuals found responsible for bias-related acts of harassment and/or discrimination will be subject to sanctions up to and including suspension and/or dismissal from school. In such instances where the conduct also can be characterized as a "hate crime," individuals may be subject to arrest and prosecution in the courts of the Commonwealth of Massachusetts.

### Disciplinary Courses of Action

Students who have acted dishonestly or breached the Code of Academic Integrity or other College student conduct policies may be subject to academic penalties, administrative review and/or dismissal from their academic programs, pending the decisions of the instructor and the director of the specific program. Students may appeal these decisions as outlined in the Grievance Procedure (see below). It is College policy that suspensions, probations and dismissals be listed on academic transcripts.

Any student dismissed from the College for violations of academic integrity, policy or rule of conduct may apply for readmission. In evaluating this reapplication, the Office of Admissions will consult with the committee that originally made the decision to dismiss.

**Suspension or Dismissal.** Hebrew College, through its various faculties or appropriate committees, reserves its discretionary right to suspend or dismiss any student from the College for failure to maintain a satisfactory academic record or for demonstrating behaviors that are deemed excessively disruptive to the academic process and/or social climate of the campus.

### Grievance Procedure

Hebrew College strives to ensure fair and equal treatment for all its students. For this reason, it insists that full attention be given to any grievance a student may have.

The Grievance Procedure is provided for students who believe that they have been unlawfully discriminated against, unfairly treated or harassed in any way. Academic grievances relate to a complaint about a course, program of study or academic grade. Students are expected to address any disagreement or conflict directly with the individual involved, in person, with a written

document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may contact the Provost or Dean of Students. All communications regarding the complaint must be presented in writing, and all meetings and communications will be documented in the student's file. Every attempt at a satisfactory resolution will be made.

Steps to the Grievance Procedure are as follows:

1. Complaints against students or College employees should initially be directed to the individual. A complaint must be made within six months of the problem.
2. All students are urged to discuss their school-related concerns, problems or questions openly and frankly, directly with their instructors. Effective two-way communication between instructors and students has always served the best interests of both. Many problems can be resolved in this way. All instructors are expected to listen carefully to the student, consider the problem and try to resolve it through direct conversation.
3. If the student is not satisfied with this solution, he/she may write to the Dean of Students, explaining the problem in detail. The Dean of Students will review the letter with the dean of the appropriate program, and arrange a meeting with the student to evaluate the situation. Within ten working days, the Dean of Students should reply in writing to the student stating the resolution of the matter.
4. If the student is still not satisfied with this solution, he/she may write a letter to the Provost stating the problem in detail and the steps that were taken to alleviate it. The decision of the Provost is final, and the student should receive a letter explaining that decision within 15 working days.

# Health Policies and Procedures

## Health and Immunization Requirements

Massachusetts state law requires all full-time undergraduate and graduate students born after 1956 to show proof of immunization against measles, rubella and tetanus diphtheria. In addition, proof of hepatitis B immunization (three inoculations) is now mandated by state law for full-time college students and is strongly suggested for others. Medical exemptions signed by a health professional are allowed. Full-time undergraduate and graduate students born after 1956 must submit immunization records in order to register for classes. Evidence of vaccination/immunity or evidence that the student meets the standards for medical or religious exemption must be provided within 30 days of registration. Failure to do so will jeopardize a student's enrollment.

## Health Insurance

Health insurance is now required by the Commonwealth of Massachusetts. All full-time and three-quarter-time (6 credits or more each semester) students must submit proof of health insurance at the beginning of each academic year.

Those students who do not have insurance will be required to purchase the plan provided by the school. Students without health insurance will not be allowed to register for classes. Proof of insurance must be provided within 30 days of registration. Students who do not fulfill the health insurance and/or immunization requirements may not attend classes.

## Disabilities Policy

Hebrew College is committed to providing equal access to the College's programs, activities and services for all

qualified students with disabilities, while maintaining the high standards of achievement that are essential to the integrity of the College's programs and services. In advancing these dual aims, the College will ensure that its policies, practices and procedures conform to federal and state statutes and regulations.

Two federal statutes govern the rights of individuals with disabilities and apply to those who attend Hebrew College. Section 504 of the Rehabilitation Act of 1973 states that no "otherwise qualified person" with a disability can be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity within an institution that receives federal financial aid. The Americans with Disabilities Act (ADA) defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is perceived by others as having such an impairment. The ADA applies to Hebrew College, both as a place of public accommodation and as an employer. Section 504 and the ADA require institutions of higher education to provide equal access to educational opportunities to otherwise qualified persons with disabilities.

## Learning Disabilities Policy

### Rights and Responsibilities of Students with Disabilities

According to the Americans with Disabilities Act, Hebrew College students with disabilities have the right to the following:

- Equal access to Hebrew College's programs, activities and services
- Reasonable accommodations, academic adjustments, and/or auxiliary aids and services that may be needed for equal access to the College's programs, activities and services

- Appropriate confidentiality of information concerning their disability as required by federal and state law
- Reasonably accessible and available information concerning the College's disability services

Hebrew College students with disabilities have the responsibility to do the following:

- Meet the College's qualifications and maintain essential technical, academic and institutional standards
- Inform the Office of the Dean of Students if they require an accommodation to have equal access to any of the College's programs, activities or services
- Provide the Office of the Dean of Students with appropriate documentation indicating how their disability limits participation in any of the College's programs, activities and services
- Follow the Office of the Dean of Students' procedures for requesting and obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services

### Rights and Responsibilities of Hebrew College Regarding Students with Disabilities

Hebrew College has the right to do the following:

- Request and receive appropriate documentation supporting students' requests for accommodation, academic adjustments and/or auxiliary aids and services
- Defer action on a student's request for accommodation until the student provides appropriate documentation supporting the existence of his or her claimed disability and the appropriateness of the requested accommodation(s)

- Offer students the most cost-effective accommodations, academic adjustments and/or auxiliary aids and services that are responsive to the student's particular needs
- Decline to provide an accommodation that would require a waiver or alteration of an essential element of a course or program, provided that the appropriate academic officer or department chair first identifies the course or program's essential elements and concludes that the requested accommodation is incompatible with the essential elements of the course or program
- Refuse to provide a requested accommodation, adjustment and/or auxiliary aid and service, if providing the requested accommodation would impose an undue burden on the College

Hebrew College has the responsibility to do the following:

- Provide information to students concerning the resources and services available for students with disabilities and provide that information in accessible formats upon request
- Ensure that the College's programs, activities and services, when viewed in their entirety, are accessible to qualified students with disabilities in an integrated and appropriate setting
- Work with students who request accommodations to identify reasonable and effective accommodations for each student's needs within the context of a particular course or program's essential elements
- Respond to all requests for accommodation in a timely manner
- Provide reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids for students with disabilities

- Maintain appropriate confidentiality of the student's documentation, records and communication in accordance with federal and state law

### Process for Requesting Special Accommodations

Hebrew College attempts to assist students with disabilities to pursue their programs successfully. If a student believes that he or she has a disability that has yet to be evaluated, the student should contact the Dean of Students or the dean of the student's respective program of study regarding these concerns. A referral for psychoeducational and/or neuropsychological evaluation may be suggested. Such an evaluation would be at the student's expense. Students are advised to check with their health insurance carrier to determine if these evaluations are covered under their policies.

Students with documented physical, medical, visual, hearing, learning or psychiatric disabilities who wish to request accommodation of their disability must notify the Dean of Students of the disability in writing, explain why the accommodation is necessary and provide documentation that is no more than three years old. A qualified professional must prepare the documentation. After submitting this documentation to the Office of the Dean of Students, a student should make an appointment to meet with the Dean of Students to review together the documentation and the student's request for accommodations. The Dean will appoint a committee to review the student's request for accommodations and the supporting documentation, decide whether or not the student is eligible to receive the requested or some alternative accommodations, and inform the student in writing of this decision. The Office of the Dean of

Students will also inform the student in writing of his or her right to appeal the decision.

If the student is deemed eligible for accommodations, the committee will assist in developing a plan for specific accommodations and facilitate academic accommodations that will allow for optimal learning and completion of relevant assignments (for example, untimed testing, distraction-free testing environment). Once the necessary accommodations have been determined, a note detailing the required accommodations will be entered into the student's Educational Record with the student's permission. In the event that a student does not wish to have his or her needs recorded in such a note, it may not be possible for the College to ensure that the proposed accommodations will be made.

In making requests for accommodations, students should remember that it takes time for the College to arrange accommodations. Therefore, if a student's requests are not made in a timely manner, the College cannot guarantee that accommodations will be provided when needed. For example, the College requires sufficient time to arrange for accommodations, such as sign interpreters, texts in alternative formats or possibly altering room assignments.

At the beginning of each term, it is the student's responsibility to notify each of his or her instructors of the disability and of the necessary accommodations. Faculty should check with the Office of the Registrar to ensure that any proposed accommodations are consistent with those established by the student and the Dean of Students.

Hebrew College strives to create a vibrant, collaborative community for its diverse students, faculty and staff. The College fosters social opportunities and activities in order for its student body to maintain a full campus life. Student feedback and ideas are always welcome and valued.

### Programs and Events

A mission of the College is to balance studies with enjoyable opportunities to cultivate friendships through extracurricular programs and events. Students are encouraged to participate actively in student life events. Among recent activities:

- Annual Sukkot celebration, with a “Pizza in the Hut Lunch and Learn” event, including opportunities to decorate the sukkah and observe the mitzvah of *Leishev BaSukkah*
- Annual Hanukkah party
- Annual *Purimshpiel*, featuring the creative skill and energy of students, staff and faculty
- *Shabbatonim*, sharing Shabbat with the Hebrew College community
- *Shulchan Ivri*, a weekly Hebrew-only conversational gathering where students socialize while practicing their speaking and listening skills in a relaxed, casual environment
- Monthly “Dinner and a Movie” at the Hebrew College *Kolnoa* series, which features Israeli films and food
- “Journeys on the Hill,” an interfaith group composed of Hebrew College and Andover Newton Theological School students and faculty, to build bridges across faiths through spiritual events and seasonal celebrations.
- Social action projects

### Facilities

**The Alumni Dining Hall.** Hebrew College’s attractive dining hall, naturally lit by a skylight and floor-to-ceiling windows, offers kosher meals. Dairy and meat menus are provided on an alternating schedule. Pareve and vegetarian options are available every day. In spring, summer and fall, the patio is the place to soak up sun while refueling.

The Alumni Dining Hall is strictly kosher. No food from outside sources is allowed in the dining hall for serving or consumption. Students may bring food, kosher or non-kosher, to the Katz Student Lounge and other spaces within the College where food is permitted.

### Tuition Policy

Hebrew College tuition is due at the beginning of each semester. Depending on the program of study, tuition may be charged on a block basis (for full-time undergraduates and students in the Cantor-Educator Program, the Rabbinical School and Mekorot) or on a per-credit basis.

Matriculated students in the block tuition programs will be billed during the summer, with tuition due at the beginning of the fall semester. Matriculated students (those formally admitted to one of Hebrew College’s degree or certificate programs) and nonmatriculated students who pay on a per-credit basis or a noncredit basis are expected to pay their tuition and registration amounts at the time they register for classes. Arrangements for alternative payment plans must be made before the first day of classes.

Note that tuition policy as described in this Student Guide is subject to change as required, without advance notice. Check the Hebrew College website for the most current information about tuition policy and costs.

### Tuition Payment Options

Tuition must be paid in full before classes begin in the fall unless the student has arranged to participate in alternative payment plans offered by Hebrew College. Note that there may be a fee for alternative payment plans. All tuition must be paid before the last class of each semester.

Payment plans offered for block tuition students include a two-payment plan (one payment in fall, second payment in spring) and a nine-payment plan (payments made monthly from August through April). For students who are paying on a per-credit or noncredit basis, there is a four-month plan.

For further information about payment plans, contact the Office of Student Financial Services prior to registration.

### Tuition Refunds

All requests for refunds must be presented and filed with the Office of the Registrar. To receive a refund, a student must complete an Add/Drop or Withdrawal form and submit it within the specified dates of that particular semester. Notification of add/drop or withdrawal must be presented in written form; verbal notification does not constitute official notification, nor does non-attendance. Registration and late fees are nonrefundable.

Students with extenuating circumstances may apply in writing to the Office of the Provost for exceptions to this policy.

**Fall and Spring Semesters.** Hebrew College offers tuition refunds up to and including the end of the fourth week of classes. Students withdrawing from class after the fourth week of classes are no longer eligible to receive a refund.

By add/drop date	100% tuition refund
By second week	80% tuition refund; "W" (withdrawal) on transcript
By third week	50% tuition refund; "W" on transcript
By fourth week	25% tuition refund; "W" on transcript
After fourth week	No refunds issued; "W" on transcript

**Summer Semesters.** Because summer semesters are short, the refund policy for the regular academic year does not apply. Students must withdraw or add/drop a course (or change from credit to noncredit, or vice versa) *on the first day of class*.

Add/drop first day of class	100% tuition refund
Second day of classes	80% tuition refund; "W" on transcript
Third day of classes	50% tuition refund; "W" on transcript
Fourth day of classes	25% tuition refund; "W" on transcript
Fifth day or later	No refunds issued; "W" on transcript

Students who receive federal loans are subject to federally mandated refund regulations. Please contact the Office of Student Financial Services for additional information.

### Withdrawal from School

Students who drop all classes and withdraw from their respective program of study must do so in writing. Refunds will be forthcoming, if the student's notification occurs as stated above. Failure to withdraw in writing will result in the student's continuing financial obligation to pay the school tuition for those classes even after the student has stopped attending class. (See page 6.)

Students who receive federal loans are subject to federally mandated repayment/refund regulations.

### Student Financial Obligations

Should a student in any Hebrew College program fail to meet his or her financial obligations with respect to payment of all tuition, fees, charges or repayment of loans when due, or fail to make satisfactory payment arrangements with the Office of Student Financial Services, the College may bar a student's registration, refuse admittance to classrooms, restrict library privileges or withhold certificates and diplomas until such obligations are met. Continued failure to meet student obligations may result in suspension of the student from the College.

Students in default of tuition and fee payments may be asked to leave current classes and will not be allowed to register for any subsequent classes until their default situation is cleared. The College will make every effort to work with students to clear the outstanding balance; however, the College reserves the right to send the account to a collection agency. The student will be responsible for all collection costs or legal fees incurred by the College during the collection process. Transcripts, grades and other academic records will not be released until all financial obligations to the College have been met.

## Financial Aid

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Hebrew College strives to ensure that no qualified student is prevented from enrolling for financial reasons. Several means of financial aid are available, including Hebrew College merit-based fellowships, financial needs-based scholarships, tuition discounts for Jewish educators and Jewish communal workers, and standard grants and loans. The College also helps students to identify outside funding sources, such as community scholarships and federal loan programs, to further support their education.

### Fellowships and Scholarships at Hebrew College

#### Hebrew College Merit-Based Fellowships

Drawing on the top students in Jewish studies and Jewish education, the competitive Hebrew College Fellows Program encompasses several merit-based fellowships for both full-time and part-time study. These fellowships are granted on a competitive basis to exceptional students enrolled in Hebrew College's graduate degree programs. Most fellowships are awarded on an annual basis and are renewable.

Preference for fellowships will be given to those degree applicants whose complete applications are received by December 15. Fellowship awards will be granted based on application content. An interview may be required.

*Rose Bronstein Fellowship:* Awarded to an outstanding student in Jewish education, committed to becoming a classroom teacher and dedicated to the teacher/student encounter. \$5,000.

*Betty and Irving Brudnick Fellowship:* Awarded to an outstanding student in the field of Jewish education. \$5,000.

*Carpenter Fellowship:* Awarded to an outstanding Rabbinical School student. Full tuition for five years.

*Rabbi Carl and Barbara Benjamin Friedman Fellowship:* Awarded to a graduate student preparing for a career in Jewish education. \$5,000.

*Ralph Goldman Fellowship in International and Professional Leadership:* Awarded to a student who is dedicated to working with Jewish communities outside of North America. \$3,750.

*Dr. David M. Gordis Fellowship:* Awarded to a student demonstrating exceptional potential for Jewish communal leadership. \$5,000.

*Thelma Frisch Hoch Fellowship in Jewish Education:* Awarded to an outstanding student enrolled in a degree program in Jewish education. \$5,000.

*Barbara and Leo Karas Fellowship in Jewish Education:* Awarded to a graduate student in the Shoolman Graduate School of Jewish Education whose goal is postgraduate service in the Jewish community. Priority is given to those with a commitment to congregational religious schools. \$5,000.

*The Betty Laufer Fellowship:* Awarded to a student in the MJEd program, pursuing a career in Jewish education. \$5,000.

*Abraham and Sadie Shapiro Family Fellowships:* Awarded to students planning to pursue a career in Jewish education and committed to postgraduate service in the Jewish community. \$5,000.

*Edith and Eliot Shoolman Fellowship:* Awarded to a student currently active in the field of Jewish education as a teacher or administrator. \$5,000.

*Rose and Morris Sokolove Rabbinical Fellowship:* Awarded to an outstanding rabbinical student committed to strengthening Jewish life. \$10,000.

*Betsy and Dr. Martin P. Solomon Graduate Fellowship:* Awarded to an outstanding student in the field of Jewish education. \$5,000.

For more information about the Hebrew College Fellows Program, contact the Office of Admissions.

#### Hebrew College Needs-Based Scholarships

Through the generous contributions of friends, supporters and alumni, Hebrew College has established several endowed scholarships. Endowed scholarships are used to meet a student's financial need and to replace traditional institutional grant funding.

To be eligible to receive a scholarship from Hebrew College, the student must be accepted into a certificate or degree program and take at least two courses on a for-credit basis during both the fall and spring semesters. Graduate students required by their program to take undergraduate Hebrew (*Hebrew I-IV*) may take these courses on a noncredit basis and still qualify for financial aid. Additionally, the student must maintain satisfactory academic progress.

Financial need and academic performance are the most common criteria in awarding these scholarships. To be eligible, students must first apply for financial aid; all students who apply for financial aid will be considered for these scholarships.

Needs-based scholarships are determined by the Office of Financial Services and are first awarded after acceptance to the degree or certificate program. Students should be aware that there may be a time lag between receipt of their acceptance letters and receipt of their award letters. The awards are presented annually and are not automatically renewed for subsequent years.

### Professional Development Abatement Scholarships and Partnership Programs

Hebrew College offers special scholarships for students already working in the field of Jewish education. These scholarships, which are not need-based but “working” entitlements, are in the form of tuition abatements, available to those taking courses for credit. For those receiving need-based aid, these abatements are already included in their financial package.

**Stone/Teplow Families’ Educational Scholarship Fund.** Available to students already working in the field of Jewish education, who are enrolled at Hebrew College and take for-credit courses. An exception to the “for-credit” stipulation is made for matriculated graduate students who are required to take undergraduate *Hebrew I–IV*, since these classes are only available to graduate students on a noncredit basis.

Subject to change each year, a 20 percent abatement is currently available for those who teach at least 12 hours each week. For those who teach fewer than 12 hours per week, abatement will be prorated.

**Jewish Communal Worker Abatement.** Available to students enrolled at Hebrew College, who work for a Jewish organization (other than a teaching institution) and do not receive other financial aid. Applicants must work full-time (at least 30 hours) and take for-credit courses. Also available to matriculated graduate students who are required to take *Hebrew I–IV* on a noncredit basis.

Subject to change each year, a 15 percent abatement is currently available.

To apply for either of these professional development abatement scholarships, students must complete an application form and return it with their registration form to the Office of Financial Services. Students must reapply each semester.

**CJP/BJE Educator Program.** Available to Hebrew College matriculated or nonmatriculated students, working as teachers or education directors in various synagogue Hebrew schools within the Boston metropolitan area. This is a partnership program based on an agreement between some Boston-area synagogues and the Bureau of Jewish Education (BJE), with support from Combined Jewish Philanthropies (CJP), in which students pay only the per-semester registration fee, while taking up to 21 credits on a for-credit basis and 6 credits on a noncredit basis at Hebrew College. The number of credits/noncredits allowed is dependent upon the program named in the agreement.

CJP/BJE is responsible for the tuition. The student is responsible for fees and books.

For more information, contact the Associate Dean of the Shoolman Graduate School of Jewish Education.

### Private Sources for Financial Aid in the Jewish Community

A number of scholarships, grants and loans from within the Jewish community are available to students attending Hebrew College. Applications for these programs are outside the jurisdiction of Hebrew College and should be made directly to the individual program. A list of sources is available from the Office of Student Financial Services.

### Other Private Sources for Scholarships and Loans

Students are encouraged to apply to any local or state scholarship or loan programs for which they may be eligible. Low-interest loan programs are available to graduate students who are under 30 and registered voters in Massachusetts. Scholarships are sometimes offered by local high schools, chambers of commerce, fraternal or social organizations (such as rotary clubs, Rotarian clubs, Elks Clubs and other clubs and lodges).

Private loans for undergraduate and graduate programs are available from many banks and organizations. Contact the Office of Student Financial Services before applying for these loans.

In addition to scholarships offered by high school, fraternal or social organizations in a student’s hometown or state, websites are good sources for scholarship and loan information. Many public libraries have additional references for sources of scholarships grants and loans to undergraduate and graduate students. Websites help students find scholarships; students must fill out their own forms.

Please note that some financial aid sites have been identified as scams. Students are advised to avoid sites that (1) require a fee; (2) guarantee a scholarship or applicant’s money back; (3) claim exclusive access to information; or (4) promise to fill out student applications.

### Government Grants and Loans

State and federal governments provide financial aid in the form of grants and loans for undergraduate and graduate students who are U.S. citizens,

permanent residents of a state and experience financial need. Each state has its own grant and loan policies for offering financial aid and should be contacted by the permanent resident of that state.

For more information about federal financial aid programs, call 1-800-433-3243 or visit [www.ed.gov](http://www.ed.gov). Students may also visit the website of the Higher Education Information Center at [www.heic.org](http://www.heic.org) (1-877-ED-AID-4U) or [www.freegovmoney.net](http://www.freegovmoney.net) for further information about government student aid programs.

#### [MASSGrants](#)

The MASSGrant is available to full-time undergraduate students who meet Massachusetts residency requirements as detailed by the Massachusetts Office of Student Financial Assistance and who demonstrate exceptional financial need. The amounts awarded are determined by the state government and are subject to change each year.

#### [Federal Stafford Loan Program](#)

Hebrew College participates in the Federal Stafford Loan program, which provides low-interest loans to matriculated students through banks, credit unions, and savings and loan institutions. The interest rate is set by the federal government on July 1 of each year. Repayment of the loan is deferred while the student is in school. Repayment begins six months after the student graduates, falls below half-time status or leaves school. Repayment may extend over a five- to ten-year period. Stafford Loans may be subsidized (interest paid by the federal government while the student is in school) or unsubsidized (interest paid by the student when due or capitalized during enrollment or deferment periods).

To qualify for the subsidized loan, the applicant must demonstrate financial need by filing a Free Application for Federal Student Aid (FAFSA) form. (See page 20.) The FAFSA form may be found at the website [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students wishing to apply for this program should contact the Office of Student Financial Services, complete both FAFSA and Hebrew College Financial Aid forms and provide copies of their most recent income tax returns.

**Undergraduate Stafford Loan.** Total undergraduate borrowing may not exceed \$23,000. Note that the federal government applies specific definitions when labeling a student as “dependent” or “independent.”

*Subsidized Stafford Loan:* As of July 1, 2008, a dependent freshman may borrow up to \$3,500 per year. Sophomores may borrow \$4,500; juniors and seniors may borrow \$5,500. These students may qualify for up to \$2,000 in additional monies through unsubsidized loans.

*Unsubsidized Stafford Loan:* As of July 1, 2008, an independent student may borrow an additional \$6,000 per year for the first two years and an additional \$7,000 per year for the third and fourth year of school.

**Graduate Stafford Loans.** Up to \$20,500 is available per year for graduate students.

*Subsidized Stafford Loan:* This is a need-based loan and may not exceed \$8,500 per year, with total borrowing not to exceed \$65,500.

*Unsubsidized Stafford Loan:* Students may borrow up to an additional \$12,000.

#### [Undergraduate Federal Pell Grants](#)

This program grants money to undergraduate students who demonstrate exceptional financial

need. The federal government sets the award amounts annually through congressional legislation, the award amounts varying from year to year.

Pell Grants are based on an assessment of financial need, but can not account for more than half the cost of attendance. The award amount depends on the family's financial status and on the cost of attendance at the school. Awards may be granted for the entire period required for the student to complete a first bachelor's degree.

To apply for a Pell Grant, the student must complete a FAFSA form by March 1 of the academic year prior to the one for which the student is applying. The Student Aid Report (SAR) issued from the FAFSA will indicate eligibility for the Pell Grant.

#### [Return of Title IV Funds](#)

Stafford Loans and Pell Grants—also called Title IV Funds—are awarded to students under the assumption that the student will attend school for the full period for which the funds were awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that the student was scheduled to receive.

A student participating in a Title IV funded program is obligated to give written official notice of withdrawal from school. Withdrawal from school may necessitate return of all or some portion of the Title IV funds received by the school and student. Failure to formally notify the school of withdrawal does not negate the legally required “Return of Title IV funds.” The school may consider non-attendance of all classes with no notification from the student of illness or other necessary absence as a withdrawal from the school and set the Return of Title IV process into motion. For more information, please contact the Office of Student Financial Services.

# Applying For Financial Aid

## Graduate Plus Loans

The Graduate Plus Loan is a low-interest federally backed student loan. This loan is available to students enrolled at least half-time in a program leading to a master's degree or to a law or medical degree. This loan can be used to pay for the total cost of education, less any aid and other loans the student has received. Eligibility for this loan, however, is dependent on the borrower's credit rating and credit history, as opposed to the Stafford Program's purely financial-need eligibility. Additionally, the student must have borrowed the maximum allowed in the Stafford Loan Program before applying for a Graduate Plus Loan. Completion of a FAFSA is required for this loan as well. The interest rate is set by the federal government in July each year. The rate is fixed and may be tax deductible. Repayment of this loan may be deferred while the student is attending school.

## Veteran's Assistance

Students who attend Hebrew College under the GI Bill, or while receiving veteran's assistance, are eligible for this assistance. The paperwork must be completed before classes begin. Classes must be taken on a for-credit basis. Contact the Office of Student Financial Services for more information.

## Financial Aid Requirements

To qualify for need-based financial aid from Hebrew College, a student must be a matriculated student, formally admitted to one of Hebrew College's degree or certificate programs, taking at least 6 credits each semester. To qualify for federal aid, the student must be matriculated, taking at least 6 credits per semester, and a U.S. citizen or an eligible noncitizen resident. Foreign students holding an F1 Visa may not receive federal aid. No application for aid will be considered for nonmatriculated students.

**Definitions:** For purposes of financial aid, full-time, half-time and part-time students at Hebrew College are defined in the following ways.

### *In the Rabbinical School:*

All rabbinical students are full-time.

### *In the Certificate, Bachelor of Jewish Studies, Bachelor of Jewish Education, Masters of Jewish Studies and Masters of Jewish Education Programs:*

Undergraduate full-time student	12 credits or more per semester
Undergraduate half-time student	6–10 credits per semester
Undergraduate part-time student	fewer than 6 credits per semester <i>(does not qualify for aid)</i>
Graduate full-time student	9 credits or more per semester
Graduate half-time student	6 credits per semester
Graduate part-time student	3 credits per semester <i>(does not qualify for aid)</i>

### *In the Cantor-Educator Program (CEP):*

Five-year program (block tuition)	16–18 credits per semester <i>(qualifies for full-time aid)</i>
Seven-year program	10–15 credits per semester <i>(qualifies for full-time aid)</i>

## Financial Aid Application Process

All new applying students and returning students seeking aid are required to submit a Hebrew College Financial Aid application, along with their Application for Admission to one of Hebrew College's degree or certificate programs. Students must also complete a Free Application for Federal Student Aid (FAFSA) form and provide their most recent federal tax information. The application must be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Hebrew College federal code, 002157, should be included where appropriate.

For expedience, the Financial Aid Application may be submitted before completing the FAFSA and providing the relevant tax information to the College.

Students will not be considered for aid until all relevant information has been received and they have been accepted into a program. Once the student has been awarded admission to Hebrew College, the Office of Student Financial Services will review the financial aid application and send a financial aid award letter to the student. The award will state what aid, if any, will be offered by the College and include information about what federal programs the student may qualify for along with any necessary paperwork to allow the student participation in those programs. Information about tuition payment and due dates will also be included.

Completion of the financial aid process will have no bearing on acceptance to the program of study. Acceptance to a program is independent of financial aid considerations.

#### Determination of Financial Aid

Several factors are taken into consideration in determining a student's financial award: acceptance to a Hebrew College degree or certificate program; financial need; academic promise; enrollment at least half-time (6 credits per semester); date when complete application was received; and availability of funds.

Hebrew College uses a "needs formula" to determine the amount of aid a student will receive:

(cost of education) – (expected family contribution) = financial need

The estimated cost of a student's education includes tuition, fees and estimated room and board, plus allowances for books, supplies, transportation, loan fees and miscellaneous expenses. The expected family contribution (EFC) is derived from the student's financial aid application and the FAFSA. This amount is subtracted from the estimated cost of education, resulting in the student's financial need.

Offers of aid may include federal grant programs, federal student loan programs and/or monetary assistance from Hebrew College in the form of tuition discounts, scholarships or grants. Students applying for aid may qualify for one, some, all or none of these forms of assistance.

#### Maintaining Financial Aid

A student must maintain a satisfactory grade-point average and academic progress within his/her course of study to maintain financial aid. No student who owes a refund on a federal or state grant or who is in default of a federal educational loan will qualify for aid.

Hebrew College reserves the right to withhold financial support from students who have not met their financial obligations to the College. Any financial award is subject to revision if the student alters the number of credits he/she is carrying or if the student's financial situation changes. The College will also make adjustments to a financial aid award should there be discrepancies between information stated on the financial aid application and the supporting documentation.

Students receiving monies from any of the federal or state programs are subject to federally or state-mandated refund regulations. Please check with the Office of Student Financial Services for further information.

#### Returning Students Reapplying for Aid

All returning students must reapply for financial aid each year. No application will be considered complete until Hebrew College has received the Hebrew College Financial Aid Application, the new FAFSA information and the most current income tax information from the student. A student's offer of financial assistance will be based on the new application, not on the amount of aid received in previous years.

Renewal of financial aid is contingent upon maintaining satisfactory academic progress as well as meeting other

eligibility requirements. The type and amount of aid may vary each year, depending on financial need and the available funds levels at the time the student's application is received.

Returning students should submit their financial aid application by May 1 each year. Applications received after that deadline will be considered, but less funding may be available later in the academic year.

#### Financial Aid for International Students

Hebrew College offers financial aid to eligible international students. U.S. permanent residents holding an Alien Registration Receipt Card (I-151 or I-551) or a Conditional Permanent Resident Card (I-151C) and those noncitizens holding an Arrival-Departure Record (I-94)—showing one of the designations Refugee, Asylum Granted, Indefinite Parole, Humanitarian Parole or Cuban-Haitian Entrant—may participate in the federal student loan programs. These students will be required to complete both the Hebrew College financial aid application and the FAFSA.

Students holding an F or J visa do not qualify to participate in any of the federal loan programs and should complete only the Hebrew College financial aid application. They will be asked to provide financial information as well, but will not be required to complete the FAFSA.



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