



Student Handbook

2023-2024

Celebrating our first full academic year in
our new collaborative campus!



Updated November 28, 2023

Contents

Welcome to Hebrew College!	3
Important Contacts	4
Hebrew College Operating Schedule and Snow/Emergency Policy	5
Accreditation	5
Statement of Nondiscrimination	5
The Hebrew College Mission	6
Our Core Values	6
Whom Do I Ask?	7
Academic Calendar 2023-2024	8
General Student Policies	10
Academic Advising	10
Email Addresses for Students	10
Health and Immunization Requirements (revised July 2021).....	11
Policy on Masking and Other Responses to Community Health Crises	11
Name Change Process	11
Registration of an Out-of-State Vehicle	12
Vehicles on Campus/Parking	12
Degree Requirements	12
Rabbinical Program	12
Cantorial Program	13
Rav-Hazzan Dual Ordination Program	14
Master of Arts in Jewish Studies	14
Master of Jewish Education Programs	15
Registration Policies.....	15
Requirement to Register and Pay Tuition	15
Add/Drop and Course Withdrawal	16
Cross-Registration Opportunities through the Boston Theological Interreligious Consortium (BTI)	17
Failure to Register	17
Leave of Absence (LOA)	18
Course Registration	18
Academic Policies and Procedures	19

Academic and Non-Academic Probation and Disciplinary Policies	22
Academic Standards	25
Personal Conduct Code	25
Academic Accommodations and Disability Services	28
Academic Grievance Policy	31
Tuition and Fees and Financial Aid Policies	32
Financial Aid.....	34
Student Life and Services	35
Student Educational Records	36
The Rae and Joseph Gann Library at Hebrew College	40
Institutional Policies	43
Questions about the Student Handbook	50

Welcome to Hebrew College!

Hebrew College is dedicated to holistic support of our students so that you can grow and thrive in our programs. The Student Handbook contains critical information about life at Hebrew College, resources available to help you in your education, and policies, procedures, and community norms that we expect students to uphold that will help maintain and nourish our diverse community. Please read this handbook carefully and be in touch with any questions.

Please also note that while we attempt to ensure that the material published in this handbook is accurate at the time of publication, this handbook does not constitute a contract between Hebrew College and its students, and Hebrew College may correct or change any provision or requirement in this handbook at any time.

B'vracha, blessings,
 Rabbi Daniel Klein `10, Dean of Students
 Rabbi Gita Karasov `20, Director of Admissions and Student Life
 Bob Gielow, Registrar & Senior Director, Office of Student Services

Important Contacts

Hebrew College

1860 Washington Street, Newton Centre, MA 02466 | Telephone: 617.559.8600 | Fax: 617.559.8601

For individual offices, dial 617.559.xxxx

www.hebrewcollege.edu

Faculty/Staff/Program Directory: hebrewcollege.edu/resources/faculty-staff-directory/

Graduate Leadership Programs: Rabbi Justin David, 8638, j david@hebrewcollege.edu

Rabbinical and Cantorial Programs: Laurena Rosenberg, Administrator, 8632,
lrosenberg@hebrewcollege.edu

Master of Jewish Education Programs:

- Debrah Ron, Executive Assistant, Senior Leadership Team, and Special Programs Manager, 8624, dron@hebrewcollege.edu
- Dr. Susan Morrel, Director of Field Experience and Senior Advisor in Jewish Education, 8657, smorrel@hebrewcollege.edu

Dean of Students: Rabbi Daniel Klein, 8637, dklein@hebrewcollege.edu

Director of Admissions and Student Life: Rabbi Gita Karasov, 8630, gkarasov@hebrewcollege.edu

Office of Student Services: (Financial Aid, Registrar, Student Accounts & Institutional Research)

- Bob Gielow, Registrar & Senior Director, 8847, registrar@hebrewcollege.edu
- Susie Kwan, Student Accounts Coordinator and Assistant Registrar, 8784, skwan@hebrewcollege.edu
- Mia Tavan, Financial Aid Coordinator, 8726, financialaid@hebrewcollege.edu

Director of Adult Learning: Kim Bodemer, 8708, kbodemer@hebrewcollege.edu

Library: Harvey Sukenic, Library Director, 8757, hsukenic@hebrewcollege.edu

Information Technology:

- Helpdesk, helpdesk@hebrewcollege.edu
- Jim Kenn, Director, 8688
- Jimmy Cameau, Support Technician, 8684

Academic Calendar: <https://hebrewcollege.edu/resources/academic-calendar/>

Course Offerings and Registration: <https://hebrewcollege.edu/resources/register-for-courses/>

Forms: <https://hebrewcollege.edu/resources/registrar>

Hebrew College Operating Schedule and Snow/Emergency Policy

If the College must close or delay opening due to severe weather conditions or another emergency, an announcement will be made by 6:30 a.m. on the day of the closure. **During these emergencies, a recorded message of the College's operating schedule can be heard by calling 617.559.8609.**

In addition, an email will be sent to all faculty, staff, and students, and announcements will be made in the following media:

- The Hebrew College website
- Local television stations
 - WBZ (Channel 4)
 - WCVB (Channel 5)
 - WHDH (Channel 7)
 - NECN Boston (Channel 10)
 - WFXT (Channel 25)

Accreditation

Hebrew College is accredited by the New England Commission of Higher Education (NECHE).

<https://hebrewcollege.edu/resources/policies-accreditation/>

Statement of Nondiscrimination

Hebrew College does not discriminate on the basis of race, color, national or ethnic origin, gender, 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 themselves of the provisions of this regulation.

Inquiries regarding nondiscrimination policies at the College should be directed to either Vice President Susie Tanchel or Provost Rabbi Dan Judson.

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, MA 02109-4557.

The Hebrew College Mission

Reimagining Jewish learning and leadership for an interconnected world. Making our lives more meaningful, our communities more vibrant, and our world more whole.

Our Core Values

Ahavat Torah: A Love of Learning

At the heart of Hebrew College is our vibrant learning community. We share the conviction that education is the key to Jewish vitality, and we are devoted to rigorous study of the full breadth of Jewish religion and culture. Together, we foster lifelong Jewish learning that engages the whole person, challenging the mind and nourishing the soul.

Areivut: Embracing Communal Responsibility

Jewish leaders in the 21st century must assume responsibility for both the Jewish future and the future of our planet. Hebrew College promotes learning in a context of communal commitment and concern – for our own local community, for Israel and Jewish communities around the world, and for all inhabitants of the Earth. Through education, activism, service, and interfaith cooperation, we seek to bring healing to a world in need of repair.

Elu v'Elu: Engaging Diversity

As a pluralistic institution, we recognize and value human diversity. Within our own *k'lal Yisrael* community and in dialogue with people from other faith traditions, we actively engage a multiplicity of experiences and perspectives in an environment of mutual respect. The encounter with different points of view prompts us to ask honest and searching questions of ourselves and of one another, and to see this process as a source of wisdom and strength.

Yetzira: Fostering Jewish Creativity

Judaism, at its best, is a creative, intellectual, and spiritual encounter among the individual, the community, and the received tradition. Hebrew College encourages and empowers learners to see themselves as both inheritors and innovators – active participants in the unfolding story of the Jewish people. We embrace music, literature, and the visual and performing arts as sources of inspiration and as vital modes of Jewish discovery and expression.

The Hebrew College mission continues to be as relevant as ever: To encourage and empower learners to see themselves as both inheritors and innovators – active participants in the unfolding story of the Jewish People.

Whom Do I Ask?

Hebrew College Hours and Calendar

9 a.m. to 5 p.m. Monday through Thursday; 9 a.m. to 1 p.m. Fridays.

Closed on Jewish holidays, legal holidays, and weekends.

School calendar: <https://hebrewcollege.edu/resources/academic-calendar/>

Contact the Registrar's Office (registrar@hebrewcollege.edu) for:

- Course information including tuition & fees for individual courses
- Registering for courses
- Campus Café credentials
- Add/Drop deadlines - found on the Academic Calendar
- Adding or dropping courses through Hebrew College's student information system, Campus Café
- Course withdrawals after the Add/Drop period
- Immunization requirements
- Student health insurance: Massachusetts law requires all full-time students to have health insurance. Students living in MA may purchase health insurance through the MASS Health Connector program (<https://www.mahealthconnector.org/>)
- Student visa questions or issues
- Name changes
- Transcript requests; leave of absence; petitions for incomplete
- Withdrawing from your degree program

Contact the Financial Aid Office (financialaid@hebrewcollege.edu) for:

- Financial aid and student loans; financial aid is only available to students who have been accepted into one of our degree programs
- Hebrew College Financial Aid Application
- FAFSA (Free Application for Student Aid)
- Changes to your financial aid or student loans

Contact the Student Accounts Office (skwan@hebrewcollege.edu) for:

- Your student account and tuition balances
- Paying your tuition and fees
- Paying your enrollment deposit
- 1098T Tax Form
- Payment plans
- Student loan refunds
- Student account credit balance refunds

Academic Calendar 2023-2024

FALL SEMESTER 2023: August 28-December 22, 2023

Monday-Friday, August 28-September 1	Ordination students' Orientation and Elul programs	
Monday, September 4	Labor Day	College closed
Tuesday, September 5	First day of fall semester classes, all programs	
Monday, September 11	Last day of Add/Drop period, Education Module 1 classes	
Thursday, September 14	Last day of Add/Drop period, semester-long classes	
Friday, September 15	Erev Rosh Hashanah	College closed
Saturday-Sunday, September 16-17	Rosh Hashanah	College closed
Monday-Friday, September 18-22	No ordination classes held	College open
Sunday, September 24	Erev Yom Kippur	College closed
Monday, September 25	Yom Kippur	College closed
Tuesday, September 26	No ordination classes held	College open
Friday, September 29	Erev Sukkot, classes held	
Saturday-Sunday, September 30-October 1	Sukkot	College closed
Monday-Thursday, October 2-5	Intermediate days of Sukkot, classes held	College open
Friday, October 6	Hoshanah Rabbah, no ordination classes	College open
Saturday-Sunday, October 7-8	Shmini Atzeret & Simchat Torah	College closed
Monday, October 9	Columbus Day/Indigenous People's Day, classes held	College open
Friday, October 27	Last day of Education Module 1 classes	
Wednesday, November 1	First day of Education Module 2 classes	
Tuesday, November 7	Last day of Add/Drop period, Education Module 2 classes	
Monday, November 13	Ta Sh'ma Open House for prospective ordination students, no regular ordination classes held	
Wednesday, November 22	Day before Thanksgiving, classes held	College closes at 1 p.m.
Thursday-Friday, November 23-24	Thanksgiving holiday	College closed

Thursday-Friday, December 7-15	Hanukkah, classes held	College open
Friday, December 15	Last day of instruction, fall semester ordination classes	
Monday-Friday, December 18-22	Final exam period: all work must be turned in by 1 p.m. on Friday	
Friday, December 22	Last day of fall semester, all programs	
Monday, December 25, 2023 - Monday, January 1, 2024	Winter Break	College closed
Tuesday, January 2, 2024	Hebrew College reopens	
Friday, January 5, 2024	Fall semester grades due	

SPRING SEMESTER 2024: January 29-May 17, 2024

Tuesday, January 2, 2024	Hebrew College reopens	
Friday, January 5	Fall semester grades due	
Monday, January 15	Martin Luther King, Jr. Day	College closed
Tuesday - Friday, January 16-19	Ordination programs' January Intensive Seminars	
Monday-Friday, January 22-26	Ordination programs' Winter Seminar	
Monday, January 29	First day of spring semester classes, all programs	
Monday, February 12	Last day of Add/Drop period, semester-long classes	
Monday, February 19	Presidents' Day	College closed
Friday, March 1	Ordination Programs' Yom Iyyun, no ordination classes held	
Thursday, March 21	Monday classes held	
Sunday, March 24	Purim	College closed
Monday, April 15	Patriot's Day, no classes held	College closed
Monday, April 22	Erev Pesach (Passover), no classes held	College closed
Tuesday-Wednesday, April 23-24	Pesach	College closed
Thursday-Friday, April 25-26	Intermediate days of Pesach, no classes held	College closed
Monday-Tuesday, April 29-30	End days of Pesach	College closed
Monday, May 6	Yom HaShoah	

Wednesday, May 8	Ordination programs' Capstones and Blessings, no morning classes held	
Friday, May 10	Last day of instruction, spring semester classes	
Monday-Friday, May 13-17	Final exam period: all work must be turned in by 1 p.m. on Friday	
Monday, May 13	Yom HaZikaron	
Tuesday, May 14	Yom Ha'Atzmaut	
Friday, May 17	Last day of spring semester	
Thursday, May 23	Master's Thesis presentations	
Friday, May 24	Spring semester grades due	
Monday, May 27	Memorial Day	College closed
Sunday, June 2	Graduation and Ordination	
Tuesday, June 11	Erev Shavuot	College closes at 1 p.m.
Wednesday-Thursday, June 12-13	Shavuot	College closed

(This calendar is subject to change; be sure to check the online version listed on page 7)

General Student Policies

Academic Advising

Matriculated students at Hebrew College are assigned faculty advisors to assist in the development of an educational plan and to help in the selection of appropriate courses and other educational experiences. Advisors interpret academic requirements where necessary, evaluate your progress and help you to clarify your career and life goals. In addition, faculty advisors serve as mentors and are a sustaining presence. You should meet with your advisor prior to the start of each semester.

Email Addresses for Students

Once you have been accepted to one of Hebrew College's academic programs, you will be required to complete an IT Agreement and will be assigned a Hebrew College email address. All official emails from the College will be sent to this address. You may forward the hebrewcollege.edu email to another address if you choose, but all communication between you and any Hebrew College personnel must use the Hebrew College email address. It is your responsibility to use the hebrewcollege.edu address in a responsible and legal manner. More information about data security below, in "Hebrew College Policies & Procedure."

Health and Immunization Requirements

All matriculated students who will attend classes or programs on campus are required to provide proof of immunization. Students must be immunized against hepatitis B (three inoculations), measles, mumps and rubella (individually or through the MMR vaccine), tetanus and diphtheria (TDap vaccine), and varicella. Students must also be fully immunized against COVID-19 (depending on vaccine, one or two doses plus a booster).

Students may submit either the Hebrew College Immunization form (found on the Hebrew College website, under Resources/Registrar/Forms), signed by a healthcare provider, or an immunization record which comes directly from the healthcare provider's office. This form needs to be submitted only once, before new students begin their studies, and must be received before classes begin.

Students who are medically exempt from vaccinations may submit a letter so stating signed by a health professional. Students who are not able to access their immunization records must review their situation with the director of their program at least 30 days before the beginning of the academic year and may be asked to provide proof of immunity to the above diseases through blood tests.

Students who attend classes exclusively online and never visit campus in person are exempt from the immunization requirements. **Any student who has not complied with the requirements of this immunization policy will be barred from the campus pending compliance.**

The Commonwealth of Massachusetts requires all full-time students to be enrolled in a Health Insurance plan. Hebrew College directs students who live in Massachusetts and who do not already have health insurance to the Massachusetts Health Connector, <https://www.mahealthconnector.org>.

Policy on Masking and Other Responses to Community Health Crises

Since the onset of the COVID-19 pandemic in March 2020, Hebrew College, like all communal institutions around the world, has had to develop flexible and often-changing policies to insure the health and safety of our college community. These have included masking requirements, limitations on occupancy in our shared spaces, and protocols on physical distancing and communal meals. We will continue to implement those policies that we deem necessary to keep our community safe, with consultation from our medical advisory team and Board of Trustees. Any new policy mandate will be communicated to the College community via email to Hebrew College email addresses, listservs, and our website.

Name Change Process

Current students may change their names on Hebrew College forms and records, but there are two different procedures for name changes, depending upon whether the name change will be used internally on Hebrew College listservs, class rosters and forms, or whether the name change will impact official academic records, transcripts, tax documents, and financial aid and loan forms.

Use of one's legal name is required for certain offices that perform administrative processes which legally necessitate the use of a legal name, such as financial aid and student services offices, the Registrar's office, and Human Resources.

Legal Names: Currently enrolled students may change their legal names on institutional records. Before making any changes in the student information system database, Hebrew College's Registrar must first receive legal documentation of the student's new name. This documentation might include a driver's license, marriage license, court order and/or current passport. A student's first and last name in the database must always match the name associated with their social security number. International students must use the name which is on their visa.

An official name change will be reflected in a student's academic record, transcript, financial aid documents, tax documents and payroll.

Preferred Names: Current students may choose to use a preferred first or middle name only and will be asked to contact the Registrar's Office in writing to request that this name be used. When a preferred name is included in a student's application for admission, that will be considered a request to use that preferred name. A preferred name will be reflected in the student's Hebrew College email address, class rosters, and advising documents. A student's username in Campus Café will continue to use the student's legal name. Preferred names may only use letters from the English alphabet.

Registration of an Out-of-State Vehicle

Massachusetts state law requires all students using cars not registered in the Commonwealth of Massachusetts to file a non-resident driver statement with the police department located in the same city or town as the college the student is attending. **If you are a non-resident student who will be driving to campus, you are required to complete the Massachusetts Non-Resident Statement Form. The Office of Student Services will provide you with the necessary form.**

Vehicles on Campus/Parking

All students, staff, and faculty who drive to campus on a regular basis may use the campus parking lot. You are expected to follow posted signs and park only in designated areas. **No cars should be left overnight without permission. Please** speak to the receptionist in the main lobby for specific directions.

Degree Requirements

Below are the general requirements to complete these degrees. For course details and to plan your specific course of study, please speak with your advisor. Each semester's available courses can be found at www.hebrewcollege.edu/resources/register-for-courses.

Rabbinical Program

The rabbinic curriculum, for all degrees, is devoted to six areas of study: Tanakh (Bible), Talmud (Rabbinics), Halakha (Jewish Law), Jewish Thought, Language Development, and Professional Development.

Rabbinic students may also add a specialization, with the approval of their advisor. Available specializations may include: Halakhah, Hasidut and Kabbalah, and Pastoral Care. Each specialization will carry a set of electives which must be completed.

The rabbinic ordination program is a full-time, residential program. Under certain circumstances, students may elect to attend on a half-time basis; all requests for less than full-time status must be approved by the provost. If half-time status is approved, the dean will work with the student and the student's advisor to plan the details of the program and will also work with the financial aid coordinator on the student's eligibility for merit- and need-based aid and student loans.

Master of Arts in Jewish Studies with Rabbinic Ordination

Requires completion of 72 credits towards the master's degree; additional practical, professional development, and text classes will be required to complete the accompanying certificate of rabbinic ordination.

Advanced standing is available to those with a prior history of Jewish text study. If you believe that you qualify, speak with Rabbi Justin David, Dean of the Rabbinic School.

Master of Jewish Education with Rabbinic Ordination

Students who have completed one year of the rabbinic ordination program may request a degree change to the Master of Jewish Education. It requires completion of 72 credits towards the master's degree; additional practical, professional development, and text classes will be required to complete the accompanying certificate of rabbinic ordination.

Students in this program will complete 16 credits in Jewish Education, including one year of supervised field experience and a final thesis.

Advanced standing is available to those with a prior history of Jewish text study. If you believe that you qualify, speak with Rabbi Justin David, Dean of the Rabbinical School.

Cantorial Program

Cantorial students spend the first year of study in Jewish text, history, and Hebrew classes with their rabbinical program peers, as well as beginning their study of *nusach* and cantillation. The five-year curriculum includes study of *nusach*, cantillation, and liturgy of all days, seasons, and holidays, in both traditional and contemporary models of prayer leadership. The Jewish music history curriculum will immerse students in the music of the Jewish people. Students will study and perform repertoire in Jewish art song, folk song, Jewish musical theater and *hazzanut*.

A minimum of 60 credits of coursework is required to complete the master's degree; additional practical, professional development, text, vocal arts, and repertoire classes will be required to complete the accompanying certificate of cantorial ordination. Voice lessons and cantorial coaching are one-credit courses, taken in every semester of the program. Cantorial students are required to sing with the Hebrew College chamber choir, Kol Arev.

The cantorial ordination program is a full-time, residential program. Under certain exceptional circumstances, students may elect to attend on a half-time basis; all requests for less than full-time status must be approved by the provost. If half-time status is approved, the dean will work with the student and the student's advisor to plan the details of the program, and with the financial aid coordinator on the student's eligibility for merit- and need-based aid and student loans.

Master of Arts in Jewish Studies with Cantorial Ordination

A minimum of 60 credits of coursework is required to complete the master's degree; additional practical, professional development, text, vocal arts, and repertoire classes will be required to complete the accompanying certificate of cantorial ordination.

Master of Jewish Education with Cantorial Ordination

Students who have completed one year of the cantorial ordination program may request a degree change to the Master of Jewish Education. A minimum of 60 credits of coursework is required to complete the master's degree; additional practical, professional development, and text classes will be required to complete the accompanying certificate of cantorial ordination.

Students in this program will complete 16 credits in Jewish Education, including one year of supervised field experience and a final thesis.

Rav-Hazzan Dual Ordination Program

Students in the Rav-Hazzan program will follow the curriculum of the rabbinical school, adding cantorial classes in most semesters as well as fulfilling some independent study during the summers. Rav-Hazzan students will sing in the Hebrew College chamber choir, Kol Arey, and receive private voice lessons and individualized cantorial coaching.

Master of Arts in Jewish Studies

This program can be done in three years, when done relatively full-time, or can be done part-time at your own pace. The first year of the program is focused on an introduction to Jewish texts, practice, Hebrew language, and Jewish history. The second year of the program allows you to focus on either Jewish history and thought or the Jewish textual tradition.

Requires completion of 36 credits.

Required classes:

- Hebrew language (6 credits)
- Introduction to Rabbinic Texts (6 credits)
- Biblical Text Courses (8 credits)
- Electives to total 14 credits in the chosen track - either in Jewish History and Thought courses OR Jewish text courses
- Graduate Research Seminar Thesis class (2 credits)

Master of Jewish Education Programs

Degree Requirements: Successful completion of Hebrew assessment and completion of 30 credits:

- 3 Certificates (24 credits) – see certificate options below
- 1 Supervised Field Experience (3 credits)
- 1 Graduate Research Seminar/Final Thesis (3 credits)

Required Certificates:

Jewish Spiritual Education (4 Modules)	Credits (8 total)
Module 1: The Soul of Jewish Education	2
Module 2: Parables, Practices and Critiques of Jewish Mystical Education	2
Module 3: Creative Expression for Spiritual Development	2
Module 4: Jewish Spiritual Disciplines of Talmud Torah, Tefila, and Musar	2

Learning & Leading (4 Modules)	Credits (8 total)
Module 1: Instructional Leadership	2
Module 2: Organizational Leadership	2
Module 3: From Talmud to Tachlis: A Practical Guide for Jewish Organizations	2
Module 4: Leadership & Change	2

Elective Certificates:

Students complete 8 credits from modules of their choice, choosing from topics in the areas of **Teaching & Learning**, and **Emerging Trends in Jewish Education**.

Registration Policies

Requirement to Register and Pay Tuition

Students must register each semester to attend classes. Anyone attending a class who has not registered and who does not appear on the official class roster may be asked to leave the classroom until they have officially registered. Students will not be allowed access to any online course without being registered for that course. Students will only receive grades or credit for classes for which they are registered.

All students—matriculated, non-matriculated, for-credit and non-credit—are required to register for courses by the registration date listed in the Academic Calendar available on the Hebrew College website. This includes registration for Independent Studies; for more information about creating an independent study, speak with your program administrator.

Only students in good academic and financial standing are eligible to register for classes. Registration requires payment of a nonrefundable registration fee, as well as payment of tuition. All students may register through Hebrew College's online Campus Café system. If you have any difficulty with course registration, please contact the Registrar.

Payment of all tuition and fees is due 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, students 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 Services at or prior to registration. No registrations will be accepted without payment information. Students who fail to follow this procedure will not be considered registered and are not entitled to the student and academic services of the College.

Add/Drop and Course Withdrawal

A student may still register for or drop classes during the Add/Drop Period. Any resulting changes in tuition owed will be due upon registration. No registrations will be accepted after the Add/Drop Period has ended.

Students wishing to withdraw from a class after the Add/Drop deadline must receive their advisor's approval and submit a signed "Course Withdrawal" form to the registrar. Non-attendance or a conversation with the instructor or dean does not constitute formal withdrawal, nor does it reduce or alter your financial obligation to the College. Registration fees are not refundable.

Course withdrawals after the Add/Drop period will appear on your transcript with a grade of "W" for "withdrawal," which is permitted up until the last day of class in a given semester.

Students who are registered for a class for credit and wish to change their registration to a non-credit section may request this change up until the last day of class in that semester. Requests must be made to the registrar. No tuition adjustments will be made if this change occurs after the Add/Drop deadline.

Students who discontinue attendance in a course and fail to formally withdraw will receive a grade of "F". They will also continue their obligation to pay any outstanding tuition related to the course, including obligations involving federal Title IV student funding.

Withdrawing from a course may have financial implications for those students receiving financial aid and/or federal Title IV funds, since receipt of those funds is dependent on taking a minimum number of credits each semester. Students may be required to return all or a portion of their federal funds if they withdraw from class (or school). 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 Financial Aid Office.

For tuition refund schedules after withdrawing from a class, see "Tuition and Fees" section below.

Cross-Registration Opportunities through the Boston Theological Interreligious Consortium (BTI)

Hebrew College participates in a cross-registration agreement with the Boston College Theology Department, Boston College School of Theology & Ministry, Boston Islamic Seminary, Boston University Graduate Program in Religion, Boston University School of Theology, Gordon-Conwell Theological Seminary, Hartford International, Harvard Divinity School, Hebrew College, Holy Cross Greek Orthodox School of Theology, and Saint John's Seminary & Theological Institute.

Only matriculated Hebrew College students already accepted into a Hebrew College degree or certificate program may cross-register through the BTI. The normal tuition and fees are paid to Hebrew College. However, the host school may require an additional registration fee. Note that semester start and end dates may vary among schools. It is your obligation to register during the registration period as required by the school at which you wish to cross-register.

Students may take courses at any of the member institutions. The student is fully responsible for completing the cross-registration through the BTI cross-registration website. Students need to have approval of the provost before registering for a class through the BTI.

Pertinent dates such as add/drop (for each BTI institution) and deadlines for filing and completing incompletes may be different from the date at the student's home school. It is the student's responsibility to keep track of and meet these deadlines, and to confirm in writing with the BTI school's registrar the date by which an incomplete must be completed.

Tuition for courses taken at a member school will be paid by the student to the home institution—therefore, the student must be registered for the course at both the student's home school and the BTI institution offering the course.

Courses available from BTI are listed on their website: www.bostontheological.org, where registration is also completed.

Failure to Register

A student wishing to take a semester off must petition for a leave of absence. A matriculated student who fails to register for classes or petition for a leave of absence and does not 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. After two semesters of inactivity, the student may be withdrawn from the degree program altogether. Readmission under either of these circumstances may result in the student being required to follow the degree requirements in place at time of readmission, 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 still required to register each semester. They should register for a Leave of Absence for Continuation of Candidacy or Writing of Thesis. See the section on Leave of Absence for more information, including registration fee requirements.

Leave of Absence (LOA)

Matriculated students in good standing who need to discontinue their studies for a short period of time may request up to two consecutive semester-long leaves of absence from their degree program without jeopardizing their enrollment or their standing in the program. The student must complete the “Petition for Leave of Absence” form and submit it, together with the required fee, to the Registrar before the beginning of the semester in which a leave is requested.

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 no longer than one year during the degree program. Leaves are set up semester-by-semester and fees are required for each semester of this type of leave.
- A matriculated student who is writing a thesis, but not attending classes for a specific semester. A Leave of Absence fee is required.
- A matriculated student who has completed all coursework, including a thesis or final project, for a degree and is awaiting the next commencement. No Leave of Absence fee is required.
- A matriculated student who has a medical need to take a leave of absence. Student must complete the Leave of Absence form and provide a letter from a doctor requesting the student be allowed leave. No Leave of Absence fee is required.

Note: Financial aid recipients are advised that the length of the LOA may affect the timing of repayment for federal student loans. Federal regulations state that any period of non-enrollment longer than 180 days—the loan(s) six-month grace period—may put a student’s loan(s) into repayment status.

LOA status as described above does NOT constitute an “Approved Leave of Absence” as defined by federal financial aid regulations. Recipients of federal Title IV financial aid must be aware of the implications of a leave on their financial aid situation, the 180-day grace period, and repayment schedule. Students contemplating a leave of absence should discuss their individual situations with Hebrew College’s Financial Aid Office.

Course Registration

All matriculated students will use our Campus Café portal to register for classes. Please remember that registration is not complete until you pay your tuition.

Instructions: Go to <https://hec-web.scansoftware.com/cafeweb/login> to access Campus Café.

- Log in with your username and password. Once you have logged in, you should see your name in the upper right-hand corner. (If you have forgotten your username and password, use your name as your username with a dot between your first and last names, and click on “forgot password.”)
- Scroll down to where it says student portal and click “register for classes.”
- Read the prompt and click “I agree.”
- Use the drop-down menu to choose the upcoming semester, e.g., Fall 2023.
- A page will be generated with all of the courses offered at the College. The left-most column will read “add”, and any course restrictions or prerequisites will be noted in red letters. Scroll to find your course and click “add.”

- Once added, the course will be put in your basket. The basket can be found directly underneath the list of courses.
- When you are finished adding courses to your basket, click the button that says, “Click here when you are done registering for your confirmation”.
- The next screen you see is your confirmation page. It should say “Your registration is complete”. Underneath that line will be two buttons: “Click here to make payment” and “Back.”
- If you select “click here to make a payment” you will be brought to the make a payment page. The “back” button brings you back to the registration page.

Academic Policies and Procedures

Attendance

Students should attend all classes as required by the instructor. Students are required to attend 80 percent of all class sessions to be eligible for a passing grade. Students who do not fulfill 80 percent of class attendance, regardless of the reason for absences, will receive a failing grade. In certain circumstances (i.e., non-attendance in multiple classes), this may result in academic probation. Hebrew College faculty have discretion to determine if participating virtually in an in-person class counts as attendance. Faculty members will indicate in their syllabi their policy on virtual class attendance.

Students in an online, asynchronous class should participate in 80 percent of the weekly assignments in a timely fashion to be eligible for a passing grade. Participation in class discussion boards is a component of assessment in an online class, with specific expectations outlined in the class syllabus.

Exemptions from this policy for any special circumstances are at the discretion of the Dean.

Students with medical issues that impact their ability to attend class should be in touch with the Director of Academic Support Services, Ildi Szekely at iszekely@hebrewcollege.edu to request an accommodation to the attendance policy. If a student is eligible for accommodation, the course instructor and Dean will determine reasonable attendance accommodations.

COVID-19 Attendance Policy Addendum

If you are experiencing any COVID-19 symptoms or have been exposed to someone who tested positive for COVID, please stay home as a precaution; however, we encourage you to participate virtually in your classes. To make this possible, each class has its own Zoom link so that we can stream classes as needed. **We ask that students coordinate with each other to facilitate streaming class.** The program administrator for the ordination programs will provide Zoom login credentials for streaming. **To ensure you are not marked absent, you must alert faculty prior to class that you will be joining the class virtually due to COVID-related health concerns.** Students should be aware classes are designed for in-person experience and not hybrid learning.

Hebrew College Policy on Credit Hours

Hebrew College’s Graduate Leadership Programs operate on a semester system using credit hours. There are fall and spring semesters of approximately 15 weeks each, and a summer semester of 6-10 weeks. Some

programs may run required mini courses during the January preceding the spring semester, with those credit hours counting towards students' spring semester credit loads.

Calculation of credit hours follows the recommendations of the U.S. Department of Education. Each credit hour assumes the equivalent of three hours of work per week over a 15-week semester, including class time, structured partner study time (in “beit midrash” or “hevruta”), homework, research, papers, and exams. In total, one credit hour equals 45 hours of work over the course of the semester.

Students enrolled in other academic work for credit, such as student internships, field experience, *practica*, and studio work, are required to devote at least an equivalent amount of time per credit hour as is required for regular classes.

Online classes which are asynchronous follow the same credit hour guidelines, with 45 hours of work per credit hour expected over the course of the semester.

Grading and Credit Requirements for Degree Candidates

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.

Students in Hebrew College's ordination programs are graded on a pass-fail basis in many of their required courses, with individualized assessments and evaluations making up a portion of the grading process. A passing grade requires the student to complete a quantity and quality of work that would typically earn a letter grade of B- or better.

Full-time students in graduate programs are expected to complete at least 9 credits per fall and spring semester. Part-time students are those taking fewer than 9 credits per semester. Unless enrolled in their final semester of study, students must register for at least six credits per semester to qualify for federal Direct Student Loans. Master's degree students are expected to graduate within three years. Students in the rabbinical program are expected to complete their degrees within 6 years. Students in the cantorial program are expected to complete their degrees within 5 years.

Credit Requirements for Students Receiving Student Loans

Students who request federal loans are required by the Department of Education to take a minimum number of credits each semester. This requirement may differ from the part-time or full-time categories listed above. Recipients of student loans are also required to make satisfactory academic progress each semester. Failure to do so can impact eligibility for further student loans. See the “Financial Aid” section for more information.

Satisfactory Academic Progress

Satisfactory academic progress (SAP) is defined as the measure of progress toward the completion of a course of study according to the standards of Hebrew College and as required by federal regulations. SAP standards apply to all financial assistance programs including Federal Pell Grant, Federal Direct Loans and Grad PLUS Loans, as well as any assistance received from the state and from Hebrew College. SAP standards apply to all full-time and part-time degree candidates, even if they are not receiving aid.

Grades

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 no later than two weeks after the final day of each semester. Prior to the end of each semester, instructors will be notified by the Registrar's Office of the exact due date of grades.

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

A+	4.2	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F, I, NC, P, W, PI, NG = 0	

Incompletes

A student who is not able to complete their coursework during the semester may request an "Incomplete" for the course. The student must fill out a "Petition for Incomplete" form to be signed by the instructor and submitted to the Registrar. The form must be received by the Registrar before campus closes on the last day of the class. A deadline for when the completed coursework is due may be set by the instructor and this information will be given to both the student and the Registrar. If no specific deadline is set, the coursework must be completed and submitted by the student by campus closing of the last day of following semester. Grades for incompletes will be due no later than the grade submission date of that semester.

- Students should inform the Registrar when they have submitted all outstanding work to the appropriate instructor.
- Graduating students must complete their assignments for all previously incomplete courses no later than March 1st during the spring semester of their final year.
- Graduating students may not take any incompletes in their final semester.
- A student holding two or more Incompletes may not register for subsequent semesters until coursework is completed. An academic hold will be placed on their account.
- 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 grade of F. Instructors may request that the Registrar enter a grade of "PI", Permanent Incomplete, rather than a grade of F.

Extension of Incomplete

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, you must submit a written petition to the Registrar explaining the extenuating circumstances. The petition must include a date by which work will be submitted. The Registrar will submit the petition to the dean of your program for approval. Generally, the extension will be limited to two to four weeks.

Student Academic Standing and Evaluation

While grade-based guidelines of satisfactory progress are used to confirm student status and eligibility for financial aid and student loans (see section on Financial Aid Policies), satisfactory academic progress in ordination programs is determined by more than grades and course requirements. It also reflects evaluation of clergy presence, interpersonal skills, communication skills, spiritual growth, and more, which are more subjective criteria. Success in these areas is determined by the faculty of the rabbinic and cantorial programs through mid- and end-of-year reviews of student progress. Deans meet with students who are not making sufficient progress in the programs to determine continuation or not (for more information, see below under “Academic and Non-Academic Probation and Disciplinary Policies.”)

Rabbinical and cantorial students are graded pass-fail; Education and Jewish Studies students are graded with letter grades. For students in rabbinical and cantorial programs, there are subjective, values-based criteria used to evaluate competencies in addition to academic criteria. Criteria for grading is published and available to students in each program.

Extensions for Degree Candidates

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

Withdrawal from School

If you wish to withdraw from your degree program, you must submit a signed “Degree Withdrawal Form” to the Registrar. Non-attendance or a conversation with an instructor or dean does not constitute formal withdrawal, nor does it reduce or alter your financial obligation to the College.

Students Receiving Financial Aid

Students receiving federal funding through Title IV funds, including Federal Loans and Pell Grants, are subject to federally mandated refund regulations when withdrawing from school. If you withdraw from school, you may be obligated to return all or part of the federal funding you’ve received during the current year. Please see “Return of Title IV Funds” under the “Financial Aid at Hebrew College” section.

Academic and Non-Academic Probation and Disciplinary Policies

Contacts: Dean of Students, Rabbi Daniel Klein, 8637, dklein@hebrewcollege.edu
Dean, Rabbinical School, Rabbi Justin David, 8638, jdavid@hebrewcollege.edu
Provost, Rabbi Dan Judson, PhD, 8638, djudson@hebrewcollege.edu

Probation for Students in Ordination Programs Only

A student may be placed on academic and/or non-academic probation when serious concerns exist about the student’s ability to successfully complete the program, whether for academic or non-academic reasons.

The process of probation aims to create a supportive structure through which the student may address these areas of concern in order to continue in good standing in the program.

The dean of the Rabbinical School determines if a student will be placed on probation, in consultation with the dean of students and provost. When appropriate, other Hebrew College faculty members may also be consulted.

A student may be placed simultaneously on academic and non-academic probation if deemed necessary. In all cases of probation, the Dean or Dean of Students will provide to the student in question a written communication detailing the reason(s) for probation and the action(s) necessary for the student to be removed from probation. If the student has not met the terms of probation by the end of the probation semester, the dean, in consultation with the dean of students and provost, may revise the terms of probation. These may include either extending the period of probation or removing the student from the program.

Reasons for Academic Probation

A student may be placed on academic probation if they:

- Fail a course
- In the same semester, receive two pass-with-reservations on narrative assessments that supplement course grades

Terms of Academic Probation

In the case of academic probation due to a failed course, the typical terms of probation entail re-taking and passing the failed course OR working independently with a prescribed tutor to achieve sufficient mastery of the material covered in the course. If working with a tutor, sufficient mastery of the course material will be evaluated by the appropriate Hebrew College faculty member.

In the case of academic probation due to receiving two pass-with-reservations on narrative assessments that supplement course grades, the typical terms of probation entail, but may not be limited to, passing all of the following semester classes without reservation.

In both cases, we endeavor to determine if there is an underlying issue that may be causing or contributing significantly to the performance challenges. If such a cause is identified, the terms of probation could include additional learning specifically addressing the underlying issue.

Should a student placed on probation have learning needs, the Dean of Students will work with the Director of Academic Support Services to ensure that the student is receiving appropriate help.

Reasons for Non-Academic Probation

A student may be placed on non-academic probation if there are significant concerns about the student's fitness for the program or career as a clergy person. The following is a list of the kinds of concerns which could lead to non-academic probation. This list is not meant to be exhaustive:

- Use of antagonistic language towards faculty, staff, or fellow students
- Consistent challenges working cooperatively and productively with faculty, staff, and/or fellow students

- Receive persistent negative feedback from internships and/or are fired from an internship

Terms of Non-Academic Probation

In the case of non-academic probation, terms are tailored specifically for each individual case, enabling the student to work actively on the particular behavior(s) in question. Typical elements may include: a commitment to work on the particular behavior in question and do appropriate *tsehuvah* (repentance) if necessary; work with a clergy mentor or other qualified person who can provide honest and open feedback and support.

Appeals of Probation

Students may appeal the probation decision to the Provost of Hebrew College. Students should provide in writing a rationale for why the probation should be overturned.

Expulsion

While the policy of the school is to place students on a semester-long probation before expulsion, in the case of an egregious act which is entirely incommensurate with an aspiring clergy person, the College may immediately dismiss a student. In such cases, a student may appeal their dismissal to the Provost of Hebrew College and/or the President of Hebrew College.

Academic Probation for All Students

Students in any degree program 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 Registrar in writing and will be brought to the provost for approval.

Appeals of Probation

Students may appeal the probation decision to the provost. Students should provide in writing a rationale for why the faculty's decision should be overturned.

While the policy of the school is to place students on a semester probation before expulsion, in the case of an egregious act which is entirely incommensurate with an aspiring clergy person, the College may immediately dismiss a student. In such cases, a student may appeal their dismissal to the provost and/or the president of Hebrew College.

Disciplinary Sanctions

Hebrew College will impose disciplinary sanctions on students and employees who violate the College's rules of conduct. In addition, students or employees who violate public law may be subject to criminal prosecution. Conviction may result in fines, imprisonment, and revocation or loss of eligibility to receive

federal funding (such as grants and financial assistance) and other privileges. College-imposed discipline may include sanctions up to and including expulsion of a student or termination of employment, in addition to referral for criminal prosecution. Disciplinary sanctions may include participation in a treatment, counseling, or other approved rehabilitation program.

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. 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.

Academic Standards

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 its academic standards and enforce its Codes of Academic Integrity and Personal Conduct.

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.

Student Responsibilities

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 your 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 your own is considered plagiarism. When using another person's words or ideas, you must acknowledge the original source through recognized referencing practices. If you are unsure whether a citation is necessary or what sort of citation is appropriate, you should consult with your 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 your own words, you must include proper acknowledgment. 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 your 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.

Action on Suspected Violations

Cases of Undisputed Academic Misconduct

If the student has admitted to the academic misconduct and has not previously been found guilty at Hebrew College of an academic conduct violation, the faculty member may request the designated dean's authorization to sanction the student by means of grading penalty.

In such a case, a student who has admitted to academic misconduct may agree to a grading penalty as determined by the faculty, up to and including a failing grade in the course. The faculty member will inform the designated dean of the proposed grading penalty.

Students who are not allowed the option of a grading penalty or who elect to have their cases heard by the dean may receive the sanctions of Reprimand, Disciplinary Probation, Suspension, or Expulsion. In the case of minor violations that do not warrant sanction, there may be no penalty.

Reprimand

- For violations of a minor nature or mitigated by extenuating circumstances.
- A copy of the reprimand shall be placed in the student's file but shall not be recorded on the permanent academic record. Past reprimands may be considered in imposing sanctions for future offenses.
- Reprimands place no restriction on the student's participation in academic activities.

Disciplinary Probation

- For violations deemed serious enough to warrant some abridgment of the student's rights and privileges.
- Given for a specific period of time.
- Recorded on the student's permanent internal record.

Suspension

- For violations deemed serious enough to warrant separation of the student from the college community for a limited time, but not serious enough to warrant expulsion.
- Given for a period of up to one semester.
- Recorded on the student's permanent internal record; the student's external record shall carry the statement "withdrawn".
- The student must apply to the dean of their school for readmission, making a satisfactory statement concerning their interim activities and their intended future conduct.

Expulsion

- For extremely serious academic misconduct.
- Recorded permanently on the student's academic record.
- Expulsion is permanent.

Personal Conduct Code

Students are expected to conduct themselves in accordance with the goals of Hebrew College as an educational institution. You should treat all members of the College community with courtesy, and your 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, 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 Mascott Bet Midrash, or during a religious service. You should turn off your cell phone before entering class. If anticipating an urgent call, set your cell phone 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. You should wait until you have left the room to begin the conversation.

Academic Accommodations and Disability Services

Contact: Ildi Szekely, Director of Academic Support Services, iszekely@hebrewcollege.edu

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:

1. 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.
2. The Americans with Disabilities Act (ADA) of 1990 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.

Academic Support Services Policies and Procedures

Hebrew College is committed to being an inclusive learning institution and community, supporting all students to the extent possible to engage fully with the courses of study. Hebrew College seeks to enhance the quality of learning by offering services and support to students with disabilities who need additional help in their academic coursework.

Disability Support Services

Hebrew College encourages students to work closely with faculty if they face learning challenges. Disclosing and requesting accommodation based on a disability is a personal decision. While Hebrew College does not require a student to disclose the existence of a disability, students who wish to request accommodations must do so.

Process and Determination of Accommodation(s)

For students who have had a recent, comprehensive evaluation:

1. The student initiates the process by requesting an intake meeting with the Director of Academic Support Services, completing the Student Intake Form, and submitting documentation of recent, comprehensive evaluation (see Guidelines for Documentation below).

2. The Director of Academic Support Services will review submitted documentation within two weeks.
3. The Director of Academic Support Services, in consultation with the dean of students and the student, will determine appropriate accommodations. Accommodations are based on the specific nature of a student's disability, as well as the educational or testing environment in which the student will be functioning on a case-by-case basis.
4. The Director of Academic Support Services will prepare a confidential Professor Notification Letter (PNL) for the student to share with relevant faculty. Students are best served when they self-advocate and use the PNL to facilitate an ongoing communication with their faculty.

For students without a recent, comprehensive evaluation:

1. Students who are struggling in a course can request help from the director of academic support services. In some cases, faculty members, in consultation with the dean of students, may recommend a student who is struggling in a course to seek help from the Director of Academic Support Services. In either case, the student initiates the process by requesting a meeting with the Director of Academic Support Services by completing the Student Consultation Form.
2. The Director of Academic Support Services will meet with the student in a timely manner to learn about the challenges the student is having and discuss appropriate support.
3. Students must have a recent, comprehensive evaluation to be eligible for accommodations. The Director of Academic Support Services may recommend the student be evaluated, which is at the student's expense. Students are advised to check with their health insurance carrier to determine if the evaluation is covered under their policies. The Director of Academic Support Services will recommend qualified professionals the student may see for an evaluation, though the student is free to see any qualified professional of their choosing. If the student decides to be evaluated, then the above process will be followed.
4. If the student decides not to be evaluated, the Director of Academic Support Services will discuss alternative options of support, such as tutoring or academic coaching.

Guidelines for Documentation of a Specific Learning Disability

Students who are seeking support services from Hebrew College based on a diagnosed specific learning disability (LD) are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The following guidelines are provided to ensure that documentation is appropriate to verify eligibility and support requests for reasonable accommodations:

1. Testing must be current: Specifically, this means that the testing must be conducted within the last four years. Because the provision of all reasonable accommodations and services is based upon assessment of the current impact of the student's disabilities on their academic performance, it is in the student's best interest to provide recent and appropriate documentation.
2. Testing must be comprehensive: Testing must reflect the student's present levels of aptitude, achievement, and information processing. Tests used must be technically sound (i.e., statistically reliable, and valid) and standardized for use with an adult population. Actual test scores must be provided. Standard scores and/or percentiles are acceptable. It is not acceptable to administer only one test for the purpose of diagnosis.

3. Qualifications of evaluator: Trained and certified learning disability specialists and/or licensed psychologists may conduct the assessment. Diagnostic reports must include the names, title, and professional credentials of the evaluators, as well as the date(s) of the testing.
4. Specific LD must be diagnosed: There must be clear and specific evidence of a learning disability. “Individual learning styles” and “learning differences” in and of themselves do not constitute a learning disability.
5. Educational recommendations: Educational recommendations regarding the impact of the disability and accommodations recommended at the post-secondary level, if applicable, must be included.

Guidelines for Documentation of ADHD

Documentation from the psychiatrist, psychologist, or clinician who made the diagnosis must be no older than four years and provide information regarding the onset, longevity, and severity of the symptoms, as well as the specifics of describing how it has interfered with educational achievement.

To receive accommodations based on ADHD, an assessment that measures the student’s current functional impact of ADHD on learning and/or testing is required. The assessment might include measures in the areas of attention, learning, intellect, achievement, processing speed, fluency, executive functioning, language, and memory. Some formal measures are required.

A complete psycho-educational or neuropsychological assessment is often recommended for determining the degree to which the ADHD currently impacts functioning relative to taking standardized tests.

Guidelines for Documentation of Medical or Physical Condition, Chronic Illness, or Mental Health Disorder

Under the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and rights of equal access to programs and services. A diagnosis of a disorder/condition alone does not automatically qualify an individual for accommodations under the ADAAA. To establish that an individual is covered under the law, the documentation must explain how the disability substantially limits one or more major life activities, and supports the request for services, accommodations, academic adjustments, and/or auxiliary aids.

Students who wish to request academic accommodations based on a **medical or physical condition, chronic illness, or mental health disorders** must submit documentation from a licensed professional who is qualified to evaluate and diagnose such conditions. Information about licensure/certification, as well as the area of specialization, employment, and state or province in which the individual practices should be clearly stated in the documentation.

The documentation should be in English and must be typed on the provider’s letterhead. It should also be signed and dated and include the following information:

- A diagnosis (for mental health disorders, the diagnosis must conform to the Diagnostic and Statistical Manual of Mental Disorders, including relevant code)
- The student’s history with this diagnosis

- Description of the student's functional limitations relevant to an academic setting
- Current treatment plan, including medications
- Recommendation for accommodation(s)
- Justification for why recommended accommodation is medically necessary. There must be a very clear connection between the functional limitation(s) described and the recommended accommodation.

Documentation should be **recent** (within one year) and should **address the student's need** for accommodation(s) based on the student's current level of functioning within an educational setting. *Documentation for a chronic illness may be older if the functional limitations do not change.*

**A diagnosis documented by a family member will not be accepted due to professional and ethical considerations even when the family member is otherwise qualified by virtue of licensure/certification. The issue of dual relationships as defined by various codes of professional ethics should be considered in determining whether a professional is in an appropriate position to provide the necessary documentation.*

Academic Grievance Policy

Hebrew College strives to ensure fair and equal treatment for all its students. For this reason, we insist that full attention be given to any grievance you may have. The Grievance Procedure is for students who believe that they have been unlawfully discriminated against, or unfairly treated or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or academic grade. You are expected to address any disagreement or grievance directly with the instructor involved. If, after this, there is no satisfactory resolution, you should contact the dean or director of your program. All communications regarding the complaint must be presented in writing, and all meetings and communications should be documented.

Steps to the Grievance Procedure:

1. An academic grievance should initially be directed to the instructor. A complaint must be made within six months of the problem. All students are urged to discuss their school-related concerns, problems, or questions openly and frankly with their instructors. Effective two-way communication between instructors and students can serve the best interests of both. Many problems can be resolved in this way. All instructors are expected to listen carefully to students, consider the problem, and try to resolve it through direct conversation.
2. If the student is not satisfied with this solution, they may write to their dean, explaining the problem in detail with copies of all correspondence relating to the matter. The dean will review the letter with the provost and arrange a meeting with the student to evaluate the situation. Within 10 working days, the dean should reply in writing to the student stating the resolution of the matter.
3. If the student is still not satisfied with this solution, they may write a letter to the dean and provost stating the problem with the resolution and the justifications for the dissatisfaction with the resolution.
4. The provost will consult with the president who may decide to re-open the review of the resolution or confirm the original decision. The decision of the president is final, and the student should receive a letter explaining that decision within 10 working days.

Tuition and Fees and Financial Aid Policies

Tuition and Fees

Depending on the program of study, tuition may be charged on a block basis (for students in the rabbinical and cantorial programs, and in the Master of Jewish Education Programs) or on a per-credit basis, or per courses for non-credit basis. Summer course tuition and registration fees are typically not included in the block tuition rates.

Tuition charges will be applied to the student's account immediately upon class registration each semester. Any financial aid credits to the account will typically be applied by the financial aid coordinator during the month prior to the start of the semester.

Before the semester begins, the sooner the better, students are required to either pay their tuition balance, set up a payment plan, or arrange for a sufficient student loan(s). Students will not be considered enrolled in that semester's classes, and may not be allowed to attend class, until one of these is completed. (Note that student loans are disbursed to student accounts one or more weeks after the semester has begun.)

For a student to have officially registered for a semester or classes, they must obtain financial clearance from the Office of Student Services. To obtain financial clearance, a student must:

- Settle and pay any balance remaining from a previous semester or session
- Prior to the start of classes each semester, students must pay or show valid evidence that payment is forthcoming for the full amount of the current semester's net charges. Valid evidence should include documentation of student loans, scholarships in process, financial aid, outside institution approved payment plan, etc.
- In special cases, temporary deferred payment arrangements may be made, provided that the balance is paid in full before the end of that current semester

Every graduating student must settle and pay all financial obligations to the College no later than five business days prior to graduation in order to receive a diploma at graduation exercises. Students must settle and pay all financial obligations to the College in order to receive an official transcript.

Tuition and Fee Payment Options

Tuition must be paid in full before classes begin in each semester unless the student has arranged to participate in alternative payment plans offered by Hebrew College. Payment plans offered for block-tuition students include a two-payment plan (one payment in the fall, second payment in the spring) and a nine-month 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. These plans are administered by an outside agency.

Credit Card Policy

Students may elect to use a credit card (MasterCard or Visa) to pay their tuition to the extent that other sources have not already been identified such as student loans, scholarships, grants, or fellowships. Payment by credit card will incur convenience fees.

Tuition Refunds

Students with credit balances are immediately notified, once, that they have an outstanding balance, including instruction on how they can request a refund. At the end of every fiscal year (typically May or June), all students are notified if they have an outstanding balance, including instruction on how they can either request a refund or ask that the balance be carried over to a future term. These students are advised that if they do not request a refund or ask that the balance be carried forward, then Hebrew College will assume that their intent is to donate the balance to the College on an unrestricted basis.

Note that registration fees, music fees, payment plan fees, and late fees are nonrefundable.

No refunds of loan proceeds will be made, of any kind, if the student has an outstanding balance with the College.

Fall and Spring Semesters: Refunds for withdrawals are offered up to and including the second week after the Add/Drop deadline. Students withdrawing from class after then are no longer eligible to receive a refund.

- During the Add/Drop period: 100 percent tuition refund
- First week after Add/Drop period ends: 50 percent tuition refund
- Second week after Add/Drop period ends: 25 percent tuition refund
- No tuition refund after two weeks past end of Add/Drop period

Summer Semesters: Because on-campus summer semesters are short (fewer than 15 weeks), the refund policy for the regular academic year does not apply. Refunds are only available during the add/drop period.

- During the add/drop period: 100 percent tuition refund
- No refund after add/drop period

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

Withdrawal from School

Students who wish to drop all of their classes and withdraw from their respective program of study must do so in writing by submitting the “Degree Withdrawal Form” to the Registrar. 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.

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 their 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 Services, the College may bar a student’s registration, refuse admittance to classrooms or online course sites, restrict library privileges or withhold certificates,

diplomas and transcripts until such obligations are met. Continued failure to meet student obligations may result in the suspension of the student from the College. Students in default of tuition and fee payments will be asked to leave current classes and will not be allowed to register for any subsequent classes until their default situation is cleared.

All graduating students must settle and pay all financial obligations to the College in order to participate in graduation exercises and receive a diploma, certificate, or transcripts.

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

Overview

Hebrew College strives to ensure that no qualified matriculated student is prevented from enrolling for financial reasons. Regardless of income, students should consider applying for financial aid. We take many factors into consideration, not just financial need. The only way to know if you will be eligible for grants, loans, fellowships, and scholarships is to apply for assistance.

Several means of financial aid are available, including Hebrew College merit-based fellowships and scholarships, need-based grants, and federal loans. The College also helps students to identify outside funding sources, such as community scholarships and private loan programs, to further support their education.

To be considered for any form of financial aid at Hebrew College, students must complete and submit the Free Application for Federal Student Aid (FAFSA) and Hebrew College's Application for Financial Aid. All matriculated students must reapply for financial aid each year. (International students do not need to complete a FAFSA.)

Additionally, students must be accepted into a degree program and take at least 6 credits on a for-credit basis during both the fall and spring semesters. All students must maintain satisfactory academic progress.

Using the information provided in these documents, the Financial Aid Office applies two different formulas to determine the student's need for aid:

1. a "federal methodology" to assess eligibility for federal programs, and
2. an "institutional methodology" to evaluate eligibility for Hebrew College institutional funds. After reviewing the results of the calculations, we put together an aid package to help meet the student's financial need; the package may include fellowships, scholarships, grants, and/or loans.

No one who owes a refund on a federal grant or is in default on a federal educational loan qualifies for aid.

Any award may be subject to revision if the student changes the number of credits they are taking, or if the student's financial situation changes. The college will also make adjustments if there are discrepancies between the financial aid application and supporting documentation.

Hebrew College reserves the right to withhold financial support from any student who has not met their financial obligations to the College.

Hebrew College financial aid decisions are made on an academic-year basis. **Students must apply each spring for the following year and meet the published priority application deadlines to maximize eligibility.** The financial aid may be higher or lower in future years if student/family circumstances change, such as, but not limited to:

- If the student's income changes
- If the family size changes
- If there is a change in the number of family members enrolled in degree programs

If the student drops below full-time, financial aid will be reduced proportionally. If the student drops below half-time enrollment, the student will lose eligibility for federal Direct Student Loans and may lose eligibility for other types of assistance.

Students enrolled in their final year of study and taking all the courses required and available to complete their degree program, even if enrolled in fewer than six credits, will be considered as being enrolled at least half-time for federal financial aid purposes. If students anticipate only needing and being able to take fewer than six credits during one or both semesters of their final year of study, they are encouraged to consult with the financial aid coordinator to confirm their eligibility for federal loans.

Students enrolled in their final semester and taking less than six credits may still qualify for federal aid; please speak to the financial aid coordinator.

Ordination students will continue to pay full-time block tuition for the duration of their program, regardless of the number of credits being taken.

For details on the types of financial aid, grants, and scholarships available, please see the website, <https://hebrewcollege.edu/admissions/financial-aid-scholarships>.

Student Life and Services

Hebrew College strives to create a vibrant, collaborative community for our diverse students, faculty, and staff. Student life consists of community-based activities and opportunities for personal spiritual formation. Our robust community programming for on-campus students consists of regular community-wide gatherings and initiatives to foster strong relationships across cohorts and between students and faculty. These include but are not limited to weekly community meetings; all-school *tefilah* experiences; celebration of holidays; and other special events.

In addition, on-campus students have several opportunities each week to gather in smaller groups for communal support and to discuss issues of importance in their evolving spiritual lives. These include

spiritual formation groups, *tefilah* groups, class meetings, and advising meetings. Student feedback and ideas are always welcome and valued as these programs change and grow with our student body.

Student Support

Hebrew College strives to be a place that supports students in navigating the challenging and rewarding terrain of being a student. Faculty and staff are available to help you thrive. Each student is assigned a faculty advisor with whom they are in regular contact throughout the semester. **If you need help in dealing with any aspect of your life at Hebrew College and are not sure who to turn to, please be in touch with Rabbi Daniel Klein, Dean of Students (dklein@hebrewcollege.edu), 617.559.8637.**

Food Policies

Hebrew College recognizes and affirms that people have different *kashrut* practices and eating needs. Students are welcome to bring food to eat in the building. Food brought in from the outside does not need to be considered kosher. However, all food provided by the College at communal events will be certified kosher.

Some kitchen appliances are designated as kosher-only, as is the Temple Reyim kitchen. Please be respectful of this when bringing in food.

Many people at Hebrew College have food allergies and sensitivities. Please be mindful and respectful of other people's needs, especially if you bring food with tree nuts in it.

Student Educational Records

“Student Educational Records” are all the documents relating to a student that are maintained by an educational institution. To inspect your educational records at Hebrew College, you must submit a written request to 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 you (or your parent, if you are a dependent student) and arrange for a time and place when 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 Registrar.

The Family Educational Rights and Privacy Act (FERPA)

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, you have the right to:

- Inspect your educational records
- Require that the College obtain your prior written consent before releasing personally identifiable information
- Request that corrections be made to educational records, if you believe the records are inaccurate or misleading

Student Privacy Preferences

Both Hebrew College policy and FERPA provide you with certain protections concerning the confidentiality of your educational records. No information about you, except that which is defined below as “Directory Information,” is released outside the College without your 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, Hebrew College email address, mailing address’s city, state and zip code, telephone number (not street address), dates of enrollment, full- or part-time status, degree or certificate program, area of specialization, academic honors, prior degrees, and schools attended, and expected or actual date of graduation. You have the right to withhold the disclosure of this information. You can restrict the release or publication of any information in your educational records held by the Registrar’s Office, your program of enrollment, or by other offices of the College. These restrictions may be added or reversed.

To restrict the release or publication of any information, you must submit a written request to the Registrar. 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, you have restricted the release of your degrees, honors and awards, the Registrar will not confirm degrees earned to prospective employers or any other party without your written permission.

Under FERPA, Hebrew College is allowed to disclose, without your 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. You have the right to ask which documents are on file, but you cannot inspect them. (We encourage you to save a copy before sending records to the College.) These include:

- Medical records
- Law enforcement records
- Employment-related records
- Records containing information about the individual after they are no longer a student

However, you may have the right to inspect such records under other laws. In addition, you do not have the right to access certain educational records, such as:

- Confidential letters of recommendation if you have waived your right of access in writing
- Financial records of your 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 you completed a course at Hebrew College, but never officially attended as a degree candidate in the program of admission, then you have FERPA rights with respect to that course, but do not have rights with respect to the admissions credentials for that program.
- Student records that contain information on other students. You or an eligible parent may inspect, review or be informed of only the specific information about you.

Limitation on Re-disclosure

Under FERPA, information disclosed by the College may be subject to restrictions against re-disclosure.

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 information:

- 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 you with a copy of the disclosed records.

A form to authorize release of information can be found on the Hebrew College website, under Resources/Registrar/Forms.

Record Disclosure Without Student Consent

In general, the College may not disclose information from your educational records without your 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" 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 purposes of military recruiting by 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, you should submit a written request to the provost, who will inform you 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 you of the decision, advise you of your right to a hearing to challenge the content of the educational record on the grounds that the information is inaccurate or misleading, or violates your 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 you of the right to place a statement in the educational record commenting on the contested information or stating why you disagree 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 your rights under FERPA. This is not the process through which you may appeal grades, disciplinary decisions, or other decisions. Normal review and appeal channels should be used where the dispute concerns the decision itself, and not with the accuracy with which the decision or information has been recorded.

Requests for Transcripts

You may review your grades within the Campus Café portal, and you may view or print an unofficial transcript. Official transcripts will be issued from the College directly to you or to another college, employer, institution, or agency only at your authorized request. Hebrew College uses the online credential vendor, Parchment, to process official transcripts. To request a transcript:

- Log into [Parchment.com](https://www.parchment.com)
- Create an account (if you have an account from previous schooling, it may still be active)
- Order the transcript(s) that you want
- Pay by credit card on the Parchment website; the fee for each official transcript sent electronically is \$10. (If you request a paper transcript to be mailed, there may be additional charges.)

Please note that transcript requests cannot be processed for those with Student Financial Services or other transcript holds. You will be notified via email if a hold exists.

The Rae and Joseph Gann Library at Hebrew College

(Revised 6-22-23 by Harvey Sukenic, Library Director)

The Gann Library houses some 12,000 volumes of Jewish studies and Judaica, primarily in Hebrew and English. In addition, there are about 1,500 volumes available for use in the Mascott Rabbinical School Beit Midrash. The library subscribes to several journal databases, eBook collections and reference tools. These are accessible through the library website at <http://www.hebrewcollege.edu/library>.

Library Contacts and Hours

- For instructions on using library resources, or reference assistance: Harvey Sukenic, Library Director, 8757, hsukenic@hebrewcollege.edu
- The current library hours are listed on the library catalog webpage: <https://hc-hl.mimas.opalsinfo.net/>

Off-Campus Access to Online Materials

When logging into an online library resource through the library website for the first time each session you will need to login in with Gann as the login and Hebrew as the password.

Finding Books

- The online catalog (OPALS) can be accessed and searched in English and Hebrew through the library's website, <https://hebrewcollege.edu/resources/gann-library/> or directly at <https://hc-hl.mimas.opalsinfo.net>.
- Library online subscription database portal:
<https://auth.orc.scoolaid.net/bin/listdb?sysCode=hcl50&schoolId=2662>

Circulation Policies

Most books circulate for one month.

Journals do not circulate.

Books in the reference area and the Rabbinical School Beit Midrash do not circulate.

You may renew most materials by contacting the library by phone, email, or in person.

Overdue fines will be charged and collected for late material.

We can mail books from the library to online students in the U.S. if they are from the general circulation collection. You will have to reimburse the cost of postage.

We are not able to send Hebrew College library books to overseas students.

Course Reserves

Faculty members often select books to be reserved for courses. All books on reserve are listed as being on reserve in the online catalog and are shelved together near the library reference collection. Some reserve books are for library use only. Others circulate at the period specified by the instructor—some for overnight use, and some for longer circulation.

Photocopying

Photocopies cost 10 cents per page. You must pay for all photocopies and printouts from computers, which includes photocopies made for class assignment or class use. Please contact Harvey to arrange payment.

Scanning

The library has a book scanner. You can scan pages or chapters of books and articles and email a PDF of the scan. On request we can scan non-circulating articles, as well as short selections from books, and send them by email as PDFs.

Borrowing Books from Boston Theological Interreligious Consortium (BTI) Libraries

Hebrew College students may also borrow materials from the libraries of the BTI according to the policies of each library: <http://www.bostontheological.org/libraries>. Students who have a BTI Portal Account simply need to opt-in via the BTI Portal. Students **without** a BTI Portal Account need to fill out the New Student Registration Form on the BTI website.

Interlibrary Loan Service

Our Interlibrary Loan service supplements our resources by providing books and journal articles not located on campus for patrons' research needs. To order material, you may submit a request by emailing the library at library@hebrewcollege.edu. Provide full citations of the book author, title, publisher, and date if available. For journal articles, provide the periodical's name, volume and issue number, author, article title, date, and page numbers. It may take up to a week or longer to get interlibrary loan books and articles. Interlibrary loan books that are overdue can accrue overdue fees. You are responsible for any fees or for the replacement cost of a lost book.

We cannot mail interlibrary loan books to students who are not local. Check with your local library to see if they can obtain books through interlibrary loan.

To Search for Articles by Subject

Search first by subject in an online index to periodical literature such as the databases [RAMBI](#) –The Index of Articles on Jewish Studies; the [Index to Jewish Periodicals](#); or [ERIC](#) (Education Resources Information Center). The library does not subscribe to all the journals indexed in these databases.

How to Find Out If the Library Subscribes to a Particular Journal

The Hebrew College Library provides access to thousands of journals electronically. Search for a journal title in [Ebsco's Full Text Finder](#) or search the full text of journals and e-books in the [EbscoHost database portal](#).

- Search for a journal title in [Ebsco's Full Text Finder](#) to learn whether the College has electronic access to a journal, and where to find the article in full text, if available. Many titles will link directly to the journal's home page, where you can then search by title, author, subject, or issue to find full-text articles. Please note that not all issues of a journal may be online, and some may not be in full text.
- If the article you want is not available, please request it through [interlibrary loan](#). Full text access to online journal articles and Ebsco e-books is available through the [EbscoHost database portal](#).

The Boston Public Library provides additional online resources for residents of Massachusetts:

<https://www.bpl.org/online-resources/>, with access by a BPL e-card <https://www.bpl.org/ecard/>.

Subscription E-Book Collection

The library subscribes to the [Ebsco's eBook Academic Collection](#), which includes more than 200,000 e-book titles in a broad range of subject matter from leading university presses and academic publishers. The catalog records for the books are loaded in the library catalog with a clickable link, or you can access them through the library database links.

Useful databases available by subscription through the library website include:

- [Encyclopædia Judaica](#) is the completely updated online version of the classic, authoritative Encyclopædia Judaica and contains more than 21,000 articles as well as maps, tables, photos, and over 30,000 new bibliographical listings. (Also available through the library catalog.)
- [Index to Jewish Periodicals](#) is a comprehensive guide to English-language articles, book reviews and feature stories in more than 160 journals devoted to Jewish affairs. Some journals are indexed as far back as 1988. The Index to Jewish Periodicals will link directly to the full-text journal when available. Choose the EBSCOhost Web link.
- [Ebsco Jewish Studies Source](#) database contains over 400 full-text titles, including 123 full-text journals and magazines.
- **JSTOR has over 18 collections.** Starting in July 2023 Hebrew College will have access to the entire JSTOR collection of journals. **The JSTOR Judaic Studies Collection** includes some Hebrew journals.
- [Rav-Milim Dictionary](#) is a comprehensive Hebrew-English Dictionary.
- **RESPONSA PROJECT (BAR ILAN UNIVERSITY)** includes the Bible and its principal commentaries, the Talmud Bavli and Talmud Yerushalmi with commentaries, Midrash, Zohar, Halachic Law (Rambam, Shulchan Aruch with commentaries), a large Responsa collection of questions and answers ('Shut' in Hebrew), the Talmudic Encyclopedia, etc. The overall volume of the online project, which is frequently updated, is now reaching 200 million words. The 'Shut' includes 100,000 Halachic laws over a period of thousands of years, from all over the world. Extensive biographical data on the authors of Responsa texts have been added as well. (Our subscription allows for 3 simultaneous users. If you log in and cannot connect, try again later. Please log off when you are done.)
- **OTZAR HAHOCHMA** contains more than 126,000 Hebrew Judaic books, scanned in their original format. (Our subscription allows for one simultaneous user. If you log in and cannot connect, try again later. Please log off when you are done with your session.)

Judaica Sources Available for Free on the Internet

At the bottom of the library website <https://hebrewcollege.edu/resources/gann-library/> and on the library catalog there is a link to a list of open-source Judaica texts and databases available to the public.

- Research tools available for free on the web: <https://hebrewcollege.edu/resources/gann-library/free-library-resources/>

Institutional Policies

Drug-Free Schools and Communities Act of 1989

This statement is provided to students, faculty, and staff as part of Hebrew College's compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Hebrew College provides a drug-free, healthful, and safe campus. To meet this goal, the College expects you to attend classes in a mental and physical condition that enables you to perform in a competent manner. The College's general policies provide that the campus and school activities are not a sanctuary from federal, state, and local laws. **The policies prohibit the unlawful use, possession, sale, distribution, or manufacture of controlled substances or alcohol on school property or as part of school activities.**

While on Hebrew College premises or while conducting College-related activities off Hebrew College premises, you may not use, possess, distribute, or sell alcohol or drugs, or be under the influence of alcohol or illegal drugs. The College permits the legal use of prescribed drugs only if they do not impair your ability to perform effectively and safely without endangering others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate disciplinary procedures and/or criminal prosecution under state and federal laws. Additionally, you may be required to participate in a substance abuse rehabilitation or treatment program. If you violate the policy, there could also be legal consequences.

Hebrew College recognizes that alcoholism, drug addiction, and substance abuse may represent illnesses or conditions that require professional counseling, assistance, or treatment. Faculty, students, and staff with problems related to or stemming from alcohol and substance abuse or dependency are encouraged to utilize the services provided through the school or other sources of assistance. However, neither addiction nor abuse excuses any member of the Hebrew College community for violating the rights of others, or for neglecting or performing inadequately academic or job-related responsibilities.

State and Federal Laws and Sanctions Concerning Drugs and Alcohol

In addition to disciplinary sanctions imposed by the school, all students, faculty, and staff should be aware that federal, state, and some local laws treat illegal use, possession, sale, distribution, or manufacture of drugs or alcohol as serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Felony and certain other convictions can prevent you from entering many fields of employment or professions and may have to be listed on applications for employment or admission to graduate or professional schools.

Many cities and towns in Massachusetts, including Boston and Newton, have local ordinances and regulations which prohibit public consumption of alcoholic beverages on private property without the owner's consent. Similar laws and regulations apply in most other states and in many localities.

Massachusetts laws punish the sale or delivery of alcoholic beverage to persons under 21 with a fine of up to \$2,000 and six months imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. The first conviction of driving under the influence of alcohol has a penalty of a \$500 - \$5,000 fine, a one-year revocation of driver's license, up to two and a half years in prison, and mandatory alcohol rehabilitation.

The Commonwealth also has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, punishment for using narcotic and addictive drugs and drugs with a high potential for abuse will have heavier penalties.

Possession of controlled drugs is illegal without valid authorization. While penalties for possession are generally not as great as for the manufacture and distribution of drugs, possessing of a relatively large quantity of drugs may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms, and the full minimum term must be served.

Massachusetts law states it is illegal to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or in a home risks a serious drug conviction. The sale and possession of "drug paraphernalia" is illegal. Under federal laws and some state laws, participation in drug-related criminal activity can result in seizure or forfeiture of personal property and other assets utilized in conjunction with or stemming from the proceeds of the illegal activity. In addition, conviction of a drug-related offense may entail civil fines and denial or revocation of certain licenses and benefits.

Anyone convicted of drug possession under state or federal laws is ineligible for federal student grants and loans or for participation in federally sponsored research grants or contracts for up to one year after the first conviction, and up to five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, for 10 years after the second, permanently after the third.

Under federal law, distribution of drugs to a person under the age of 21 is punishable by twice the normal penalty, i.e., a mandatory one-year prison term; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from use of the substance.

In accordance with the requirements of the Drug-Free Workplace Act, as a condition of employment, any employee who is engaged in the performance of work under a federal grant or contract must notify the College if they are convicted of violating any criminal drug statute for activities done in the workplace not later than 10 days after conviction; students who receive Pell and certain other federal grants are subject to similar conditions and must report any conviction of a drug-related offense to the U.S. Department of Education within 10 days of the conviction if the offense occurred during the period covered by the grant.

If you have questions about this policy or issues related to drug or alcohol use, you may raise your concerns with the provost without fear of reprisal. Students who are concerned about substance abuse are encouraged to consult with the provost for confidential advice on resources.

Hazing Policy

Hebrew College fully complies with the laws of the Commonwealth of Massachusetts regarding hazing, found in Massachusetts General Laws sections 17, 18, and 19. A participant in the crime of hazing, as defined by the Massachusetts Board 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 readmission. 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 also be brought against the student as defined by Massachusetts law.

Policy on 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, regardless of gender identity, 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 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 they have 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 provost. All such reports shall be confidential and shall not be communicated to any other person except with the 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.

Sexual Harassment/Title IX Policy (Full details: <https://hebrewcollege.edu/title-ix-policy/>)

It is the intent of the Hebrew College Sexual Misconduct Policy that all members of the Hebrew College community will learn, live, and/or work in an environment free from sexual misconduct. The College seeks to foster a safe environment through ongoing education, a clear and consistently upheld sexual misconduct policy, and fair and equitable investigation and grievance procedures.

The College expects members of our community to respect themselves and one another, contribute to the safety and security of our community, and encourage one another to act as active bystanders to prevent, lessen, and curb sexual misconduct. Creating a safe campus environment is the responsibility of all community members.

Sexual assault, sexual harassment, dating violence, domestic violence, stalking, and all forms of discrimination relating to one's sex or gender identity violate the rights and dignity of those subjected to the prohibited conduct. When any member of our community (student, faculty, staff, trustee, friend, vendor, or visitor) engages in sexual misconduct, that person exhibits a fundamental failure to act with integrity and to recognize and respect the intrinsic worth of another. Acts of sexual misconduct are contrary to the College's educational mission and values and will not be tolerated.

This policy does not apply to an incident of sexual misconduct between employees. Such situations will be referred to the College's Director of Human Resources. Situations involving an employee and a student will, however, be managed by the Director of Human Resources and the Title IX Team.

All Hebrew College community members are responsible for their actions and behavior on- and off-campus and have a responsibility to adhere to College policies and all applicable laws (local, state, and federal). Any individual may report breaches of the Sexual Misconduct policy and, if determined that a sexual misconduct violation has occurred, the College will hold those individuals accountable for their behaviors.

The Title IX investigations office strives to respond to and resolve all reports in a prompt and equitable manner while providing support to all affected parties. **If you are unsure of how to proceed or would like to learn more about investigation processes, you can request a consult or contact our office at TitleIX@hebrewcollege.edu.**

Title IX Coordinator: Dr. Susie Tanchel, Vice President of Hebrew College, stanchel@hebrewcollege.edu
(*Dr. Tanchel is a Mandated Reporter*)

Deputy Title IX Coordinators:

- Rabbi Daniel Klein, Dean of Students, 8637, dklein@hebrewcollege.edu
- Rabbi Gita Karasov, Director of Admissions, 8630, gkarasov@hebrewcollege.edu
- Steffi Bobbin, Director of Human Resources, 8640, sbobbin@hebrewcollege.edu
- Bob Gielow, Registrar and Senior Director, Office of Student Services, 8847, bgielow@hebrewcollege.edu

Confidential Resources:

- Rabbi Dan Judson, PhD, Provost, 8638, djudson@hebrewcollege.edu
- Dr. Susan Morrel, Director of Field Experience and Senior Advisor in Jewish Education, 8657, smorrel@hebrewcollege.edu

Institutional Integrity (Whistleblower) Policy

Hebrew College has a responsibility to manage its resources wisely, in a manner consistent with the law, and in accordance with the College's stated purposes. Hebrew College has put in place operating procedures and internal controls that are intended to enable the College to conduct its operations in accordance with these obligations and to detect, deter, or prevent improper activities. However, intentional, and unintentional violations of laws, regulations, policies, and procedures may occur and may constitute improper or unlawful activities.

Hebrew College has a responsibility to investigate any reports of improper or illegal conduct, and to act where necessary to remedy a problem and prevent reoccurrence. In certain circumstances, Hebrew College will report allegations of improper activities to the appropriate parties and will also report the resolution of any investigation. Investigations will be conducted with discretion and the information obtained made available only on a "need to know" basis.

Matters that should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of Hebrew College assets, or suspected regulatory, compliance, or ethics-related issues, concerns, or violations.

Reporting violations of Hebrew College's applicable human resources policies, problems with coworkers or managers, or issues related to alleged employment discrimination, or sexual or other form of unlawful harassment should be dealt with in accordance with Hebrew College's Human Resources Policies or its Policy on Discrimination and Sexual Harassment.

It is the responsibility of every employee to report any suspected incidents of improper or illegal activity and violations of significant Hebrew College policies and procedures. An employee should also report any situation where the employee believes they have been directed to engage in conduct or activity that would result in a violation of the law. These reports should be factual and contain as much specific information as possible.

An employee should report these concerns promptly to Steffi Bobbin in Human Resources or another appropriate senior administrator. If an employee is concerned about making a report, the employee may make the report anonymously, but this often hampers the ability to conduct a full investigation.

An employee filing a complaint concerning a violation or suspected violation of the standards noted above must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Hebrew College recognizes its responsibility to protect from retaliation employees who, in good faith, report allegations of improper or illegal conduct at Hebrew College or by Hebrew College personnel. In the event an employee believes retaliation is occurring, or they are being pressured not to report improper or illegal activity, the employee should promptly advise Steffi Bobbin.

Anyone who engages in retaliation or acts to frustrate the intent of this policy will be subject to discipline. An employee who is found to have acted in an improper or illegal manner, or, conversely, does not act in good faith under this policy, will also be subject to discipline up to and including termination.

If any member of the Hebrew College staff has any questions or seeks additional information about this policy, please contact Steffi Bobbin in Human Resources.

Copyright Infringement Policy

All graphics, photographs, and text appearing on the Hebrew College website are protected by copyright. Redistribution or commercial use is prohibited without express written permission. Use of the name, logos, and other marks of Hebrew College is subject to the written consent of the College.

The downloading and/or sharing of copyrighted materials such as movies, music, software, or books and articles without the express permission of the copyright holder or their agent is illegal and will not be tolerated. Community members—students, faculty and/or staff—who chose to violate Federal Copyright Law, whether through unauthorized usage, copying or distribution of written material, or the uploading, downloading, or filesharing of copyrighted electronic or digital materials, including music, videos, software, photographs, or other copyrighted materials, do so at their own direct personal risk. Each individual will be held solely responsible for any and all consequences of these actions.

Any community member using the Hebrew College network will be held accountable for all activity that transpires through their computing account. Copyright Infringement may lead to the College revoking that person's access to the network as well as further disciplinary sanctions as may be appropriate. Civil and criminal penalties, which may include fines and criminal imprisonment, may also be brought against those individuals violating the copyright laws.

Hebrew College's Acceptable Use of Information Technology Resources

Information Technology resources are provided to Hebrew College faculty, staff, and students as tools to facilitate the educational mission and business activities of the College. **It is the responsibility of each employee and student to ensure that these resources are used for proper business/educational purposes, and in a way that does not compromise the confidentiality of proprietary or other sensitive information.** The IT resources covered include (but may not be limited to) computers (desktops, laptops, servers), software, internet access (including wireless), and telephone service. **This policy applies to all Hebrew College students and employees (whether faculty, staff, student worker, or contractor) who are given access to such resources.** Compliance with this policy is a condition of (continued) study at and employment by Hebrew College.

The use of these resources is a privilege, not a right of membership in the Hebrew College community and is nontransferable. It is intended solely for the administrative and educational purposes of the community. These privileges are only made available to matriculated students registered for Hebrew College courses, faculty, and staff. Public Internet access for research purposes is also available in the library.

State and federal laws as well as Hebrew College's own official school policies govern use of the school's computing resources. In instances where data is transferred across the Internet or other networks, users are advised that acceptable use policies of those other networks may limit usage.

Hebrew College reserves the right to change its usage policy and procedures at any time, including setting limits or prohibiting access. Hebrew College's computer services are administered by the Information Technology Department under the direction of Andy Offit Chief Financial and Administrative Officer.

Hebrew College Written Information Security Program

The Hebrew College Written Information Security Program (“WISP”) is intended as a set of comprehensive guidelines and policies designed to safeguard all confidential and restricted data maintained at the College, and to comply with applicable laws and regulations on the protection of Personal Information and Nonpublic Financial Information found in records and in systems owned by the College. To read the full text of the WISP, click [here](#) or visit our website, www.hebrewcollege.edu/resources/policies-accreditation.

Information-Sharing Security Guidelines

Hebrew College students and employees are obligated to protect the security of information that identifies fellow students, alumni and/or employees. **Just as you would not want your personal data to be shared with unknown others, it is your responsibility to protect the Personally Identifiable Information (PII) of students, former students, and employees.** To minimize the risk that any constituent PII gets shared with someone intent on stealing identities, you are required to abide by the following guidelines:

Categories of information that Hebrew College considers to be “**Directory Information**” (which can be shared outside the College):

- Student, alumni, or employee names
- Hebrew College email addresses
- Non-Hebrew College email addresses (only for students and faculty in Community Education programs)
- Telephone numbers
- USPS city, state, and zip codes
- Employee titles
- Student’s fields of study
- Student’s anticipated graduation dates

Categories of information that Hebrew College considers to be **Personally Identifiable Information** or “**PII**” (which should **not** be shared outside the College):

- Social Security numbers
- Credit card numbers
- Campus Cafe ID numbers
- USPS street address(es): *Exceptions: only to be shared 1) with hired vendors (e.g., mail houses) that have written policies ensuring clients that constituent data will not be shared for any but the intended purposes, or 2) after students/alumni/employees have granted permission (e.g., when student or graduate names are requested by Cantor or Rabbinic Assemblies)*
- Non-Hebrew College email addresses other than those for students and faculty in Community Education courses
- Dates of birth

Examples of PII data-sharing practices that are considered risky:

- Sending PII data in attached lists or in the body of the message, to a non-Hebrew College email address (this includes sending a message to your personal email address or any non-Hebrew College email address)
- Storing PII in a Google Document/Sheet
- Emailing credit card numbers or other PII to anyone

Questions about the Student Handbook

If you have questions or concerns regarding the enclosed information and policies, please contact:

- Dean of Students: Rabbi Daniel Klein, dklein@hebrewcollege.edu, or 617.559.8637
- Hebrew College Registrar: Bob Gielow, registrar@hebrewcollege.edu, or 617.559.8642

Hebrew College is reimagining Jewish learning and leadership for an interconnected world, making our lives more meaningful, our communities more vibrant, and our world more whole.

1860 Washington Street, Newton, MA 02466 | 617.559.8600 | Hebrewcollege.edu

Facebook: facebook.com/hebrewcollege | Instagram: instagram.com/hebrewcollege

YouTube: [@MyHebrewCollege](https://www.youtube.com/@MyHebrewCollege) | LinkedIn