Hebrew Theological College Grievance Policy and Infraction Procedure

It is expected that any semester grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the instructor be willing to explain and interpret the evidence to the student, and that a single standard of evaluative criteria be applied to all students in that section. It is also expected that grades be determined in accordance with guidelines that are specified in the syllabus. Changes in the syllabus may be instituted the first quarter of the term.

A student who believes a semester grade is unjustified may seek clarification and, where appropriate, redress as follows.

1. The student shall initially confer with the instructor, informing the instructor of questions concerning the grade and seeking to fully understand the grounds and procedures the instructor used in determining the grade. The aim of such a conference is to reach mutual understanding and to correct errors, if any.

2. If, after consultation with the instructor, the student believes that a grade is unjustified the student shall confer with the Dean, who shall consult with and advise the student and instructor either individually or together, to reach a resolution of the matter.

If Steps 1 and 2 do not resolve the difficulty, the student may petition the Rosh HaYeshiva in writing for a formal review by the Grievance Committee to be composed of the Rosh HaYeshiva, Mashgiach Ruchani, or Menahel Ruchani, the appropriate Dean, and 1-2 faculty members unaffiliated with the department or division in which the course was offered. If the grievance or grade dispute is against one of the standing members of the Grievance Committee, the Dean of the other division would join the Committee. The Grievance Committee will issue a final grade.

All academic issues will be addressed through the same procedure outlined above. A record of all academic grievance proceedings will be maintained by the Deans. In addition, the Deans will maintain a log of student complaints and corrective actions, if any, undertaken in response.

**DISCIPLINARY INFRACTIONS AND HEARINGS**

If a student violates any part of the Student Handbook, and particularly items delineated in the Personal Conduct, Academic Integrity and Drug/Alcohol sections of the Handbook, the student will be given an oral warning by the staff or faculty who note the infraction. If the student repeats the infraction, an Incident Report will be filed with Dean and kept in the student’s advising file.

Two incidents of similar nature will result in a formal hearing with the Student Residence Supervisor or Mashgiach/ Menahel Ruchani, and an additional faculty or staff member who is not a party to the dispute. The student will be given a chance to hear the complaint and to present a defense or explanation. Corrective actions or disciplinary actions will be recommended
and recorded in writing. A record of that hearing will be filed in the student’s permanent record. The student may appeal to the Dean, or to the Grievance Committee as outlined above, only if there are disputes in fact or additional information or extenuating circumstances not considered previously. The Rosh HaYeshiva is the ultimate decisor of disciplinary actions.

If there are further infractions, the student’s case will be referred to the Dean of the Division. Final determination for disciplinary action, including suspension or expulsion, will be made by the Dean in consultation with the Mashgiach or Menahel Ruchani. Students may appeal to the Rosh HaYeshiva. Final disciplinary action will be recorded in the student’s permanent file. A student who is expelled may apply for reinstatement, but the Admissions Committee will take into consideration the student’s full educational and disciplinary files.