The Hebrew Theological Student Handbook is designed as a first reference on College policies, procedures and services. Hebrew Theological College reserves the right to make changes in any policy or procedure. Such changes take precedence over handbook statements. While reasonable effort is made to publicize such changes, it is the responsibility of the reader to verify the current policy.

Hebrew Theological College, a partner in serving our community, is supported by the Jewish United Fund/Jewish Federation.
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MISSION OF HEBREW THEOLOGICAL COLLEGE

MISSION STATEMENT

Hebrew Theological College - Beis HaMidrash LaTorah is committed to the advancement of scholarship in accordance with the principles of Orthodox Judaism, providing academic programs to produce Torah Scholars, who will provide Rabbinic and lay leadership, serving the Jewish community in their professional and personal vocations.

CORE VALUES

To Learn, To Teach, To Observe, and To Do

Hebrew Theological College is a Torah centered institution dedicated to:

➢ Promoting growth in Torah learning and scholarship.
➢ Fostering increased commitment and adherence to the principles of Orthodox Judaism.
➢ Incorporating the highest ideals of general academia and professional studies.
➢ Embracing a spectrum of Orthodox perspectives within our community.
➢ Service to the community and to its moral, social and cultural development.
➢ Instilling in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

VISION: STRIVING FOR EXCELLENCE

Building on its history as the preeminent Torah institution of higher learning in the Midwest, Hebrew Theological College will continue to provide Rabbinic and Lay leaders who are equipped through advanced Judaic and general education to meet the evolving needs of the Orthodox Jewish community as it confronts the emerging challenges of a multi-cultural world while fulfilling its eternal destiny as illuminated by Torah values.

HTC CONCEPTUAL FRAMEWORK

Hebrew Theological College enhances the intellectual skills, cultural sensibilities and ethics of all of its students through the traditional methodology of religious study that has been the hallmark of the Jewish Heritage of Scholarship. Concurrently, Hebrew Theological College promotes the academic and spiritual aspirations of its students such that their lifestyles and professional careers will reflect Torah values.

To Learn: Hebrew Theological College values learning as a lifelong pursuit, and models and instills this value in its students. The faculty models scholarship and the pursuit of excellence, encouraging students to engage in learning as critical thinkers and effective communicators. Hebrew Theological College engages in continuous assessment of student learning outcomes.

To Teach: Hebrew Theological College prepares its students with the knowledge and skills to be effective agents of positive change. Furthermore, all students will act, either formally or informally, as teachers. It is axiomatic to Orthodox Jews, that instruction, be it textual or moral, spiritual or behavioral, is an integral part of their lives. The preparation re-
ceived at Hebrew Theological College serves as the foundation for a life filled with teaching in one’s family, society, classroom or synagogue.

To Observe: Religious commitment is at the cornerstone of the Orthodox Jewish life. Through the lessons learned by example and in the classroom, Hebrew Theological College students enhance their appreciation for Jewish Heritage while increasing their own personal commitment to following the tenets of Jewish tradition.

To Do: Hebrew Theological College values action, not simply intention, as components of change and growth. Improving a society is accomplished with the individual actions of each one, and the actions of all individuals acting as one. The value of service is instilled in the students so that they see themselves as part of the greater good, with the potential of improving life for others.

The College operates within the framework of Halacha, Jewish law, as prescribed in the Shulchan Aruch, the Code of Jewish law.

The needs and goals of each student are met in an atmosphere conducive to learning and the free exchange of ideas. The faculty and administration of the College are dedicated to providing personal and career guidance and tutelage. The growth of the individual is further encouraged by a program of cultural, communal, social and recreational activities that allow for leadership training, creative expression and the development of lifelong friendships.
HISTORY OF HEBREW THEOLOGICAL COLLEGE

In 1919 a group of rabbis met to evaluate the priorities of higher Jewish education in Chicago. The Beis HaMidrash LeRabanim was founded at this meeting, with ten students. On October 15, 1921, the name of the school was officially changed to Hebrew Theological College - Beis HaMidrash LaTorah, and chartered by the State of Illinois as a degree granting institution of higher education.

The school was established on the West Side of Chicago and a building was erected to accommodate the growing student body. Shortly thereafter, the Teachers Institute for Women was established as a division of Hebrew Theological College to provide women with opportunities for advanced Jewish studies and to prepare those seeking careers in Jewish education. In 1976, the women's division was endowed and named the Anne M. Blitstein Teachers Institute for Women.

From 1922 until 1946, Hebrew Theological College was led by the esteemed Rabbi Saul Silber. One of Rabbi Silber's major goals was the training of Orthodox Rabbis to meet the needs of the American Jewish community while, revolutionary for those times, requiring a baccalaureate degree of all students before ordination.

The continuing growth of the College and the population shift made it necessary to relocate. In 1958, a new classroom and administration building was completed in suburban Skokie and operations in the new location began at once. The Synagogue Building was completed shortly thereafter. The growth of the women's division from a part-time evening program to a full-time all-day seminary/college program necessitated the acquisition of a second campus in 1994, including classrooms, computer labs, library facilities, faculty and administration offices as well as student residence facilities.

The School of Liberal Arts and Sciences was established in 1959, to further promote the goal of encouraging each student to pursue general knowledge while providing the best Judaic Studies program possible. By the late-1980's HTC made a concerted commitment to establishing a full range of course offerings leading to a Bachelor of Arts degree in Judaic Studies for both men and women at their respective campuses. In addition to the Hebrew Teacher Certification, the Department of Education developed a program leading to State of Illinois Certification in either Elementary or Special Education. Options for additional majors were introduced in the 1990's. Today the additional majors offered are Accounting, Business, Education, English, Health Sciences and Psychology. The Kanter School of Liberal Arts and Sciences offers a variety of courses preparing students for graduate and professional studies in pre-medicine, pre-pharmacy and pre-law.

Since 1921, Hebrew Theological College has ordained hundreds of rabbis who have served as pulpit rabbis, chaplains and educators in the United States, Canada, Israel, and throughout the world. The thousands of alumni – men and women - who studied at HTC have made an indelible impression, as lay or professional leaders, on the world Jewish community. Hebrew Theological College is a beneficiary of the Jewish Federation of Metropolitan Chicago.
ORGANIZATION OF COLLEGE

The Board of Directors of Hebrew Theological College is charged by the By-Laws with safeguarding the academic integrity and financial stability of the College. The Board of Directors assumes direct responsibility for appointing a Chancellor and a Rosh HaYeshiva, whose duties and areas of jurisdiction are delineated in the By-Laws of the College.

Chancellor

The Chancellor is the chief executive officer of Hebrew Theological College and supervises and administers operations of the corporation. He presides at all meetings of the members of the corporation and may act as the representative of Hebrew Theological College as delegated by the Board of Directors.

Rosh HaYeshiva

The Rosh HaYeshiva is the chief academic officer of Hebrew Theological College. He supervises and administers the academic administration of the College and is the ultimate authority in any issue of Halacha (Jewish Law) within the institution. The Rosh HaYeshiva also chairs the Department of Talmud and Rabbinics.

Vice President for Administration

The Vice President for Administration is responsible for the College's finances and budgets and supervises fundraising and development activities as well as management of the physical plant.

Dean of Advanced Hebrew Studies and Liberal Arts and Sciences (Beis Midrash)

The Dean of Advanced Hebrew Studies and Liberal Arts and Sciences for the Beis Midrash supervises academic offerings for Beis Midrash students through the Max Bressler School of Advanced Hebrew Studies and the William and Lillian Kanter School of Liberal Arts and Sciences. The Dean serves as an advisor for students enrolled in the Beis Midrash.

Mashgiach Ruchani (Beis Midrash)

The Mashgiach Ruchani serves as the religious and personal advisor to the students of the Beis Midrash. He shares responsibility for attendance and discipline issues as well as student activities.
Dean of Advanced Hebrew Studies and Liberal Arts and Sciences (Blitstein Institute)

The Dean of the Blitstein Institute has oversight for the operations of that Division and supervises academic offerings for women through the Max Bressler School of Advanced Hebrew Studies and the William and Lillian Kanter School of Liberal Arts and Sciences. The Dean, assisted by the Menahel Ruchani of Blitstein Institute and the Assistant Dean, plans and implements programs for student recruitment and guidance, and serves as a primary advisor for all students enrolled in the Blitstein Institute Division.

Menahel Ruchani (Blitstein Institute)

The Menahel Ruchani position is the primary spiritual advisor to faculty and students of the Blitstein Institute, with responsibilities to assist in the oversight of the Judaic Studies curriculum and evaluation of instruction. He shares responsibility for planning and implementing student recruitment and guidance.

Assistant Dean of Blitstein Institute

The Assistant Dean of Blitstein Institute shares in the planning and operation of that Division, with primary responsibilities to assist in the oversight of Student Services and Strategic Planning and Development. She shares responsibility for planning curricular programming and student advisement.

All of the Deans and Assistant Deans maintain on-going communication, and report to the Rosh HaYeshiva and the Chancellor, to ensure smooth coordination of academic administration across all Divisions of HTC.
DIVISIONS AND DEPARTMENTS

Hebrew Theological College offers a variety of programs and courses of instruction to foster the individual student's intellectual and spiritual growth and development, while providing educational programming in the liberal arts and sciences.

All education at Hebrew Theological College takes place through the three divisions of the institutions, the Beis Midrash (for men), the Blitstein Institute for Women, and the Extension Division.

Beis Midrash

The primary focus of the Beis Midrash is the intensive study of the Talmud and its commentaries, providing men with a firm foundation in the skills of classic learning, enabling them to independently study original texts in Hebrew and Aramaic, and develop a guiding Derech Ha'Chaim -- a lifelong method and direction of learning and character. This division prepares students for advanced study in Talmud and Jewish communal or rabbinic service, while developing analytic skills and research methods valuable for advanced study in non-Judaic fields.

Blitstein Institute for Women

The Blitstein Institute affords women the opportunity to engage in advanced scholarship of primary texts central to Jewish culture, heritage, law, and literature so as to deepen philosophical insight and commitment to Torah. The goal of this division is to provide women with knowledge and develop their skills for advanced study in original classic texts and commentaries, while fostering their analytic and communication skills in preparation for active roles in the community and the workplace.

Extension Division

Hebrew Theological College offers both credit and non-credit courses to the community at large through the Extension Division. Both Judaic and general studies courses are offered to Extension Division students after degree-seeking students have been accommodated.

CALENDAR

The Beis Midrash calendar is divided into four semesters: Fall (approximately 15 weeks); Winter (approximately 15 weeks); Spring (approximately 6 weeks); and Summer (approximately 5 weeks). Select courses offered in the Spring term continue through the Summer term.

The Blitstein Institute calendar is divided into three semesters: Fall (approximately 15 weeks), Spring (approximately 15 weeks), and Summer (approximately 6 weeks).

Specific start and end dates, along with important registration and add/drop dates, are published in course bulletins and are on the HTC website.
The Department of Talmud and Rabbinics offers coursework to students enrolled in the Beis Midrash. In addition, the Max Bressler School of Advanced Hebrew Studies and the William and Lillian Kanter School of Liberal Arts and Sciences provide specialized coursework in their respective fields for students enrolled in the Beis Midrash, Blitstein Institute, or Extension Divisions. Programs leading to degrees or certificates are served by one or more of the following: Department of Talmud and Rabbinics, Bressler School of Advanced Hebrew Studies, Kanter School of Liberal Arts and Sciences.

Department of Talmud and Rabbinics
The Department of Talmud oversees the curriculum and instruction for the major of every student registered in the Beis Midrash Program. The department offers a wide range of courses covering a multitude of topics taught through a variety of approaches to best foster the abilities of each individual student. Its purpose is to develop highly critical and creative minds, enriched with the timeless and profound thoughts of Talmudic sages.

Max Bressler School of Advanced Hebrew Studies
The Max Bressler School of Advanced Hebrew Studies offers the coursework that comprises the Judaic Studies core curriculum required of all HTC students. This core—which comprises a major part of the General Education component required of all baccalaureate students at Hebrew Theological College—provides a broad base of knowledge in classic Hebraic language and literature, Bible, Jewish History, Jewish Law and Jewish Philosophy while developing the skills necessary to engage in further study in the original sources. Moreover, the Bressler School of Advanced Hebrew Studies seeks to develop communication and analytic skills, research methods, and creativity to enhance the students’ lives and promote their further learning. The School also supports the major areas of study for students in the Blitstein Institute. Majors include Bible, Jewish History and Interdisciplinary Judaic Studies. The Bressler School also provides optional minors for all HTC students. Minors are available in Bible, Hebrew, Jewish History, Jewish Law and Jewish Philosophy. In conjunction with the Department of Education, the School provides Hebrew teacher certification programs for both Elementary and Secondary Jewish Education.
The Kanter School of Liberal Arts and Sciences offers many of the courses required for the core curriculum in general studies. The core curriculum in liberal arts and sciences – which comprises a major part of the General Education component required of all baccalaureate students at Hebrew Theological College- - is mandatory for the fulfillment of the Bachelor of Arts degree. It provides students with opportunities to broaden their cultural perspectives, develop an intellectual and aesthetic appreciation for the arts and sciences, while building a base of knowledge and understanding of the ideas, history, and values that shape and guide the culture and society in which they live. Moreover, the Kanter School of Liberal Arts and Sciences seeks to develop communication and analytic skills, research methods and creativity to enhance the students' lives and promote their further learning. Experiences provided through the Kanter School of Liberal Arts and Sciences allow students to explore various career options while preparing them for admission to graduate and professional programs of study. The Kanter School of Liberal Arts and Sciences offers additional majors, including Accounting, Business, Education, English, Health Sciences and Psychology, as well as options for minors in Accounting, Business, Computer and Information Sciences, Education, English, History, Mathematics, Natural Science, Philosophy and Psychology.
ADMISSIONS

Admission Policies

Admission to Hebrew Theological College's undergraduate degree program in the Beis Midrash or Blitstein Institute requires graduation from an accredited high school with a grade point average (GPA) of no less than 2.5/4.0, the completion of a secondary Hebrew Day School curriculum or equivalent, and satisfactory scores on the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board (minimum combined score of 1350 for three sections) and/or the American College Test (ACT) (minimum composite score of 19). In certain cases, a student who has attained high school equivalency through the General Education Development (GED) test may be admitted. Additional criteria for admission are two letters of recommendation and a personal interview with a member of the Committee on Admissions of Hebrew Theological College. Admission to the undergraduate degree program does not guarantee acceptance into a specific certification or additional major program, such as Education or Health Sciences. Hebrew Theological College admits students without regard to race, color, age, sex, national origin, or disability/handicap to all the rights, privileges, programs and other activities generally accorded or made available to students at the college.

Students for whom English is not a first language may be required to take the TOEFL examination to ensure their ability to participate fully in coursework. Students who lack sufficient proficiency may be required to enroll in remedial courses and/or tutorials.

Based on the results of placement tests, some students may be required to take preparatory courses in Math, English, or Hebrew. Students who lack sufficient proficiency may be required to enroll in remedial courses and/or tutorials. Some of these courses may not be applicable to 120 credits required for the B.A. Students interested in the Adult Degree Completion Program should contact the Office of Admissions for specific program admissions criteria.

Applicants who wish to enroll in specific courses for academic credit but are not pursuing a degree at Hebrew Theological College may seek admission to the Extension Division. Requirements for admission to the Extension Division vary according to the demands of the specific program. Students wishing to be admitted to the Extension Division are requested to contact the appropriate Dean or Program Coordinator. Hebrew Theological College admits students to the Extension Division without regard to race, creed, color, age, sex, or national origin to all the rights, privileges, programs and other activities generally accorded or made available to Extension Division students at the college. Otherwise qualified students are not subject to discrimination on the basis of disability/handicap.

Early Admission

High school students who have attained superior academic records, have completed their second (sophomore) year, and have received the recommendation of their high school principal(s) may enroll in individual undergraduate courses for credit through the Extension Division. Such students must apply for admission to the Extension Division and may transfer to the Beis Midrash or the Blitstein Institute upon graduation from high school.
In rare cases, gifted students of extraordinary maturity who have completed at least three years of high school, evidence superior academic credentials, mastery of skills necessary for college-level Judaic and general studies, and have strong SAT or ACT scores, may apply for full-time admission. Such applicants must present strong support for early admission from the high school administration and faculty.

**Transfer Students**

The same procedures and standards pertaining to regular applications apply to those students seeking to transfer from another college, yeshiva or seminary. In addition to the required high school transcript and test scores, transfer applicants should ensure that the Hebrew Theological College Office of Admissions receives an official transcript from each institution of higher learning that they have attended. In general, transfer credit will not be granted for grades below “C”, or for credits earned under a Pass/Fail grading system.

Transfer credit will not be given for physical education courses, even those taken at an accredited institution of higher education. CLEP credits granted by other institutions will not be transferred.

Course descriptions or syllabi may be required along with transcripts in order to substantiate college level learning and to determine HTC course equivalency.

Transfer credit may be used to satisfy a requirement for a student’s major only upon the approval of the chairman of the appropriate department. All transfer students must complete the General Judaic Knowledge entrance examination.

A transfer student who has completed the equivalent of English 111 at another school, and has earned a Pass or High Pass on the HTC Writing Assessment Test (WAT), may be exempt from this course’s residency requirement. If the student receives a Low Pass or fails, elective credit will be granted for the transfer credit, but the English 111 requirement will not be waived.

Students must complete English 211 in residence. Students who have completed an advanced writing course (beyond the equivalent of HTC’s English 111) at another institution and earned a High Pass on the WAT may apply for a waiver from English 211. Waivers will be granted only on the basis of an Advanced Writing Proficiency Examination administered by the English Department.

Transfer students are required to substantiate their proficiency in Mathematics through the HTC Math Assessment Test. Regardless of the number of credits earned and coursework completed elsewhere, students who fail to demonstrate mathematical proficiency will be required to complete MATH 104 or 105.

Transfer students must demonstrate proficiency in computer applications through HTC’s Technology Proficiency Assessment or enroll in CAIS 106.
**Auditing**

Students who seek to audit a class for no academic credit may register and be admitted to many courses under the auspices of the Extension Division after matriculated students have been accommodated. Students auditing courses pay reduced tuition charges, but are required to pay full materials/lab fees. For specific information on tuition costs, see the course bulletins or consult the annually published tuition schedules. This information can also be found on the College’s website.

**Admission Procedures**

An application for admission to Hebrew Theological College must be submitted well in advance of the semester in which enrollment is sought. Check the College’s website for deadlines. The following procedures should be followed:

1. Complete and submit the application for admission available from the Office of Admissions or online, along with the non-refundable application fee.

2. Have an official high school transcript mailed to the appropriate Office of Admissions. (Check HTC’s website for addresses for each of HTC’s divisions.)

3. If applicable, have official transcripts from each college or post-secondary institution attended mailed to the Office of Admissions.

4. Take the Scholastic Aptitude Test (SAT) or the American College Test (ACT) and have the scores forwarded to the Office of Admissions.

5. Request letters of recommendation from two individuals familiar with the applicant's academic potential, personal conduct and religious commitment. Letters of recommendation should be forwarded to the Office of Admissions.

6. Arrange for a personal interview by contacting the Office of Admissions.

No application for admission can be acted upon until the applicant completes these steps.

**Provisional Admission**

Applicants who do not meet all of the admission criteria may be accepted provisionally. The Admissions Committee will specify what remediation or coursework must be completed before matriculation (admission to degree seeking status). Provisionally admitted students are closely monitored and given special assistance. Usually matriculation is granted after the completion of two semesters if the student maintains at least a 2.5/4.0 average.

**Petitioning the Admissions Committee**

Applicants who have been refused admission may petition the Admissions Committee in writing. Recommendation letters may be submitted in support of the student's petition. Each petitioner's record will be reviewed on an individual basis. Students admitted through the petition process are granted provisional acceptance only.
Physical Examination Form

After acceptance by the Admissions Committee and prior to initial registration, all students must arrange to complete a physical examination form. This form is available online and from the Office of Admissions.

Assessment and Placement Testing

After acceptance by the Admissions Committee and prior to initial registration for on-campus classwork, all students must arrange to complete a series of assessment tests which include the Test of General Judaic Knowledge; Writing Assessment Test (WAT); Technology Proficiency Assessment (TPA); and Mathematics Assessment Test (MAT); and Beis Midrash students must complete the Talmud Assessment Test. Prior to enrollment in certain Judaic Studies courses, students may be required to undergo oral testing in Talmud, Bible, and/or Hebrew. The results of these tests are also used in helping students select appropriate courses. Enrollment in selected courses (e.g. Computer and Information Sciences and Natural Sciences) may require additional testing.
STUDENT RIGHTS AND RESPONSIBILITIES

Personal Conduct Policy

As members of a Torah-observant community and institution, students are expected to comport themselves in full accordance with the laws and ethos of tznius as delineated in the Shulchan Aruch (Code of Jewish Law). Tznius, generally defined as modesty, implies much more. It connotes humility, concealment, reserve, privacy, and inwardness.

Most significantly, tznius is a way of life – the choice of garb is merely its most visible manifestation. It encompasses behavior, speech, and even thoughts. Tznius means an awareness of being in G-d's presence at all times. Tznius applies to men no less than to women. Clothes do more than reflect one’s fashion sensibility; they can create a mood and an impression – with or without intention. Tznius allows us to communicate rather than obscure the deepest level of selfhood.

Questions concerning appropriateness or acceptability of specific behaviors or apparel within the Hebrew Theological College community should be directed to the Mashgiach Ruchani, the Menahel Ruchani or the Rosh HaYeshiva.

Academic Integrity

Hebrew Theological College is committed to providing an academic community and learning environment based on honest inquiry and pursuit of knowledge that fosters commitment and adherence to Judaic tenets.

The faculty and administration of Hebrew Theological College have specified the following acts as serious violations of personal honesty and academic ideals that jeopardize the quality of education within a Torah environment:

- Submitting as one's own, material copied from a published source.
- Submitting as one's own, another person's unpublished work or examination material.
- Submitting as one's own, a rewritten or paraphrased version of another person's work.
- Purchasing, acquiring, and using for course credit a pre-written paper.
- Allowing another to write or research a paper for one's own benefit.
- Copying electronic or printed media for one's own use without permission or licensing from appropriate publishers.

Incidents of academic dishonesty will result in the minimum of the assignment of the grade of "F" by the instructor. In addition, instances of academic dishonesty will be reported to the Dean representing the division in which the student is enrolled. The Dean may convene a hearing board to consider the seriousness of the misconduct and the imposition of additional sanctions, including expulsion. Students may appeal the decision of the hearing board to the Rosh HaYeshiva, whose decision is final.
Classroom Attendance

Because the instruction and guidance offered by experienced teachers in the classroom is the cornerstone of an HTC education, every student is expected to attend all classes and laboratory sessions. In addition, the educational methodology employed by most faculty members requires substantial classroom participation by students, who are expected to fulfill all assignments and prepare themselves for meaningful classroom interaction.

Students who anticipate prolonged absences should seek consent not only from each of their instructor(s), but should also contact the appropriate Dean. Students absent for over 25 percent of scheduled classes automatically have their final grades lowered by one letter grade. Students absent for over 50 percent of scheduled classes receive an “F” for the course. Individual instructors are at liberty to institute more stringent attendance requirements by notifying students in the class syllabus.

Rescheduling Midterms and Final Exams

With few exceptions, such as unforeseen family or health emergencies, Midterms and Final Exams will not be rescheduled. All requests of this nature must be submitted to the appropriate Dean for prior approval. Instructors will not reschedule test dates without approval from the Dean. A proctor will be secured at the student’s expense if the instructor is not available on the alternate date approved by the Dean.

Independent Study Policy

Independent Study is a privilege granted to a student who could not enroll in a regular class in order to complete the requirements of his or her major. Independent Study will only be approved if the required course was not available during at least two years of enrollment at HTC or if there was an insurmountable conflict in scheduling. In some cases, an Independent Study may be devised to advance the scholarly goals of students who exhibit superior achievements and are ready for advanced research. Applications for Independent Study must first be approved by the Dean before the student requests an instructor to oversee an Independent Study.

Cell Phone Policy

HTC policy bans the use of cell phones, computers and other devices for texting, web-browsing or other non-class related activities during class. This behavior may result in expulsion from the course after a single warning. Electronic devices may not be used during exams, and their use in class is subject to faculty discretion and permission.

Academic Probation, Suspension, and Reinstatement

A student must maintain a cumulative grade point average of 2.0 (A=4.0) to be in good standing. A student who fails to maintain such an average will be placed on probation. The school may withdraw the privilege of continuing at Hebrew Theological College from any student on probation who does not achieve a minimum cumulative grade point average
of 2.0 at the end of the second semester on probation. A student's academic progress will be reviewed at the end of each academic term.

Students granted HTC Scholarships must maintain a higher GPA, the terms of which are specified in their scholarships grants.

A student suspended for inadequate academic progress may apply for reinstatement by writing to the Dean of the division in which he/she wishes to enroll.

**Academic Grievance Policies and Procedures**

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 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.

Other academic issues or areas of dispute 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.
Security

The College attempts to provide for the security of individuals and their belongings through a security system that includes locks for rooms and buildings, controlled access to buildings, alarm systems and/or video monitoring.

Security measures are only as effective as the individuals on campus choose to make them. Students are encouraged to use sound judgment at all times. Campus buildings have controlled access via number code. Students are not to distribute these codes to non-students. Students residing on-campus are prohibited from giving keys or codes to non-residents.

At times it may be necessary to establish other security checks and procedures and it is expected that students will cooperate fully in carrying out security procedures, all of which are designed to promote the safety and security of the College community.

All students, faculty and staff are expected to assume reasonable responsibility for personal safety. By using common sense, safety practices such as walking in groups, reporting suspicious activities, keeping money, books and other personal items protected, locking car, room and office doors when leaving and generally being alert to personal welfare will ensure personal safety on and off campus. All threats and/or altercations (verbal or physical) that are based on religious, gender or racial bias by either a member of the College community or a stranger must be reported.

Students should be their own safety advocates by taking the following strategies seriously:

- **Stalker** – If you feel someone is stalking you, make an immediate report to the college administration. A restraining order or some other action may be taken to keep you safe. If someone is following you suspiciously, head towards crowds, lighted areas or occupied buildings.

- **Obscene Calls** – Don’t engage an unknown caller in conversation or give any personal information. Keep track of unwanted phone calls and document the time and content of these calls. Save harassing or obscene phone messages, and turn over all of this information to administration.

- **Walking Around** - Don’t walk alone after dark. Stay in well-lit and populated areas.

- **The Element of Surprise** – Make it difficult for someone to surprise you. For example, don’t walk around or jog with headphones when you are alone.

- **Protect Your Personal Property** – Don’t leave backpacks, purses or other bags unattended; always lock your bike or car; don’t leave valuables in plain sight; don’t leave large amounts of cash in your room or on your person.
Cyber-Safety - Despite the perceived anonymity of cyberspace, the internet and spam can pose serious threats. Releasing personal information (particularly your Social Security number or phone number) over the internet can result in identity theft and/or stalking. Identity theft is a long-hard road to overcome, often involving years of effort to reestablish damaged credit ratings and more. Meeting people on-line can be dangerous. On-line matchmaking can be risky and even religious based Shidduch sites require careful monitoring, and students are recommended to seek thorough background checks by a reliable authority before arranging a meeting with anyone.

To report or discuss security issues, contact a student residence counselor/supervisor or a member of the administration.

In order to maintain a secure and appropriate living environment for HTC students in our residence facilities there shall be no guests of the opposite gender allowed in Student Residential Facilities at any time. Of course, no overnight guests are allowed in the Student Residential Facilities without prior approval of the student residence counselor/supervisor. Students are urged to keep their doors locked day and night.

Campus Safety

To ensure the safety of the College community, smoke alarms and fire extinguishers are located throughout the classroom and student residence buildings. While periodic checks on this equipment will be undertaken, it is also the students’ responsibility to report malfunctioning fire safety equipment. Storms can cause power outages, broken windows and other structural damage. Report such damage immediately to the administration or student residence counselor/supervisor.

Bomb or terror threats have unfortunately become a reality even in the United States. These types of dangers come in many shapes and forms, from a suspicious package to a gunman on the loose. To keep yourself and others safe, when a state of emergency has been declared:

- Follow the instructions of staff and faculty. They have been trained to lead you to safety.
- Try not to panic or assume the worst; just take care of the immediate concern of getting to safety.
- Have a healthy suspicion that causes you to alert staff when strangers are in places they should not be, or when something seems awry. Many disasters are averted because students take the time and the care to report something out of the ordinary.
- Don’t ever make a threat as a joke!
Smoke Free Environment

The Illinois Clean Indoor Air Act of 1990 requires that smoking be prohibited in educa-
tional facilities and public areas. Under this Act, Hebrew Theological College prohibits
smoking in all its public areas and classrooms, including college housing, lobbies, libraries,
lounges, bathrooms, conference rooms, and offices. Violation of this prohibition may re-
sult in official reprimand; and if the violation persists or is repeated may result in expul-
sion.

Immunization

Students are required by Illinois law to have an immunization record on file if they were
born on or after January 1, 1957, and are enrolled in 6 credit hours or more. This record
must contain proof of immunity to measles, mumps, rubella, diphtheria, and tetanus. A
second measles immunization with live virus vaccine is to have been given at least 28 days
after the first measles immunization.

Drug and Alcohol Policy

Hebrew Theological College prohibits the illegal and irresponsible use of alcohol and other
drugs in accordance with Halakhic authorities as well as applicable federal, state, and local
laws. Hebrew Theological College will enforce applicable laws concerning the possession
or purchase of alcohol or illegal drugs as well as its own policies concerning the possession
or abuse of alcohol or drugs.

As an institution whose mission focuses on the religious and general education of Orthodox
Jews, Hebrew Theological College is fortunate to attract only those students committed to a
Torah-observant environment which is not conducive to the casual use of alcohol or drugs.
However, it is incumbent upon us to be familiar with the specific policies regarding such
use as well as resources for individuals affected by such addictions.

HTC Policies Concerning Possession of Alcohol and Drugs

1. Possession of alcoholic beverages or illegal narcotics is strictly prohibited on Hebrew
   Theological College campuses, student dormitory and residences, and at any college
   function (on or off campus).
2. Alcoholic beverages or illegal narcotics may not be sold on the campuses of Hebrew
   Theological College for any purpose or under any guise.
3. Alcoholic beverages may not be served to HTC students as part of College-sponsored
   events or non-official activities connected with the College - except for sacramental
   purposes, and then only under faculty supervision.

Students who meet the legal criteria for purchase of alcoholic beverages in Illinois may
request permission from the Residence Supervisor or Dean to bring sacramental wine into
the residence hall for Sabbath and/or holidays. Permission is granted only when the Resi-
dence Supervisor or Dean is confident that the beverage is consistent with the dictates of
Jewish law and will be used for ritual purposes only by individuals conforming to State of
Illinois criteria for the possession of alcohol.
Sanctions

Students found to be in violation of the Hebrew Theological College Policies for Alcohol and Drugs will be held accountable for their actions and will face disciplinary action. Campus disciplinary actions include written warnings, probation, eviction from College housing, and expulsion.

Health Issues

Students living in campus housing must have medical insurance. Proof of insurance must be provided at the start of every academic year, or upon initial enrollment. Thereafter, continuing students must provide proof of insurance once a year.

Students who are experiencing health issues are encouraged to seek services from their own medical professional. If a student needs help or advice in accessing health services, College officials are available to provide referrals and assistance in this area and will treat all requests of this nature with sensitivity to ensure the privacy of the student and his/her family. Students residing in campus housing are required to inform the student residence counselor/supervisor if they are experiencing symptoms of a contagious ailment, or a medical difficulty interfering with normal functioning.

Substance abuse by students of Hebrew Theological College or by family members or friends is not only a serious Halakhic violation, but prevents students from experiencing the growth in learning and yiras shemayim that are cornerstones of Jewish education. A student who suspects that he/she has a substance abuse or addiction problem is urged to seek help. Likewise, students who feel affected by the substance abuse problems of others are urged to seek help not only for the abuser, but for themselves, as well. Students may feel free to bring these issues to their Deans, their Rabbeim, the Mashgiach Ruchani, the Menahel Ruchani, or the Rosh HaYeshiva, all of whom have experience in discussing the issues of alcohol or drug abuse and can provide referrals to qualified counselors and therapists trained to deal with substance abuse and other addictive behaviors.

Should a student feel uncomfortable approaching an individual within Hebrew Theological College to discuss a problem of such a personal nature, he/she is urged to contact one of the following individuals and/or agencies. All agencies are committed to ensuring the privacy of their clients:

The Ark ..................................................773-973-1000
Jewish Family and Community Services .......................773-274-1324
SHALVA ...................................................773-583-4673

Tips for Managing a Crisis

You may encounter a crisis situation during your time in College. Be prepared, stay calm and keep the following tips in mind:

- If a friend seems ill, intoxicated or drugged, get help immediately! Don’t worry about getting friends in trouble. Their safety and well-being should be your primary concern.
• Don’t hamper the efforts of medical or emergency personnel. Get out of the way and help with crowd or traffic control if possible.
• If someone is bleeding, apply pressure and have someone else get help immediately.
• Don’t transport a seriously injured or unconscious friend to the hospital. Call 911. You are probably not medically trained and may do more harm than good.

ADVISING

Declaring an Additional Major

Students who wish to pursue an additional major during their studies at HTC must seek the guidance of their academic advisor. The criteria for additional majors are detailed in the Academic Catalog and available online. Admission to the College does not guarantee admission to a specific department for an additional major. As a rule, students must complete at least 30 credit hours prior to admission for an additional major. Transfer students, or those who spent the freshman year abroad, may apply for admission to an additional major after one semester in residence.

Working with an Advisor

Each student enrolled in the Beis Midrash Division or the Blitstein Institute for Women is assigned a primary advisor (usually a Dean or Assistant Dean). The purpose of academic advising is to assist students in completing a degree program as well as helping them develop spiritually and emotionally. Advisors work with students in five general areas:

1. Understanding and meeting Hebrew Theological College's academic standards and requirements.
2. Setting academic goals and monitoring the student’s progress.
3. Discussing opportunities within students' chosen disciplines for continued study or careers.
4. Selecting and sequencing courses from semester to semester.
5. Discussing and monitoring the student’s religious, social and emotional development.

Contacting Advisors

Prior to registration it is mandatory that each student meet with his/her primary advisor. It is recommended that students avail themselves of advisement mid-semester to discuss academic progress, social and spiritual issues, clarification of personal and career goals. Contact your primary advisor by telephone or send an email message. If your advisor is unavailable, leave a message with numbers where you can be reached and suggested times for calling. As a rule, advisors post sign-up sheets for appointments several weeks prior to and during registration. During the pre-registration advisement with the primary advisor an official evaluation of earned and transferred credits will be updated and signed.
Advisement for Additional Majors – After meeting with the primary advisor and obtaining an updated copy of the Credit Check, each student pursuing an additional major must meet with the appropriate Departmental Chair for advisement.

No registration form will be accepted without the approval and signature of the primary advisor; and - where appropriate - the signature of the Departmental advisor.

To help increase the effectiveness of the advising process, students are encouraged to keep their own advising records. Students should bring the following documents with them to each advising session:

- Current course bulletin
- Copies of notes taken or photocopied during previous advising sessions
- List of prerequisites for admission to graduate and professional schools where appropriate.
ACADEMIC PROCEDURES AND POLICIES

Registrar

The Registrar's Office provides the following services and should be contacted with questions regarding these issues:

- Change of name, address or phone
- Course descriptions
- Credit check
- Enrollment verification
- Grade reports
- Loan deferment certification
- Registration
- Requests for amending records
- Transcript order

Registration

The dates of registration for each semester are announced in advance and publicized online, and it is the responsibility of each student to register during the registration period. Students registering after the official registration period may be assessed a late fee as specified in the current catalog. Credit is not given for work in a course in which a student is not properly registered.

In exceptional circumstances, waiver of prerequisites for admission to courses may be obtained from the instructor concerned or the chairperson of the department in which the course is offered.

Change in Registration -- Add/Drop

To make any change of registration, a student must complete an Add/Drop Form available from the Registrar's office. Changes in registration cannot be made by telephone. Changes are allowed only during the first two weeks of a 15-16 week semester (first week of a 5-6 week semester).

Students who withdraw from class merely by absenting themselves will receive the final grade of "F". Voluntary and repeated unofficial withdrawals from class will result in the student being barred from further attendance at the college.

Students may withdraw from courses during the initial two-week Add/Drop period each semester (first week of a five- or six-week term) without the withdrawal appearing on their transcripts. Students may withdraw from class with the final grade of "W" through the first nine weeks of a 15-16 week semester (or first three weeks of a five- or six-week term).

Students must present the Add/Drop form to the appropriate Dean for approval. Upon approval, the Dean will sign and date the Add/Drop form. This date will be considered the official date of the Add/Drop decision and will be the basis for both academic and financial actions.

Withdrawals without prejudice may be approved for medical reasons after the first nine weeks of a 15-16 week semester. Such approval generally requires written notification
from a medical professional verifying the medical need for the withdrawal. There may be ramifications to federal financial aid (e.g. Pell Grants) depending upon the withdrawal date. Students who find themselves in this situation should contact the appropriate Dean and/or Department Chair to discuss their status as soon as possible.

**Incomplete**

The grade “I” given at the end of a semester indicates that the instructor has agreed to withhold a final grade until a student completes a small portion of assigned work. The incomplete is meant to allow for crisis management, not for routine time mismanagement or to manage an overload of coursework, allow time to improve a grade, or manage predictable life cycle events. Requests for incompletes must be submitted prior to finals week of the semester for which an incomplete grade is sought.

A student requesting an incomplete must have completed at least 50 percent of course requirements with a grade of C or better before requesting the incomplete. When a request for an incomplete is granted, the instructor will determine how soon the assignment(s) must be completed. The maximum time that may be granted is 12 weeks; in most cases, the instructor will recommend a shorter period.

If the incomplete is not remedied within the specified period, the grade is recorded as “FI” and carries a value of zero when computing the grade point average.

The terms and reasons for the incomplete must be specified in the Incomplete Contract form, signed by the instructor and students, and submitted to the Dean for approval. Incomplete Contract Forms are available from the Office of the Registrar and the offices of the Deans.

**Credit by Examination**

Students may satisfy up to 15 semester hours of the Advanced Hebrew Studies core through credit by examination. No more than 6 semester hours will be awarded through examination in each of the following areas: Bible, Jewish History, Jewish Law, and Jewish Philosophy. Up to nine credit hours may be awarded through the Hebrew Competency exam, but only six of these credits can be used to fulfill the residency requirement.

A student may utilize semester hours earned by examination to satisfy Advanced Hebrew Studies residency requirements on condition that a minimum of 40 semester hours (not earned through the credit by examination option) in total are taken in residence at Hebrew Theological College (in Talmud and Rabbinics, Advanced Hebrew Studies or Liberal Arts and Sciences).

A student wishing to pursue the option of credit by examination must petition the Dean of Advanced Hebrew Studies at the division in which he/she is enrolled after earning a minimum of 100 semester hours of credit. For petition forms and fee schedules for each examination, contact the appropriate Dean.
Advanced Placement

Hebrew Theological College awards credit for advanced placement examination scores of three, four and five. The policy for granting credit for AP Examinations is specified in HTC Academic Catalog. AP credits are treated as transfer credits and do not override the results of the Writing Assessment Test (WAT) or Math Assessment Test (MAT).

Academic Progress Policy

To be permitted to enroll in additional classes without interruption, students must show satisfactory academic progress and be in good academic standing. For details on Academic Progress policy please see page 33 in this Handbook.

Semester Hour Limitation

No full-time student may carry more than 18 semester hours of courses in one semester (including concurrent registration at a different institution) without approval of the appropriate Dean. Students on academic probation or those experiencing difficulty complying with program requirements may be required to reduce the number of semester hours carried.

Computing Your GPA

The semester hour is the standard for computing the amount of a student's scholastic work. A semester hour of credit is normally defined as one lecture or other class exercise of 45-50 minutes per week per 15-week semester. Earned semester hours are those received in the successful passing of a course. Attempted semester hours indicate the amount of work the student attempted without reference to grades received. The hours for any course with a final grade other than "W" (withdraw) or "V" (audit) are tallied as attempted semester hours. Attempted semester hours (with the exception of pass-fail courses) are used in computing a student's scholastic average or standing.

The credit point, or grade point, is used to provide a quantitative measure of a student's academic performance. The grade "A+" earns 4.33 credit points per credit hour; "A" earns 4 credit points per credit hour; "A-" earns 3.67 credit points per credit hour; "B+" earns 3.33 credit points per credit hour; "B" earns 3 credit points per credit hour; "B-" earns 2.67 credit points per credit hour; "C+" earns 2.33 credit points per credit hour; “C” earns 2 credit points per credit hour; "C-" earns 1.67 credit points per credit hour; "D+" earns 1.33 credit points per credit hour; "D" earns 1 credit point per credit hour; "D-" earns .67 credit points per credit hour; "F" earns 0 points.

The academic average at the end of a semester is determined by dividing the total number of credit points earned by the total number of credit hours carried in the semester.

No grades earned by a student for courses taken at an institution other than Hebrew Theological College or through one of its affiliated programs shall be computed in the grade point average maintained by Hebrew Theological College. Transfer credit will count to-
ward the number of hours required for graduation, but will not be reflected on grade reports or in the cumulative average.

Verification of Enrollment

Upon a student’s request, the Registrar's Office will provide written verification of enrollment.

Dean’s List

The Dean’s List is compiled at the end of each semester to recognize outstanding academic achievement. Students qualifying for inclusion must be enrolled in at least 12 semester hours with a grade point average of at least 3.5 with no single grade lower than B-.

Application for Graduation

Candidates for graduation must complete an application provided by the Registrar's Office and submitted with a $150 fee (whether or not the student intends to participate in commencement exercises). Students are encouraged to apply at the beginning of the year prior to their anticipated graduation in order to receive their credit check before their last term of study. Thus, students can make up any deficiencies during their final semester. Students in the Beis Midrash program must complete a senior project as arranged with the Mashgiach Ruchani. All graduating students must take the Post-Test of General Judaic Knowledge and other specified assessment tests prior to approval for graduation. These assessments are generally offered once per academic year and may entail fees (for fee schedule contact the administration). In emergencies, special administrations of these assessments may be arranged (extra fees apply). Each graduating student must also complete an Exit Interview. For information, please contact the Dean of your program or the College’s Office of Institutional Research. Applications for graduation require approval by the Dean, and the issuing of diplomas must be preceded by an Exit Interview. Applicants will be called for individual Exit Interviews as part of the Graduation Application process.

Graduation with Honors

Graduating students who meet following criteria have attained the distinction of Graduation with Honors:

1. A cumulative GPA of 3.5 or above
2. No grade lower than B- in the student’s major
3. Minimum of 60 credits in residence

Graduating students graduating who meet the following criteria have attained the distinction of Graduation with High Honors:

1. A cumulative GPA of 3.8 or above
2. No grade lower than B in the student’s major
3. Minimum of 60 credits in residence
FINANCIAL SERVICES

Business Office

The Business Office handles all questions regarding tuition statements, tuition reimburse-
ment or refunds, and special payment arrangements. The Business Office is open Monday
through Thursday from 9 a.m. until 4:30 p.m. with the exception of holidays. Friday hours
and holiday eves are from 9 a.m. until 1 p.m.

Tuition and Fees

An annually published schedule of tuition and fees is available on the website and upon
request from the Office of the Registrar.

Payment Policy

All tuition, dormitory and other fees are due and payable at the time of registration. In-
stallment payments can be arranged by contacting the Office of Financial Aid prior to reg-
istration.

Refund Policy

Refunds due a student who withdraws from class will be based on the following schedule
during 15- and 16-week semesters:

- 100% for withdrawal during the first two weeks of the semester.
- 80% for withdrawal during the third week of the semester.
- 70% for withdrawal during the fourth week of the semester.
- No refund after the fourth week.

Registration, activity and lab fees are not refundable.

Refund schedules for summer semesters and other shortened academic terms are specified
on the registration forms for those terms.

Students registered for 12 or more semester hours who withdraw completely from the Col-
lege during their first semester at Hebrew Theological College are eligible for a pro-rated
refund of tuition, room, and board through the end of the 9th week of a 16-week semester or
through the 60 percent point in time.

Notice of withdrawal must be in writing. Telephone messages of withdrawal are not offi-
cial notification. The date of receipt of the official written withdrawal notice by the Regis-
trar’s Office is the date that will determine the percentage of refund due.

When withdrawal from a course results in a change in a student’s eligibility for financial
aid, the student may become personally responsible for a portion of the amount not cov-
ered.
FINANCIAL AID

By policy and tradition, students of scholastic ability and dedication have always been admitted to Hebrew Theological College regardless of financial means. The principal responsibility for the financing of a student’s education rests with the student and his/her family. As a private educational institution, however, Hebrew Theological College recognizes that many students need assistance to meet educational expenses. The Financial Aid Office tries to help as many qualified students as possible attend Hebrew Theological College through federal and state financial assistance as well as through private scholarship sources.

In order to determine how much aid a student needs, students and parents are asked to provide detailed financial information on the Financial Aid Form (FAFSA) that is submitted to the U.S. Department of Education (DOE). The Department of Education analyzes the information and calculates the expected family contribution using a standard formula known as Congressional Methodology. The Financial Aid Administrator reviews this information. The financial need of a student is calculated using the following basic formula:

\[
\text{Cost of Education - Family Contribution} = \text{Financial Need}
\]

Once need has been determined, the Financial Aid Administrator develops a financial aid "package" that incorporates funds from a number of different sources. Students may receive assistance in the form of federal or state grants, which need not be repaid, and may also be eligible for government-subsidized loans which must be repaid.

Students are also encouraged to investigate private scholarships for post-secondary education offered by corporations, businesses, organizations, synagogues, or schools. Many of these scholarships are not well publicized, but can significantly ease the burden of educational costs on the student and parents.

Applying for Financial Aid

Financial aid requests are processed on a first-come, first-served basis. Application packets are available from the Financial Aid Office. Students must complete and submit their applications as early as possible. Applications may be submitted from January through the first day of the fall semester for which federal aid is sought. Illinois residents must submit their applications as soon as possible after January 1st proceeding the fall semester for which aid is sought in order to meet the state MAP grant deadlines. These deadlines are subject to sudden change, so early submission is critical. Students who are eligible but failed to meet aid deadlines assume responsibility for the lost funding.

In order to receive Federal or State aid, applicants must:

1. Be U.S. citizens or eligible non-citizens
2. Meet Selective Service requirements
3. Not be in default status on a student loan
4. Not owe a refund on any gift aid previously received
5. Be admitted as a degree-seeking student
Financial Aid Procedures

Financial aid applicants must complete the following steps:

1. Apply for admission to Hebrew Theological College and send all required materials to the College (new students only).
2. Complete and submit a Financial Aid Form (FAFSA) to the U.S. Department of Education via the web or by mail. This must be done annually.
3. Submit the completed Hebrew Theological College Scholarship Form together with copies of the previous year's tax returns, W2s, and other supporting documents to Hebrew Theological College.

Notification to the Student

After completing the above process, the following will occur:

1. The Student Aid Report (SAR) will be received by the student.
2. For Illinois students: Illinois Student Assistance Commission/Monetary Award Program award letter will be received.

Because of the importance of these documents, Hebrew Theological College recommends retaining all correspondence in connection with financial aid and retaining copies of any documents that are submitted to the College or other agencies.

HTC Scholarships

Need-Based Scholarships

Financial Aid from Hebrew Theological College, above and beyond government and private grants and loans will not be considered without complete documentation as outlined above. Payment plans will also be meted only after submission of a completed Hebrew Theological College Scholarship Form together with copies of the previous year's tax returns, W2s, and other supporting documents.

Such scholarship aid must be reviewed on an annual basis. Students receiving need-based HTC Scholarships must maintain a 2.5 GPA.
Merit Scholarships

Hebrew Theological College offers a limited number of merit-based scholarship awards each year.

HTC Scholar Award *(Available For Two Students) Renewable With Maintenance Of A 3.5 GPA.*

$5,000 grant (deferrable for one year for students participating in HTC’s Israel Experience Program) for tuition and fees who meet the following criteria:

1) Student must have been duly admitted to HTC
2) 3.75 High School GPA in both *Limudei Kodesh* and General Studies
3) Minimum SAT score of 2000 or ACT of 31
4) An essay of 500 words. Topics will be announced annually.

HTC Merit Scholarship *(available for four students) - renewable with maintenance of a 3.25 GPA*

For students returning from a year in Israel, or transferring from another institution of higher learning, a $2,000 scholarship to be used for tuition and fees who meet the criteria listed below:

1) Student must have been duly admitted to HTC
2) 3.5 High School and College GPA in both *Limudei Kodesh* and General Studies
3) Minimum SAT score of 1900 or ACT of 29
4) An essay of 500 words. Topics will be announced annually.

For more information, contact the Office of Admissions.

Academic Progress Policy

To be permitted to enroll in additional classes without interruption and to be eligible for any financial aid, students must be in good academic standing by maintaining satisfactory academic progress. Satisfactory progress is evaluated after the completion of one academic year. Evaluations will be based on courses completed at Hebrew Theological College and transfer semester hours.

**Good Academic Standing Defined**

**Grade Point Average Component**

A student must maintain a cumulative grade point average of 2.0 (A=4.0) to be in good standing. A student who fails to maintain such an average will be placed on academic probation with specific consequences and remedies determined by the dean of the division in which the student is enrolled. Students on academic probation are considered to be on financial aid probation.
Rate of Completion Component

Semester Requirement
Each semester a student must complete 67% of the hours attempted.

Cumulative Requirement
A student must progress toward his educational goals at a cumulative completion rate of 67%.

Maximum Time Frame Requirements
Students may receive financial aid until they have attempted 150% of semester hours of credit from Hebrew Theological College and/or transfer schools. The maximum for a baccalaureate degree is 180 semester hours (150% of 120) and for a certificate program 45 semester hours (150% of 30). Exceptions may be made to extend the allowable semester hours for programs that require more hours to complete. Once the limit is reached the student will be placed on permanent financial aid termination and must meet with the dean to determine the student’s future course enrollment. Attempted hours are all hours the student is still enrolled in after the add/drop date of each semester.

Academic Consequences
The school may withdraw the privilege of continuing at Hebrew Theological College from any student on probation that does not achieve a minimum cumulative grade point average of 2.0 at the end of the second semester on probation.

Financial Aid Consequences
Should the evaluations after each semester indicate the terms of the policy have not been met, the following consequences apply:

Grade Point Average Component
Whenever a student’s cumulative grade point average drops below 2.0 the student will be placed on probation for the following semester. The student may continue to receive financial aid while on probation. If a student has attained a 2.0 current grade point average while on probation, but the cumulative grade point average is still under 2.0, the student will be allowed to continue on probation for an additional semester. If the student does not achieve a minimum cumulative grade point average of 2.0 at the end of the second semester on probation he or she will be placed on financial aid suspension and will not be eligible to receive additional Title IV financial aid until the semester after the student’s cumulative grade point average reaches 2.0.

Rate of Completion Component
Whenever a student fails to complete 67% of attempted courses in a given semester, the student will be placed on financial aid probation for the following semester. The student
may continue to receive financial aid while on probation. If a student has attained a 67% completion rate during the probationary semester, even if the cumulative rate of completion is still under 67%, the student will be allowed to continue on probation for an additional semester. If the student does not raise his cumulative percent completion to 67% by the end of the second probationary semester, he will be placed on financial aid suspension and will not be eligible to receive additional Title IV financial aid until the semester after the student’s cumulative percent completion reaches 67%.

Earned A, B, C, D or P grades are considered completed grades. Audits, repeats and non-credit courses are not included in the total number of semester hours attempted and therefore not considered toward credit hour completion.

**Notification Letter**

When a student is placed on probation, suspension or termination, a notification letter is sent to the student. However, lack of receipt of a notification letter does not nullify the probation, suspension or termination.

**Appeals**

A student may appeal suspension or termination of financial aid by submitting, in writing, any mitigating circumstances that prevented the student from making the required progress. This letter, along with any supporting documentation, should be sent to the Financial Aid Office of Hebrew Theological College to be reviewed by the Director of Financial Aid for possible waiver of financial aid denial.
The Saul Silber Memorial Library

The Saul Silber Memorial Library is the academic and research library supporting all programs of Hebrew Theological College. The Main Library is located on the third floor of the administration building. Divisional libraries are in the Beis Midrash building and the Blitstein Institute. These divisional libraries support the academic activities of those areas.

Library Mission

The Library's mission is to supply the information resources that support the mission of HTC and its academic programs and act as a research library in Judaica for the Jewish community and academic community at large. The Library provides patrons with access to current information and resources in print, as well as online media. The library takes an active role in helping students learn every day by providing the tools to help students and faculty achieve their academic, personal, and professional goals.

Library collections

I. Main Library

The Library collects the full spectrum of Jewish literature (excluding materials for juvenile readers). The Library has over 65,000 items that include books in Hebrew, English, and other languages; periodicals, pamphlets, museum objects, video and audio tapes, music CDs, manuscripts, and art work. The Library collects the general studies materials that support the curriculum.

The strongest areas of the collections are in Rabbinic literature (classical texts, their commentaries, and Rabbinic responsa), Bible, Holocaust studies, and Jewish history. The Library has a significant collection on the history of Jews in Chicago.

The Library has approximately 19,000 volumes in its Liberal Arts and Sciences collection. These volumes cover all aspects of general education and support the College’s general studies programs. Electronic resources are provided to our students for their research needs. The Library has four computers devoted to student/faculty use and one computer exclusively for the On Line Public Access Catalog (OPAC). Students and faculty are able to access Academic Search Premier, the leading full-text academic database for access to periodicals and academic journals.

II. Beis Midrash and the Aron Friedman Chadar Iyun

The Beis Midrash (study hall) and Chadar Iyun (study/research room) collections are divisions of the Library. The Beis Midrash, where students spend significant time studying independently or in small groups, houses volumes of Talmud, Jewish Law, and Bible, along with their commentaries and translations. The Aron Friedman Chadar Iyun, located in the Beis Midrash building, houses additional commentaries and responsa. The room also provides an inviting atmosphere, allowing for quiet research and study. These collections total approximately 4,500 volumes.
III. Blitstein Institute for Women Library

A library division has been established at the Blitstein Institute to serve the immediate and research needs of the students and faculty. The Blitstein Institute Library contains about 8,200 items, including books, periodicals, and video and audio tapes. Course Reserves as requested by faculty are set aside in the Annex Room to ensure equal access to all Blitstein Institute students.

Books available in the main library are delivered, upon request. Electronic resources are the same as provided at the Main Library.

Circulation Policies

Students, faculty, and other HTC staff have full borrowing privileges. The standard loan period for books is three weeks. Faculty may request to borrow books for a semester. Periodicals circulate at the discretion of the library staff. Reference books are non-circulating and for room use only. Some materials are restricted because of age, value, condition, or other factors, and circulate only at the discretion of the Librarian. HTC Alumni Association members are granted the same borrowing privileges as students and faculty. Members of the public may check out books that are not needed for classes and not otherwise restricted.

Reciprocal Borrowing Privileges

Hebrew Theological College and the Saul Silber Memorial Library currently maintain library privilege reciprocity agreements with Loyola University of Chicago and Spertus Institute of Jewish Studies. These agreements provide HTC students with borrowing privileges at these libraries with a valid HTC student card. Access to a research university library such as that of Loyola University ensures that Hebrew Theological College students have a vast collection of resources to support their coursework and scholarship. Additionally, Skokie residents are entitled to use the facilities of the Skokie Public Library. Non-residents may do so for a $250 per year user fee. Chicago residents or dormers have the availability of using the Chicago Public Library System as well as those suburbs which accept the Chicago Library Card.

Additional information about the library can be found on the HTC website.
STUDENT LIFE AND SERVICES

Bookstores

Students in the Beis Midrash may purchase textbooks during the first two weeks of classes at the HTC Beis Midrash Bookstore (opposite reception office).

Students of the Blitstein Institute may purchase reproduced primary sources and select Judaica texts during the first two weeks of classes at the Reception Office. Primary sources in Judaica needed for coursework are also available year-round at local Jewish bookstores.

Most Liberal Arts and Sciences textbooks for both Beis Midrash and Blitstein Institute students may be ordered from an on-line book seller with whom HTC has a contract. Books must be ordered early as some sellers require three weeks for delivery. It is expected that students will acquire the appropriate texts prior to the first class of each semester. Directions for ordering textbooks are provided on line and in the Course Bulletins/Semester schedules.

Career Services

Hebrew Theological College provides its students with the tools to manage their careers. Career counseling includes preparing resumes, identifying appropriate positions, working on self-presentation skills, and negotiating and evaluating a job offer. Career Services also provides assistance in finding internships, part-time jobs and post-graduation employment. Deans and Department Chairs provide additional support to individual students through employment referrals, on-campus recruiting, and job search support. In addition, Career Services offers periodic seminars on employment skills, career planning, and job search techniques in coordination with Department Chairs for interested students.

Guidance is also provided to assist a student focus on a particular career path. This can include determining if additional education will be necessary and identifying appropriate graduate schools. Students may seek assistance from the Career Services Office or their academic advisors in preparing for and scheduling specialized placement and admission tests (GRE, LSAT, GMAT, etc.) or Certifications Tests, such as the Basic Skills Test for the Illinois State Department of Education.

Students should contact the Librarian who coordinates Career Services for information on meetings and individual appointments. Office hours and open meetings on career planning topics are posted on each campus.

Cafeteria

Cafeteria facilities are available to students at the 7135 North Carpenter Road location, where breakfast, lunch, and dinner are available when classes are in session. A schedule of operating hours is posted in the cafeteria. Students wishing to avail themselves of this service are encouraged to purchase meal plans through the Business Office, although individual meals are available for purchase a la carte.
**Computer Services**

Hebrew Theological College provides internet access and academic computing access for students at the computer laboratories on both campuses, in the libraries and also provides WiFi service on the Blitstein Campus and in the Beis Midrash dorm. Many classrooms have smartboard technology and internet access.

**Beis Midrash**

IBM-compatible computers and printers are available to students in the computer labs at 7135 North Carpenter Road in Skokie. Check each semester for hours of operation.

**Blitstein Institute**

IBM-compatible computers and printers are available at the computer labs on campus. Additional computers are available in the TI Library for research and word processing. Open lab hours vary from semester to semester. Check each semester for hours of operation.
Technology Use Policy
The purpose of a Technology Use Policy is to establish clear and definite guidelines for all students’ use of technology. The computer workstations and labs at the HTC campuses are meant to be used to enhance the educational opportunities of all students and staff. Any use of Hebrew Theological College technology is predicated by the requirements of Halachic, ethical, legal, or moral behavior as dictated by Torah, local, state, national, or international law.

Hebrew Theological College will make every effort to protect students from any misuses or abuses of the information technology. All computers will have virus protection that is updated regularly. All users must be continuously on guard to avoid inappropriate and/or illegal interaction with the technology. Although some limitations are built into the system itself, these restrictions cannot limit completely what an individual can do or can see. Each user is responsible for his/her actions.

Acceptable Use
1. Technology systems are in place to facilitate efficient and productive academic work. To that end, the computer labs at HTC are limited to coursework, academic research, and only limited personal use, provided workstations are available.
2. Use of other organizations’ networks or computing resources must comply with rules appropriate to both networks.
3. Transmission of any material in violation of any Halachic, international, federal, state, or local laws is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material.
4. Modifications, relocations, and/or additions to any technology equipment are not allowed at any time. Any cables attached to computers must stay in those computers. This includes network cables, mice, keyboards, projectors and monitors. None of the technology that belongs to HTC may be removed from campus for use elsewhere.
5. Failure of any computer equipment should be reported immediately to the Lab Supervisor and/or course instructor. Issues should be reported by email to: ithelp@HTC.edu.
6. The use of any personally owned software is strictly prohibited on HTC equipment.
7. It is a violation to recklessly or maliciously interfere with or damage computer or network resources (network cables, hubs, and other equipment) or computer data or files. Additionally, misappropriation of data or copyrighted materials, including computer software, constitutes theft.
8. No food or drink may be brought into any lab.
9. Those using campus computers are advised to save their work on their own USB Flash drives. Files stored on the computers themselves will be deleted without notice. Files stored on server or shared storage space will be periodically deleted.
10. Personal computers are not allowed to be left in the computer labs for extended periods of time. Computers left in the lab over an extended period of time will be removed.
11. Wireless network (WiFi) service is being provided in select areas for students who wish to use their own laptops; contact the Lab Assistant or Administrative Offices for connection information. Laptops may not be hard-wired into the network except to the designated hub in the Beis Midrash lab. Rules 2, 3 and 7 above apply to all laptops using the WiFi network. Hebrew Theological College is not responsible for vi-
rus protection, software, configuration or WiFi setup on personal computer equipment.

The Internet
1. Internet access is provided primarily to support educational requirements and objectives.
2. Downloading videos, games and music from the Internet is prohibited. All other files should only be downloaded with appropriate caution.
3. Misrepresentation of oneself or Hebrew Theological College is prohibited.
4. Internet filters are in place Bypassing school internet filters by any means is strictly prohibited.

Network Etiquette
Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:
1. Be polite. Never send, or encourage others to send abusive messages. Use appropriate language. Remember that you are a representative of HTC and Bnai Torah everywhere. You may be alone with your computer, but what you say and do can be viewed globally! The laws of Lashon Hara apply to email as well.
2. Out of courtesy for others, please limit cell phone use while using the lab.
3. Chain letters, pyramid schemes, and unauthorized mass mailings are prohibited.

Security
1. Never use another individual’s account, password, or give out your information or password.
2. Any user identified as a security risk will be denied access to the computer lab.

Vandalism
Vandalism is defined as (1) any malicious attempt to harm or destroy data of another user or networks that are connected to the system and (2) any unauthorized modifications or alterations in any technology equipment. This includes, but is not limited to, knowingly uploading or creating computer viruses. Any vandalism will result in the loss of computer privileges, and further disciplinary action.

Consent
Consent to and compliance with this Technology Use Policy is a term and condition of a student’s access to campus computer labs. Failure to abide by these rules, posted signs, or to engagement in interception, monitoring, copying, reviewing, and downloading of any communications or files that do not belong to the user, are grounds for loss of computer privileges, and disciplinary action.
Student Services at the Beis Midrash

HTC’s campus is equipped with many amenities to assist in the growth of its students. Many of the Rabbeim and most of the Bellows Kollel live on campus and are always available to mentor students both formally and informally. The campus itself houses study halls, computer labs, science labs, a library containing over 65,000 volumes and periodicals, and a Career Services office, which assists students seeking internships, career counseling, and guidance for job placement and graduate school applications.

The Vaad HaTalmidim – Student Council provides students with a dual opportunity. First, students are voted into leadership positions, allowing them opportunity to grow as future leaders of businesses and communities. Second, Vaad HaTalmidim organizes programs to enhance each student’s “Yeshiva experience”. Students plan and implement Shabbatonim, Holiday activities, Melave Malka programs, and Chesed programs. Additionally, Vaad HaTalmidim operates the HTC Bookstore, which provides texts and other consumer products to the students and faculty.

Hebrew Theological College’s Beis Midrash program is housed on an eleven-acre campus situated in the quiet suburb of Skokie, Illinois. The Dormitory facility features spacious and recently updated accommodations, a laundry room, and a full-service dining hall. With dorm rooms containing only two to three students each, students are provided ample space for both work and leisure. Dorm rooms contain private washroom and shower facilities for each set of two rooms, and are complete with furnishings.

Tutorial Services are available to students who feel the need for supplemental academic instruction. Tutors are available for a wide range of subjects. Special services are available to help students prepare essays and reports suitable for all subjects and levels of classes. This includes assisting the students to understand the assignments, create appropriate theses and outlines, research and document properly, present arguments effectively, and write clearly and correctly. Academic tutors are available on an as-needed basis.

The Writing Center is available to help students prepare essays and reports suitable for all subjects and levels of classes. This includes assisting the students to understand the assignments, create appropriate theses and outlines, research and document properly, present arguments effectively, and write clearly and correctly. Writing Center Staff work with students to ensure that students will not only produce appropriate work for their respective classes, but learn the proper style, structure, and technique to master future essays, reports, and papers, as well.
Student Services at the Blitstein Institute

TI provides a warm and nurturing environment, in which learning is supported by both structured and informal mentoring, and is enhanced through tutorials for Judaic Studies and the services of the Writing Center and the Math Lab. The Career Services Office provides assistance for students seeking internships, career counseling and guidance for job placement, graduate school applications and admissions testing.

**Student Government** organizes student community service and spiritual life, including Shabbatonim, Torah L’Shma programs, and Chesed activities in conjunction with various women’s volunteer organizations. Students plan and organize group social activities, such as holiday parties and trips. With faculty advisors students organize various group activities such as women’s aerobics, bowling, ice-skating, skiing, arts and cooking, and produce a student journal, *The Quill.*

Students may reside in the **Student Residence**, which provides furnished apartments with fully equipped kitchens. Apartment units have two bedrooms, accommodating two students per bedroom, a common living/dining room and kitchen and bathroom facilities. Student Residence building have coin-operated laundry facilities. Additional commercial laundry and dry-cleaning facilities are available nearby. Supervised and mentored by Student Residence Supervisors, students develop life-long friendships and foster important social skills.

**Workout Room** – All Blitstein Institute students have access to the on-campus work-out room, equipped with electronic and manual exercise equipment and a lounge.

**Tutorial Services** are available to students who feel the need for supplemental academic instruction. Tutors are available for a wide range of subjects, including Hebrew, Bible, Math and Natural Science. Many tutors have regularly scheduled hours on campus while others are available on an as-needed basis. Lists of approved tutors and their areas of specialization are available from the Administration Office.

The **Writing Center** is available to help students prepare essays and reports suitable for all subjects and levels of classes. This includes assisting the students to understand the assignments, create appropriate theses and outlines, research and document properly, present arguments effectively, and write clearly and correctly. The Writing Center Staff tries to ensure that the writing process will be as smooth and pleasant as possible, ensuring that students will not only produce appropriate work for their respective classes, but learn the proper style, structure, and technique to master future essays, reports, and papers, as well.
Photocopying

A photocopy machine is available for student use on both campuses. Beis Midrash students may use the machine in the Administration Building outside the Business Office. At the Blitstein Institute, a machine is located outside the Student Lounge and upstairs in the library. Photocopy charge cards are available for purchase from the HTC Business Office or the Blitstein Administrative Office.

Weather Related Emergencies

Information regarding weather related emergency closings will be posted on www.EmergencyClosings.com and available at 312-222-SNOW