BiT Hamedrash LatoRe

Hebrew Theological College

Student Handbook

Revised August, 2015
Hebrew Theological College

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Revised August, 2015

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Hebrew Theological College
is accredited by
The Higher Learning Commission
and a member of the
North Central Association
www.ncahlc.org
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Hebrew Theological College
is recognized and is authorized to grant degrees
by the
State of Illinois Board of Higher Education.

The Hebrew Theological Student Handbook is designed as a first reference on College policies, procedures, and services. Hebrew Theological College reserves the right to amend, modify, or delete, without prior notice, any policy or procedure contained in this Handbook. Such changes take precedence over the Handbook statements published in this June 2013 revision. We will make every effort to timely notify students of any changes; however, it is the responsibility of students to verify the current policy or procedure.

Hebrew Theological College, a partner with the Jewish United Fund in serving our community.
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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

ללמד וללמדו, ל澄ר ולעשה
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 prepara-
tion received 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, fac-
culty 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,
Psychology and Speech and Communications Disorders. 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. In 2015, HTC became
a member of the Touro College and University System.

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 Federa-
tion 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 HaYe-
shiva, whose duties and areas of jurisdiction are delineated in the By-Laws of the Col-
lege.

Chancellor

The Chancellor is the chief executive officer of Hebrew Theological College and super-
vises 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 ulti-
mate 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.

Chief Academic Officer

The Chief Academic Officer (“CAO”) is responsible for creating and sustaining an environment of academic and professional excellence for students and faculty in a collaborative working environment. He is responsible for the overall administration, coordination and development of instructional policies, programs, staff and resources in connection with all aspects of the undergraduate academic program. The CAP also that the academic program conforms with all accreditation, State and Federal criteria, and oversees academic budget and specific administrative functions including developing and implementing the academic budget, course scheduling, faculty credentialing, and working with faculty on curriculum requirements. The CAO works collaboratively with faculty leadership in recruiting, hiring and evaluating faculty and staff.

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. The Dean along with the Menahel Ruchani and the Assistant Dean enforces academic and personal conduct policies at the Blitstein Institute.

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. The Menahel Ruchani shares responsibil-
ity for attendance and discipline issues as well as student activities. He is the final deci-
sor on all religious, Halakhic and moral issues impacting the learning and living envi-
ronment of Blitstein Institute.

Assistant Dean of Blitstein Institute

The Assistant Dean of Blitstein Institute shares in the planning and operation of that Di-
vision, 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, en-
abling 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 ad-
vanced 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 prep-
paration 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 of-
ferred to Extension Division students after degree-seeking students have been accommodated.

CALENDAR

The Beis Midrash calendar is divided into four semesters, including an optional five-week intersession semester held in the summer. Students may enter the Beis Midrash either for the first semester, beginning in fall; the second semester, beginning in winter; the third semester, beginning in late spring; or the fourth semester, beginning in the summer.

The Blitstein Institute is divided into three semesters. Students may enter the Blitstein Institute division either for the fall semester, the spring semester, or the summer semester.

Specific start and end dates, along with important registration and add/drop dates, are published in course bulletins and are on the HTC website.

PROGRAMS OF STUDY

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 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 His-
WILLIAM AND LILLIAN KANTER SCHOOL OF LIBERAL ARTS AND SCIENCES

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, Education, English, History, Mathematics, Natural Science, Philosophy, Psychology, and Speech and Communication Disorders.
African American
Admissions
Department

Admission to Hebrew Theological College's undergraduate degree programs in the Beis Midrash or Blitstein Institute requires the following:

1. graduation from an accredited high school with a grade point average (GPA) of no less than 2.5 on a 4.0 scale;
2. the completion of a secondary Jewish Day School curriculum or equivalent;
3. satisfactory Scholastic Aptitude Test (SAT) or American College Test (ACT) scores as follows:
   a. for SAT test administrations prior to March, 2015: minimum combined score of 1350, no score below 450
   b. for SAT test administrations in March, 2015, and later: minimum combined score of 900, neither score below 450
   c. ACT: minimum composite score of 19;
4. two letters of recommendation;
5. a satisfactory personal interview with a member of the Committee on Admissions of Hebrew Theological College;
6. submission of an application and fee;
7. approval by the Committee on Admissions; and
8. 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.

In certain cases, a student who has attained high school equivalency through the General Education Development (GED) test may be admitted. Adult students who have not been enrolled in a formal educational setting for a number of years may request that relevant work or life experience be considered in the admission decision. However, work or life experience will not waive the requirement of a high school diploma or GED.

Admission to the undergraduate degree program does not guarantee acceptance into a specific academic program or major.

Extension Division
Applicants who wish to enroll in specific courses or programs of study for academic credit but are not pursuing a Bachelor of Arts at Hebrew Theological College or as audit students may seek admission to the Extension Division. Requirements for admission to the Extension Division vary according to the demands of the specific course or program, and students wishing to be admitted to the Extension Division are requested to contact the appropriate Dean or Program Coordinator.

Anti-Discrimination Policy
Hebrew Theological College admits students to all of the rights, privileges, programs and other activities generally accorded or made available to students at the college or the Extension Division without regard to their race, creed, color, age, sex, national origin, or disability/handicap.
Dual Enrollment
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. Admission to the Dual Enrollment program does not guarantee admission to any other programs or Divisions of the college.

Early Admission
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 of Credit
HTC accepts academic credit in transfer upon submission of transcripts from regionally accredited institutions in the United States. It also accepts credits from nationally recognized and accredited institutions in other countries. In addition, HTC accepts credits in transfer from seminaries and yeshivot in the United States and abroad that have established reputations, and whose academic endeavors are known to the Deans and/or Rosh HaYeshiva.

HTC does NOT accept in transfer credits earned through online education in natural sciences. Transfer credit will not be given for physical education courses, even those taken at an accredited institution of higher education. Online education in other disciplines may be accepted by various departments after review of the syllabi, at the discretion of the Chairs of each Department.

Each department chair and division of the college retains the discretion to determine which courses presented for transfer meet the academic standards of HTC or its various majors. HTC retains its residency requirements, regardless of the number of credits accepted in transfer.

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.
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), will be exempt from this 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 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 HTC faculty.

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. If the student fails to maintain a satisfactory academic and disciplinary record over the course of two terms, continued enrollment in the institution may be denied.
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.

Revoking Admission
If any application document or statement is found to be falsified or altered, admission or matriculation to any division of HTC may be revoked. If an applicant failed to disclose prior expulsion from high school or college for academic or disciplinary causes, or any criminal record, admission may be revoked.

Immunization Policy & Form
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 or planning to enroll in 6 or more credit hours at any time during their attendance at HTC. After acceptance by the Admissions Committee and prior to initial registration, all students must submit an immunization form. This form is available online and from the Office of Admissions. The form must contain proof of immunization for the following: measles, mumps, rubella, and diphtheria/tetanus. These immunization records only need to be provided once during enrollment at HTC.

ASSESSMENT AND PLACEMENT TESTING
After acceptance by the Admissions Committee and prior to initial registration for on-campus coursework, 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 a Biblical and Modern Hebrew Proficiency 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.

FERPA
The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. FERPA governs the release of and access to student education records maintained by HTC. The Act provides students the right to inspect and review their education records (with some exceptions, see below), to request an amendment to their education records, and to limit disclosure of personally identifiable information contained in their education records. Students who are currently enrolled in or formerly enrolled in institutions of higher education are protected under FERPA.

Education Records Defined
“Education Records” are those records that are directly related to a student and maintained by the institution or by a party authorized to keep records for the institution. Edu-
cation records do not include files made by and kept in the sole possession of the maker that are not accessible to any other person.

**Inspection and Review of Education Records**

Students have the right to inspect and review their education record within 45 days after HTC receives the request for access. If you wish to review your education record, please contact the Office of the Registrar.

HTC is not required to permit students to inspect and review education records that include:

- Financial records of the student’s parents;
- Confidential letters of recommendation placed in the student’s education records before January 1, 1975, as long as the letters are used only for purposes for which they were specifically intended; and
- Confidential letters of recommendation placed in the student’s education records after January 1, 1975, if the student has waived his/her right to inspect and review those letters;

**Request for Amendment to Education Records**

Students have the right to request an amendment to their education records if they believe the contents are inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to Office of the Registrar, clearly identifying the part of the record you want amended and why you believe it is inaccurate or misleading. The Registrar’s Office will notify you of his/her decision and advise you regarding appropriate steps if you do not agree with the decision, up to and including the right to request a hearing or in violation of their privacy rights.

**Release of Information**

Students have the right to provide written consent prior to disclosure by HTC of personally identifiable information contained in their education records, except to the extent FERPA authorizes disclosure without consent.

Such written consent must:

1. Specify the records to be disclosed,
2. State the purpose of the disclosure,
3. Identify the party or class of parties to whom disclosure may be made, and
4. Be signed and dated by the student.

Some examples of such exceptions include, but are not limited to:

- School officials with a “legitimate educational interest” may have access to a student’s educational record without the student’s consent. A school official has a legitimate educational interest if the school official has a professional need to review your education record in order to fulfill his or her official responsibilities. This determination will be made by Registrar’s Office. Examples of individuals who may have access, depending on their official duties, and only within the context of those duties, include: HTC faculty and staff, agents of the institution, students employed by the institution or who serve an official institutional committees, and representatives of agencies under contract with the College.
To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.

To federal officers pursuant to FERPA.

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

As required by, or permitted pursuant to, Illinois law.

To organizations conducting studies for, or on behalf of, HTC in order to (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.

To accrediting organizations carrying out their accrediting functions.

To parents of dependent students as defined by the Internal Revenue Code.

In response to a judicial order or lawfully issued subpoena.

To appropriate law enforcement officials investigating specific criminal matters.

To appropriate officials in connection with a health or safety emergency.

Directory Information
Directory information is information contained in the education record of a student that generally is not considered harmful or an invasion of privacy if disclosed. HTC may disclose such information in a student’s education record that it has designated as “directory information” without a student’s prior consent. However, a student may restrict the disclosure of certain directory information. To do so, a student should contact the HTC Registrar’s office to complete the appropriate form indicating the information to be restricted.

HTC defines directory information to include a student’s name; address; telephone number; email address; date and place of birth; photographs; field of study; enrollment status (e.g., undergraduate or graduate, full-time or part-time); grade level; degrees, honors, and awards received; dates of attendance; the most recent educational institution attended; and participation in officially recognized activities and sports. Directory Information does not include a student’s social security number or student identification number, race/ethnicity/nationality, gender or student’s family member names and addresses.

Annual Notification
Hebrew Theological College notifies students annually of their FERPA rights through the Student Handbook and Academic Catalog, which are available on campus and on HTC’s website.
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. Student comportment and conduct at school and in the community must reflect this awareness. 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.

To clarify the standards of decorum expected of students at Hebrew Theological College, the following dress code guidelines have been specified. The dress code policies apply to on-campus, degree-seeking students.

For Women – Pants of any length may not be worn in public (on campus or off). Skirts should cover the knees (no slits may be open above the knee), sleeves should cover the elbows, and necklines should reach the collar bone (v-neck tops must have an underlining shell). Garments that are see-through are unacceptable. No midriffs should be revealed standing or sitting, and garments should not be revealingly tight. Flip-flops and similar sandals are inappropriate on campus. Heavy make-up and multiple piercings are inappropriate on-campus. T-Shirts with pictures and logos are inappropriate for class.

For Men - In addition to the religious requirement of Kippa and Tzitzis, all students in Beis Midrash, Semicha and LAS programs will comply with the following guidelines for appropriate dress:

- Button down shirts with a collar
- Full length pants (blue jeans are not acceptable)
- Shoes with socks (sneakers/gym shoes are not acceptable)

These guidelines apply anywhere on campus with the exception of the dormitory. In the dormitory, good judgment regarding appropriate dress for a Ben Torah is expected. These guidelines apply throughout each semester including the summer semester. The above rules are relaxed when students are engaged in sporting activities and events on the sport fields. All HTC students are expected to comply with announced dress code when participating in HTC sanctioned outings unless otherwise noted.

In addition to the above dress code policy, HTC expects its students to exhibit behavior appropriate for Bnai Torah, such as:

- Appropriate behavior in synagogue and prayer services
- Interpersonal relationships reflecting Torah values
- Respect for property, be it College-owned or personal
- Speaking respectfully and communicating with others in a proper manner
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. Violations of the dress code or the College’s expected standards of student comportment and conduct, as well as abrogation of any section of this Student Handbook, will subject a student to discipline, and potentially to expulsion from the College.

**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.
- Submitting the same paper for more than one course without explicit permission from the instructor(s).

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.

**RESCEDULING 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 PHONES AND LAP-TOP COMPUTERS**

HTC 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.

Only students with documented disabilities who must use such devices may request exemptions as documented in the “Accommodations for Students with Disabilities” section below.

**TITLE IX POLICY**

Policies Concerning Sex Discrimination, Harassment and Complaint Procedure

This policy applies to all members of the Hebrew Theological College community, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.). Discrimination or harassment of any kind in regards to a person's gender is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff. In addition, information about this policy will be available on Hebrew Theological College’s website.

All divisions of Hebrew Theological College seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Hebrew Theological College's mission, history, and identity. Hebrew Theological College will resolve any identified discrimination in a timely and effective man-
ner, and will ensure that it does not recur. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Title IX coordinator (designated in section 3.3, below). When Hebrew Theological College has notice of the occurrence, Hebrew Theological College is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Definitions

Discrimination and Harassment

Title IX, and its implementing regulations, prohibit discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual’s ability to participate in or receive benefits, services, or opportunities at Hebrew Theological College. This can include persistent comments or jokes about an individual’s gender; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

Retaliation

Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has: (1) complained about alleged discrimination or harassment as defined above, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a proceeding regarding such allegations. Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

Hebrew Theological College does not allow, nor tolerate any conduct by any Hebrew Theological College community member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described below in section 5.22 below, or for any other reason will not be tolerated.

Title IX Coordinator

The Title IX Coordinator or his designee ("Title IX Coordinator") is trained and knowledgeable about enforcement, compliance, communication, and implementation of Hebrew Theological College's anti-harassment and anti-discrimination policy.
The Title IX Coordinator's contact information is as follows:

Cheryl Karp  
Title IX Coordinator  
Hebrew Theological College  
7135 N. Carpenter Road  
Skokie, Illinois  60077  
Phone: (847) 982-2500 x150  
Email: karp@htc.edu  

Confidentiality

Hebrew Theological College has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, sexual harassment, or retaliation received either through Hebrew Theological College's compliance hotline or otherwise. The phone number for the Hebrew Theological College hotline is (847) 982-2500 ext. 150. Hebrew Theological College wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for Hebrew Theological College to promptly and thoroughly investigate and resolve the matter.

Procedures & Implementation

Duty to Report Violations

Any member of the Hebrew Theological College community including students, faculty, employees, and third-parties have a duty to report violations of this policy where individuals know, or should know, of accusations or actions which violate Hebrew Theological College Policy and will notify the Hebrew Theological College Title IX Coordinator of such violations promptly.

- Formal Investigation and Resolution of Discrimination, Harassment, or Retaliation Complaints

Duty to Cooperate and Facilitate

All members of the Hebrew Theological College community are required to cooperate fully with any investigations of discrimination or harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the Hebrew Theological College Code of Conduct and/or insubordination. Likewise, all Hebrew Theological College employees are required to ensure that complaints about discrimination, harassment, or retaliation are directed to the appropriate administrative office for evaluation and investigation. Hebrew Theological College is committed to conducting an inquiry that is thorough, prompt and impartial.
Complaint Process

Complaints concerning sexual harassment and/or sexual discrimination should be sent to Cheryl Karp, Title IX Coordinator, 7135 N. Carpenter Road, Skokie, Illinois 60077, via email karp@htc.edu or by telephone (847) 982-2500 ext. 150.

Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is preferable.

A complaint, which must be submitted within the later of the following two dates: (a) thirty (30) days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred. A complaint should include the following information:

a) Complainant’s full name, home address, email, and telephone number.

b) Name of the person against whom the complaint was made, including job title or student status, if known.

c) The protected status that is the basis for the alleged discrimination, harassment, or retaliation based on the complainant’s gender.

d) A clear statement of the facts that constitute the alleged discrimination, harassment, or retaliation, including dates on which the acts were committed and any information to identify witnesses.

e) Complainant should include the term and year of his/her most recent active employment, academic, or student status within the college.

f) A student who is seeking admission to Hebrew Theological College should include the term and year in which he/she sought admission to the college.

g) The full name, address, and telephone number of complainant’s advisor or supervisor, if any.

h) The specific harm that resulted from the alleged act and the remedy sought.

i) The complainant’s signature and the date on which the complaint was submitted.

While prompt reporting is expected, complaints older than 30 days will be processed. However, if more than 365 days have elapsed since the day of the complaint, the complaint may not be processed. Every effort is made to conduct a thorough and speedy investigation. Several factors may impact Hebrew Theological College’s ability to conduct a prompt investigation, including, but not limited to: the Complainant’s accessibility or unresponsiveness, witness availability or unresponsiveness, the number of witnesses, the timing of the investigation (i.e. if an investigation is being conducted at a time when students are taking final exams or on recess), etc.

Intake Interview

After receipt of a complaint, the Title IX Coordinator or his/her designee will meet with the complainant as soon as possible, usually within one week, but not later than thirty (30) days after receipt. The complainant must make himself/herself available to meet.
The meeting will be an intake interview where the Title IX Coordinator or his/her designee will inform the complainant about the investigation procedure and timeline. The complainant may sign a formal complaint form at that time (under the above guidelines) if he/she has not already done so. A complaint will proceed even in the absence of a signed written complaint.

**Complaints about Students, Faculty, Other Employees or Third Parties**

Upon receipt of a complaint, the Title IX Coordinator or his/her designee, shall investigate the circumstances of the complaint. This investigation will include documented interviews of the complainant, the person against whom the complaint is written, and witnesses with relevant knowledge, if any. Further, the investigation will include a review of relevant documents and any other evidence.

The Title IX Coordinator shall have thirty (30) days from the intake interview to complete the investigation of the event in question. Such thirty (30) days may be extended in the event that one of the following occurs:

- Availability or unavailability of a witness or relevant/material documents;
- Recalcitrance of a witness and/or any necessary party;
- Delay or other uncooperative actions of any necessary party;
- High number of witnesses;
- Holidays and vacation periods;
- Any other unforeseeable events/circumstances.

Generally speaking an investigation will take less than 60 calendar days following receipt of the complaint. This may not be practicable in every investigation and may vary depending on the complexity of the investigation and the severity and extent of the harassment. The Title IX Coordinator shall report the findings of the investigation to a designated, impartial Fact Finder. The Fact Finder shall endeavor to issue a determination within fifteen day after receipt of the investigation file to determine and detail: (a) whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint, (b) a description of actions taken, if any, to prevent similar problems from occurring in the future, and (c) the proposed resolution of the complaint.

**Preponderance of the Evidence**

The greater weight of evidence in an investigation meaning that one party’s evidence outweighs the evidence of the other.

**Notice of Determination and Further Action**

Both the complainant (the party who filed the complaint or the alleged target of the sexual harassment) and the respondent (the accused) shall be informed of the Fact Finder's decision within ten days of the conclusion of the Fact Finder's deliberation. Please refer to Section 4.0 for the policies regarding the confidentiality of this determination.

At the time of the receipt of this notice both parties will be informed of any actions or precautions that will be taken in response to the decision. Questions concerning these further actions should be addressed to the Title IX Coordinator Cheryl Karp (see Section 3.3 for contact information) or the appropriate office as required by the Fact Finder's decision.
Grade Appeals

Hebrew Theological College has a grade appeal process which is not circumvented by this policy. This procedure is not a substitute for a grade appeal.

Discipline

Employees, faculty and students who violate Hebrew Theological College’s policies may be subject to disciplinary action. Individuals who retaliate against someone who files a complaint, or against a witness, representative, or advocate for a complainant, will be subject to further disciplinary action. Consistent with this Policy Hebrew Theological College will take prompt effective action to resolve any identified discrimination, and take steps to avoid a reoccurrence.

Retaliation

Hebrew Theological College does not allow, nor tolerate any conduct by any Hebrew Theological College community member that may be regarded as retaliatory. Retaliation against any individual whether said person submitted a complaint through the method described above in section 5.22 or for any other reason will not be tolerated.

Availability of Counseling

As required under Title IX, Hebrew Theological College through its investigations and/or Title IX Compliance officer will offer its internal counseling services to any complainant who has begun the complaint process. It is ultimately complainant’s decision of whether or not to accept the counseling service offered by Hebrew Theological College.

External Reporting

Members of the Hebrew Theological College community are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies.

Among other options, students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

Chicago Office
Office for Civil Rights
U.S. Department of Education, Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544

Telephone: 312-730-1560
Email: OCR.Chicago@ed.gov
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Hebrew Theological College recognizes that students with disabilities may require specific assistance and will make efforts to provide reasonable accommodations.

Students with disabilities who require accommodations must make those needs known to the Chairman of the Psychology Department, acting as the school’s Disabilities Officer, who will review the documentation and determine what accommodations or additional information may be needed to properly determine a student’s needs and eligibility for them. It is the responsibility of the student to make these needs known in a timely fashion and to provide documentation prior to the beginning of any semester in which accommodations are desired.

In some cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply ask the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request to the school’s Disabilities Officer.

Accommodations

We will make reasonable accommodations for documented disabilities. These accommodations may include course load modifications, exam accommodations (including extra time), readers, assistance in acquiring electronic media text books, interpreters, note takers, and additional time to complete assignments. However, accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively.

The Disabilities Officer will review the documentation of a student’s disabilities and will meet with the student to develop an appropriate accommodation plan. Only modifications that do not fundamentally alter the nature of the program and that are not unduly burdensome financially or administratively or are required by law will be provided.

Once a student has been granted accommodations, they will be issued a letter specifying the parameters of their accommodations. It is the student’s responsibility to present a copy of this letter to each instructor from whom they want accommodations within the first week of each class. If a student’s accommodations are not being provided by an instructor, the student should report this to HTC’s Disabilities Officer.

SOCIAL MEDIA AND CYBER-SECURITY POLICIES

With the expanded use of the internet for personal, commercial and academic applications, and with the ever expanded use of social media for political and personal use and entertainment, the dangers of unscrupulous communication has not escaped colleges. Social media sites increasingly pose serious potential dangers to the moral health, social well-being, finances, reputations and safety of young and old. Material posted by college students can hurt not only others, but often come to haunt the individual who posted the information long after the content or photos are thought to be deleted from the archives.
There is no such thing as “private” social media. Privacy settings on sites such as Facebook do not ensure that “friends” do not disseminate information. Comments posted online or sent via email can be forwarded, copied or retrieved. Archival systems save information even after it has been deleted, and can be prejudicial to current and future employers, peers, and to one’s future relationships.

To that end, HTC Administration includes this information to delineate and clarify the policies that govern all students in all of its divisions.

While freedom of expression is protected under the First Amendment of the US Constitution, inasmuch as such expression violates the spirit or the letter of Halacha and Daas Torah, it is limited at Hebrew Theological College.

HTC reserves the right, under circumstances it deems appropriate and subject to applicable law and school policy, to impose disciplinary measures, up to and including dismissal from the college of students who use social media sites or communication resources in violation of the usage guidelines in this policy, or in ways that reflect poorly on the college or are deemed to interfere with the conduct of college business.

Where appropriate such conduct may be reported to law enforcement authorities. The ultimate decision for policy implementation is the Rosh HaYeshiva.

**Recommendations for Use of Social Media**

a. No student should expect that content posted to social media sites will remain private, or that dissemination will necessarily be limited to your intended audience. All posted content will be considered public and therefore reviewable and actionable by the institution.

b. Do not assume that everything posted on a social media site is true and accurate.

c. Tracking tools enable supposedly anonymous posts to be traced back to their authors. Once retrieved, all communications are considered public and therefore reviewable and actionable by the institution.

d. Note that information that is widely available to the public, such as text, photographs or other material posted on the internet, may nevertheless be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

e. It is advisable not to post photographs, other than head shots, of yourself via social media websites in any publicly accessible forum.

f. It is prudent to be careful with spelling and syntax in emails, text messages and other media, particularly when communicating with faculty and administration. Such communications, which may be misunderstood or seen as offensive, may be considered intentional and therefore inappropriate.

**HTC Social Media Policy**

a. It is prohibited to represent your personal opinions as institutionally endorsed.

b. It is prohibited to make false claims or representations about HTC programs, services, personnel or students.

c. Students are prohibited from engaging any in cyber-based unlawful act, including but not limited to gambling, identity theft, and other types of fraud.
d. No student is allowed to attempt to mask his/her identity or attribute comments to another person, real or fictitious.

e. It is prohibited to use the name or logo(s) of HTC or any of its divisions on personal web pages or publications without express written permission of the institution.

f. It is prohibited to disclose confidential college information, non-public strategies, student, faculty or staff records, or personal information concerning past or present members of the HTC community.

g. It is prohibited to post or store content on social media sites that is obscene, pornographic, immodest or defamatory, racist, violent, harassing, threatening, bullying or otherwise objectionable, injurious or embarrassing to another person or entity. This policy applies to all communications, whether created during, after, or before school hours, whether on off campus.

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 Halakhic, ethical, legal, or moral behavior as dictated by Torah, local, state, national, or international law. All College equipment, its network, and its technology are the property of the College. Students should have no expectation of privacy in their use of the College’s technology.

Hebrew Theological College will make every effort to protect students from any misuse 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 Halakhic, 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.

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 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 virus 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, up to and including dismissal from HTC.

**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 HaYe-shiva 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.

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.

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 and take these 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. For further details on prohibited activity in cyberspace, see “Social Media and Cyber-Security Policies” above.

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

Take note that prank alarms and false reports of danger to students or property will be grounds for suspension or expulsion. Security and safety is no joking matter!

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!
- If you are being threatened with imminent physical harm on the Blitstein Campus, don’t hesitate to press the alarm buttons that are located in the classroom and student housing buildings.

SMOKE FREE ENVIRONMENT

The Smoke-Free Illinois Act requires that educational institutions, among other public places and places of employment, be smoke-free inside and within 15 feet of entrances, exits, windows that open, and ventilation intakes. Under this Act, HTC prohibits smoking as defined below, including electronic smoking devices and hookahs, in all of its indoor public areas and classrooms, including but not limited to college housing, lobbies, libraries, lounges, bathrooms, conference rooms, and offices. No smoking shall be permitted within 15 feet of entrances, exits, windows that open, and ventilation intakes of any HTC facility. Violation of this policy may result in official reprimand; and if the violation persists or is repeated may result in expulsion.

Definitions

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.
“Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

“Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

**DRUG AND ALCOHOL POLICY**

Hebrew Theological College prohibits the illegal and irresponsible use of alcohol and other drugs, including abuse of prescription 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, illegal drugs, or the abuse of prescription 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). Improper use of prescription drugs is similarly prohibited.

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 Residence 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. Disciplinary actions for violation(s) of these policies include written warnings,
probation, eviction from College housing, and expulsion. See above for the Disciplinary
Infractions and Hearings process.

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. There-
after, continuing students must provide proof of insurance once a year along with their
contracts for student residence housing.

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 ail-
ment 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 oth-
ers 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 be-
aviors.

Should a student feel uncomfortable approaching an individual within Hebrew Theolo-
gical 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 ensur-
ing 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 withdraw-
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).

**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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Point</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

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 toward 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 GPA 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 reimbursement 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. Installment payments can be arranged by contacting the Office of Financial Aid prior to registration.

REFUND POLICY

When a student withdraws from a course, the student may be entitled to a proration of charges. The proration of charges is based upon the point of withdrawal during the course, and is calculated in all instances on a weekly basis. Tuition will be prorated in the following manner:

- Students attending full-time (12 or more semester hours) who completely withdraw from courses in their first standard (i.e. Fall or Spring) semester will receive prorated tuition, room, and board charges through the 9th week of the semester. The charges are broken down by week and charged according to the number of weeks attempted.

- All other students who withdraw from a course that is scheduled during a standard (ie Fall or Spring) semester will receive the following tuition proration:
  - Withdrawal during the first two weeks of the semester - no tuition will be charged.
  - Withdrawal during the third or fourth week of the semester - the student will be charged 30% of tuition.
  - Withdrawal from the 5th week to the end of the semester – no charge reduction.
  - Registration, material, technology and lab fees are not refundable.
  - Room and board fees are not refundable regardless of withdrawal date.

- Tuition proration schedules for Summer I and Summer II terms are as follows:
  - Withdrawal during the first week of the semester – no tuition will be charged.
  - Withdrawal during the second week of the semester – the student will be charged 30% of the tuition
  - Withdrawal from the third week of the semester to the end of the semester – no charge reduction.
  - Registration, materials, technology and lab fees are not refundable.
  - Room and board fees are not refundable regardless of withdrawal date.
Students must provide a written withdrawal notice found on the College’s website to the Office of the Registrar to receive a tuition proration.

The form may be submitted in person to the Office of the Registrar, via email to bachrach@htc.edu, or by regular mail to:

Registrar
7135 N. Carpenter Road
Skokie, Illinois  60077

Package tracking is recommended. Telephone messages of withdrawal are not official notification.

The date the Office of the Registrar receives the withdrawal notice will determine the percentage of proration. If a student is unofficially withdrawn, administratively withdrawn, suspended, or expelled, the date of such action is used to determine if the student is eligible for a proration of charges for the semester.

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 federal government’s 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 (EFC) using a standard formula. Students may also submit a scholarship application for HTC grants which is available on the HTC website.

The Financial Aid Administrator reviews this information and 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. The application for government financial aid (FAFSA) is available at www.fafsa.ed.gov. The FAFSA
may be submitted from January through the first day of the fall semester for which fed-
eral aid is sought. Illinois residents must submit their applications as soon as possible af-
erter 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 sub-
mission 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 Edu-
cation via the web or by mail. If applying for HTC scholarship, complete and submit
the Hebrew Theological College Scholarship Form to the Financial Aid Office.
These forms must be submitted annually.
3. Submit copies of the previous year's tax returns, tax return transcripts (available from
the IRS), 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 Pro-
gram award letter will be received.
3. The student should then contact the HTC Financial Aid Office to determine what fi-
nancial aid funds he/she is eligible to receive.

Because of the importance of these documents, Hebrew Theological College recom-
mends 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 out-
lined above. Such scholarship aid must be reviewed on an annual basis. Students re-
ceiving 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.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

**SAP Standards**

Satisfactory Academic Progress ("SAP") standards consist of quantitative and qualitative measurements that are determinants of SAP (hereinafter collectively referred to as "standards"). The qualitative measurement evaluates the quality of the students' academic work. The quantitative measurement evaluates the pace by which students are working toward the completion of their program and the maximum timeframe required to complete their program.

1. Grade Point Average (Qualitative): All students must maintain a minimum cumulative grade point average ("CGPA") of 2.0.

2. Pace of Completion (Quantitative): Students must be on target to complete their academic program within the set time frame, which is measured by the pace at which they complete their required coursework. All students must maintain a minimum cumulative pace of completion of 67% of all attempted coursework. To determine if a student is meeting this standard, the total cumulative earned credit hours are divided by the total cumulative attempted credit hours. For example, if a student has earned 45 credit hours and attempted 60 credit hours, the pace of completion would be 75%.

3. Maximum Timeframe (Quantitative): All students are expected to complete their academic program within 150% of the published length of their program. For example,
the maximum timeframe for a baccalaureate degree is 180 attempted credit hours (150% of 120).

**SAP Evaluation**

1. The Financial Aid Office will perform an annual SAP review at the end of spring semester.

2. Students’ academic progress is evaluated at the end of Spring semester after grades are reported. This review will be performed for all students who were enrolled at HTC for any portion of the previous academic year (i.e. Summer I & II, Fall or Spring).

3. If it is determined that the student is not meeting any one of the standards, the student will be considered on financial aid suspension and ineligible to receive federal financial aid starting the next semester.

4. A student not meeting the standards will be notified in writing of their status. The notification will include an explanation of the standards evaluated, the standard(s) with which the student is not in compliance, and instructions on how to proceed.

4.1. Written notification will be sent electronically via the student’s HTC email account and/or mail via the last known mailing address according to the Registrar’s records.

**Financial Aid Suspension**

1. Students placed on financial aid suspension will remain in this status if the student:
   - has not submitted an appeal of this status or has had their appeal rejected by the review committee;
   - fails to regain eligibility by meeting the minimum standards after a successful appeal and completion of the probationary period; or
   - has not fulfilled the requirements set forth in their academic plan. (See below, “Financial Aid Probation and Academic Plan”)

1.1. Students on financial aid suspension may either:
   - remedy any of the standards that are non-compliant while not receiving federal or state need-based financial aid, or
   - be granted a SAP appeal and be placed on financial aid probation.

**Appeal Process**

1. Students who become ineligible to receive federal financial aid for failure to meet the standards may make a written appeal to the Committee on Academic Standing ("CAS"). Students who appeal must demonstrate all of the following:

   - that failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or her control (corroborating documentation must be supplied), such as, a death in the family, illness, accident, or other emergency;
   - that the issue(s) that caused the deficit has been resolved; and
   - that the issue(s) will not affect their performance in the future.
2. Once an appeal is submitted to the committee for a decision, that appeal will be heard at the committee’s next meeting. All decisions are final. If a decision has not been made by the time tuition is due, it is the student’s responsibility to contact the Office of Financial Aid to discuss other financing options.

2.1. Below is a listing of the potential appeal statuses that could be determined by the CAS:
- Approved: Appeal has been approved and the student has been placed on financial aid probation.
- Denied: Appeal was not approved based on the information that was provided. The student is no longer eligible to receive federal financial aid.
- In-Progress: Appeal has been received, but not reviewed.
- Tabled: Appeal has been reviewed, but the committee has deferred the appeal until it receive(s) additional information.

3. Students may not initiate an appeal using the same extraordinary and extenuating circumstance more than once.

Financial Aid Probation and Academic Plans
1. Financial aid probation is a status assigned to any student who fails to meet the standards and has successfully appealed their financial aid suspension.

1.1. If placed on financial aid probation, students will be required to follow an approved academic plan in order to receive federal financial aid for one semester and will have their progress evaluated at the end of the semester.

1.2. An academic plan is a written agreement between the student and the institution that may extend the student's eligibility for federal financial aid beyond the probation semester. The student must meet the requirements of the academic plan to remain eligible for financial aid.

1.3. The academic plan specifies requirements the student must meet while on the academic plan (i.e., pace of completion, CGPA, reduced course load or enrolling in specific courses) which can be different from the usual SAP standards. The goal of the academic plan is to help students meet the standards within a certain period of time.

1.4. A student who does not meet the standards after a semester on financial aid probation or the requirements of the academic plan will again be suspended from financial aid eligibility and will be ineligible for federal aid in future semesters until the student can meet the standards.

1.5 Students who meet all standards or the requirements outlined in their academic plan will remain eligible for federal financial aid.

Regaining Financial Aid Eligibility
1. Students who are denied federal financial aid on the basis of not meeting the SAP standards may regain federal financial aid eligibility by becoming compliant with all of studying at their own expense. It is the student's responsibility to notify the Office of Financial Aid when they have self-corrected their SAP-related issue(s) if it is be-
fore the next annual SAP evaluation. The Office of Financial Aid will then conduct a review to confirm that the student is meeting all standards at that point in time and will reinstate the student’s financial aid eligibility for the next semester.

**Withdrawals, Incompletes, Transfer, Repeat, and Remedial Credits**

1. Only grades of an A, B, C, D or P are considered successfully completed grades which will result in earned credit hours.

   1.1. Audits and non-credit courses are not included in the total number of semester hours attempted and therefore not considered toward credit hour completion.

2. Students are given a “W” (Withdrawal) when they officially withdraw from a course after the end of the second week of classes. A “W” grade is included in the attempted credits but not earned credit hours in the pace of completion and maximum timeframe measures. This grade is not included in the CGPA. Students who withdraw twice from any such course are not considered to be making satisfactory progress and may be dismissed from HTC.

3. An "I" (incomplete) grade is included in the attempted credits but not earned credit hours for pace of completion and maximum timeframe measures. They are entered as attempted but not satisfactorily completed credits and are not included in the CGPA.

   3.1. A student’s SAP status may change once a final grade is recorded. The Office of the Registrar will reevaluate a student’s SAP status within one week of the change of an “I” grade to a final grade. Students will be notified if the new evaluation results in a change to their SAP status.

4. Transfer credit hours officially accepted for the student’s program of study are counted as attempted and successfully completed credit hours for the pace of completion and maximum timeframe, but are not included in the CGPA calculations.

5. Each time a course is attempted, it is considered an attempt when calculating the pace of completion and maximum timeframe measures, regardless of whether the course is subsequently repeated for a better grade. All course attempts will be included in the CGPA. Students who fail the same course twice are not making SAP and may be placed on financial aid suspension.

6. Remedial courses are not calculated in the quantitative measure to determine pace of completion and not calculated in the maximum timeframe and CGPA evaluations.

**RETURN OF TITLE IV FUNDS**

Title IV funds (federal financial aid) are awarded to a student under the assumption that the student will attend the College for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw officially, unofficially, or administratively, and for those who take an unapproved leave of absence. The College does not take attendance
and therefore follows requirements that apply to institutions not required to take attendance.

The Financial Aid Office uses the student’s withdrawal date to determine the percentage of aid earned by dividing the number of days between the first day of the semester and the withdrawal date by the total number of days scheduled in the semester. This percentage is used to determine the percentage of earned Title IV funds. A student has earned 100% of the eligible Title IV funds if he or she completes more than 60% of the semester.

For example, if a student withdrew on day 45 out of a 105 day semester, the student completed 42.9% of the semester. If the student was eligible for $10,000 in Title IV funds for the semester, the student would have earned $4,285.71 and the remaining $5,714.29 would be considered unearned and must be returned to the appropriate Title IV program. If the student withdrew on day 64 instead of day 45, the student would have completed 61% of the semester and earned all of the eligible Title IV funds for the semester.

Keep in mind that when Title IV funds are returned, the student may have an outstanding balance due to the College because the calculation of tuition charges and the determination of earned federal financial aid are separate calculations.

If the amount disbursed to the student is less than the amount the student earned, he or she might be eligible to receive a post-withdrawal disbursement. It may be determined that the student is not eligible for a post-withdrawal disbursement due to eligibility reasons. The College may disburse eligible Title IV grant funds as a post-withdrawal disbursement to the student’s account if there are outstanding unpaid charges. The student or parent borrower must authorize a loan post-withdrawal disbursement before it can be applied to the student’s account.

A withdrawn student who receives Title IV funds for living expenses may be required to repay the unearned portion of those funds to the College or U.S. Department of Education. This is called an overpayment. Loan overpayments are repaid over the course of the loan repayment with no special arrangements. Grant overpayments must be repaid before the student can receive additional Title IV funds of any type. The student will be notified if an overpayment occurs.

Unearned Title IV aid will be returned by the College within 45 days of the date of determination of withdrawal in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

Official Withdrawal

An official withdrawal from the program occurs when a student withdraws from all courses by submitting a withdrawal form to the Office of the Registrar. The date that the...
withdrawal form is received by the Registrar is the official withdrawal, and is used as the withdrawal date in the calculation to determine how much tuition is charged and how much Title IV aid the student has earned for the semester in which the withdrawal occurs.

**Unofficial Withdrawal**

There are three categories of unofficial withdrawals:

- a student who leaves school due to illness, accident, grievous personal loss, or other circumstances beyond the student's control; the withdrawal date is the date the school determines that the student ceased attendance because of the event;

- other student withdrawals where official notification is not provided; the withdrawal date is the midpoint of the payment period or period of enrollment, as applicable, or the last date of an academically related activity in which the student participated as determined by the faculty; and

- students that are administratively withdrawn, suspended, expelled, or do not return from a scheduled leave of absence; the withdrawal date is determined using the same process as stated above for students who do not provide official notification.

The Financial Aid Office is notified of all withdrawals from a course or program by the Office of the Registrar. When a Title IV recipient is unofficially withdrawn from all courses, a calculation to determine the amount of earned Title IV funds for the semester is required.
LIBRARIES

LIBRARY AND COMPUTER RESOURCES

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 also helps readers find resources available in other libraries or online. The Library is not simply a warehouse for books, but takes an active role in helping students learn every day by providing the resources that are the tools for helping students and faculty achieve their academic and personal goals.

Library collections

I. Main Library

The Library collects the full spectrum of Jewish literature (except for materials for juvenile readers). The Library has cataloged over 70,000 items that include books in Hebrew, English, and other languages; periodicals, pamphlets, museum objects, microforms, video and audio tapes, music CD’s, manuscripts, and art work. The Library collects the general studies materials that support the curriculum. These items are housed in three different locations: Main Library, Chadar Iyun and the Blitstein Institute. The cataloged items can be accessed through the Online Public Access Catalog (OPAC), which is available through the HTC website.

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 10,000 volumes in its Liberal Arts and Sciences collection. These volumes cover all aspects of general education and support the College’s general studies programs. Materials can be found by accessing the library’s online catalog.

Electronic resources are provided to students for their research needs on both campuses. Both the Main Library and the Blitstein Library provide multiple computers devoted to student/faculty use, as well computers serving the reference desks. The library subscribes to the full-text journal database, EPSCO Academic Search Premier, which provides hundreds of articles from periodicals and academic journals across all disciplines. The Main Library’s hours are posted outside the library and online, and are subject to change depending on student need. The Blitstein Library is open for use year-round (except for Shabbat and holidays, religious and legal) from 9:00 am until midnight.
II. Beis Midrash and the Aron Friedman Chadar Iyun

The Beis Midrash (study hall) and Chadar Iyun (study/research room) collections were integrated into the Library system of Hebrew Theological College. 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 above and beyond those in the Saul Silber Library.

III. Blitstein Institute for Women Library

The library division at the Blitstein Institute serves to support the curriculum and the research needs of the students and faculty. The Blitstein Institute Library contains about 7,200 items, including books, periodicals, and videotapes and DVD’s. Specialized holdings include the Dr. Esther Levy Robinson Memorial Psychology Resource Library Collection. There are extensive resources in support of the Departments of Education and English – which provide the option for a major only at the Blitstein Institute.

The Library and the Academic Program

Almost all students and faculty use library resources daily. The Beis Midrash library is a non-traditional library. It is a study room with a reference collection with no formal circulation. Students and faculty spend up to six hours a day in the room studying either independently, with partners or in small groups. The yeshiva style of learning puts a strong emphasis on Talmud. While students study together, they may raise questions that require further research. The Library strives to keep the books that the readers need either in the Beis Midrash or the nearby Friedman Chadar Iyun. Since questions are a vital part of learning, almost everyone studying needs to consult books from the Library. The room is also used for prayer services daily and on Shabbat and holidays. At these services, members of the community may come in and are likely to pick up a book from the collection to peruse or study in-depth.

The students at Blitstein Institute have a similar program of intense study. Their use of the library resources on the Blitstein campus is significant. When more advanced research is required, the main Library is accessed by students in both divisions.

With growing online libraries available at little or no cost, Judaic scholars are increasingly using the computer and Internet to access full-text books and journals (including rare and expensive sources previously available to a privileged few). The development of new and more sophisticated search engines has streamlined bibliographic research in foreign languages. Hebrew Theological College students and faculty make extensive use of the many free and accessible Internet sources that are available in a wide variety of disciplines, in order to both broaden and deepen the resources available to them for academic pursuits.
Circulation Policies

Students, faculty, and other HTC staff have full borrowing privileges. The standard loan period for books is three weeks. Videos may be checked out for one week. 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. Members of the public may check out books that are not needed for classes and not otherwise restricted, if they join the Friends of the Library. HTC Alumni Association members are granted the same borrowing privileges as Friends of the Library.

Additional Resources and Reciprocal Agreements

The services of the Saul Silber Library are augmented by a reciprocal agreement with Loyola University in Chicago. This agreement entitles students and faculty to check out books and do research at Loyola University. A similar agreement has been long-standing between Hebrew Theological College and the library of the Spertus Institute of Judaic Studies. With a current and valid photo ID from HTC faculty and students may borrow resources from the Asher Library of Spertus Institute, access Asher Library online catalog and have materials sent through interlibrary loan, either through phone or email. Hebrew Theological College was a member of the North Suburban Library System, whose members shared interlibrary loan privileges. This system has now been subsumed by Reach Across Illinois Library System (RAILS), which opens the public libraries of suburban communities, as well as various libraries of public and private colleges and universities to HTC students and faculty.

Additionally, students avail themselves of the public libraries of Skokie, Evanston and Chicago that are in close proximity to the two campuses.

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. Required texts are posted on the website of each division well in advance of the semester. 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 those required by the Illinois State Department of Education.

Students should contact the Career Counselor on each campus 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.
STUDENT SERVICES AT THE BÉIS 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.

Hebrew Theological College’s Béis 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.

Workout Room – All Béis Midrash students have access to the on-campus work-out room, equipped with electronic and manual exercise equipment.

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. Career Services hosts guest speakers and schedules workshops to assist students in career planning, job search, resume and cover letter writing, and interview skills.

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 workout 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.

The **Math Lab** provides support for students enrolled in ongoing courses in mathematics, as well as remedial tutorials for students exhibiting deficiencies in math proficiency.

**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.