

Hebrew Theological College

A member of the Touro University



Student Handbook

August 2023

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Hebrew Theological College
is accredited by
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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 revision. Please refer to the Consumer Information section of the website (htc.edu/consumer-information.html) for updated information. 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

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

Hebrew Theological College is a Torah centered institution dedicated to:

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

VISION: STRIVING FOR EXCELLENCE

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

HTC CONCEPTUAL FRAMEWORK

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

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

To Teach: Hebrew Theological College prepares its students with the knowledge and skills to be effective agents of positive change. Furthermore, all students will act, either formally or informally, as teachers. It is axiomatic to Orthodox Jews, that instruction, be it textual or moral, spiritual or behavioral, is an integral part of their lives. The preparation 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. Since the expansion of its curriculum, the women's division has come to be known as the Blitstein Institute, Machon Torani L'Banot.

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

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

The School of Liberal Arts and Sciences was established in 1959, to further promote the goal of encouraging each student to pursue general knowledge while providing the best Judaic

Studies program possible. By the late-1980s 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 gradually during the 1990s. Today the additional majors offered are Accounting, Business, Education, English, Health Sciences, Psychology, and Speech and Communication Disorders. The Kanter School of Liberal Arts and Sciences offers a variety of courses preparing students for graduate and professional studies in allied health sciences and other professional career programs. In Fall 2005, the baccalaureate degree was renamed the Bachelor of Arts Degree.

In 2015, Hebrew Theological College became a member of the Touro College and University System, opening a variety of opportunities for students at the undergraduate and graduate levels of study. Hebrew Theological College is a beneficiary of the Jewish Federation of Metropolitan Chicago and accredited by the Higher Learning Commission.

HISTORY OF TOURO COLLEGE AND UNIVERSITY SYSTEM

The Touro College and University System (“TCUS”) is a Jewish-sponsored independent institution of higher learning and professional education. The College was established to further the Jewish heritage and to serve the larger American community.

Touro College was chartered by the New York State Board of Education in June 1970 and opened a year later. The College grew from an initial class of 35 students to an international university system of approximately 19,000 students worldwide today. The mission of perpetuating and strengthening Jewish heritage, while at the same time providing the highest quality educational opportunities to society as a whole, continues to inform all of Touro’s endeavors. In addition, Touro is one of the largest providers of graduate education in the medical and health sciences fields in the United States. Today, Touro enjoys the strong leadership of Chancellor Rabbi Doniel Lander and President and CEO Dr. Alan Kadish in furthering Touro’s historic mission.

Touro’s schools serve a variety of communities, providing diverse, innovative and engaging programs in a range of fields—from medicine and pharmacy to law; business to education; and speech pathology to Jewish studies. The distinctive educational experience offered through Touro’s diverse programs are in keeping with the Jewish intellectual tradition of commitment to the transmission of knowledge, social justice, compassionate concern for society and respect for applied knowledge and discovery.

It is this commitment to the Jewish intellectual tradition that is at the foundation of Touro’s many outstanding achievements by faculty and students throughout our system. At the same time, the Touro College experience consists of more than classroom instruction; Touro fosters an atmosphere of warmth, in which close faculty-student relationships, student camaraderie and individual attention are nurtured in many ways.

CALENDAR

The Beis Midrash and Blitstein Institute calendar 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. The Bressler School of Advanced Hebrew Studies seeks to develop communication and analytic skills, research methods, and creativity to enhance the students' lives and promote their further learning. The School also supports the major areas of study for students in the Blitstein Institute. Majors include Bible, Jewish History and Interdisciplinary Judaic Studies. The Bressler School also provides optional minors for all HTC students. Minors are available in Bible, Hebrew, Jewish History, Jewish Law and Jewish Philosophy.

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. The Kanter School of Liberal Arts and Sciences develops communication and analytic skills, research methods and creativity to enhance the

students' lives and promote their further learning. 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 many areas.

ADMISSIONS

ADMISSION POLICIES

Admission to Hebrew Theological College is completed through an online application system utilized by Touro College and University System called Hobson's Apply Yourself. This application can be accessed through the Hebrew Theological College website. Paper applications are not accepted. 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. one letter 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;
8. An essay

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 then complete a full application 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.

Honors Program

Gifted students are eligible to be invited to join the Honors Program. Some separate challenging classes in classrooms with other gifted, motivated and ambitious students are provided to those in the Honors Program. Additionally, they receive a college experience that is enriched with distinctive and unique experiences where they will be introduced to successful and inspirational community leaders who will advance their leadership skills. Scholarships are designated for students in the Honors Program. Honors courses are listed on their transcripts.

Entrance and enrollment requirements for the Honors Program include:

1. Interested students must apply for inclusion on the ensuing Fall semester Honors Program by completing an additional separate application exclusively for the Honors Program
2. Students in the IO program may apply before or during their year abroad for inclusion in the Fall term following the year in Israel.
3. Matriculated students at HTC, who are excelling during their first year on campus, may apply for inclusion in the ensuing academic year.
4. Submission of an additional essay specific to the Honors Program will be part of the Honors Program application process.
5. High School grade point average must be 3.75 (out of a possible 4) or above. Those applying while on IEP or at HTC must have a comparable GPA.
6. ACT composite score of 28 or above. Composite SAT of 1300 or above (Verbal and Math).
7. One additional letter of recommendation which come from a faculty member in non-Judaic studies..

8. Interview and visit to HTC is required
9. Honors Program participants must maintain a GPA of 3.7 throughout their tenure at HTC.
10. Honors Program participants must maintain full compliance with all school rules and serve as exemplars of Torah and Midos.
11. An approved Honors Project must be completed. This can be accomplished in conjunction with an advanced course in Judaic or general studies.
12. Students must complete an approved thesis.

HTC recognizes that some students are equally gifted and motivated but whose scores on standardized tests do not reflect their knowledge, nor their aptitude for academic excellence. In that vein, students can work their way into the Honors Program if they maintain a 3.75 grade point average at HTC and receive recommendations from the Dean and Chair of the department of their major.

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. 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 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. Students in the Honors Program may apply for a waiver from English 111 and go directly to English 211 Honors. 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. Complete the on-line application process, ensuring that all forms and supplemental documentation are included. To begin the application process, go to www.htc.edu

Provisional Admission

Applicants who do not meet all of the admission criteria may be accepted provisionally. Provisionally admitted students are closely monitored and given special guidance as indicated. 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). 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 Registrar's Office assumes responsibility for the maintenance and integrity of student records. As an agent for the college and official custodian of student academic records, this office will release information only at the student's request and with his/her approval. The policy of HTC on Release of Information Pertaining to Students as required by The Family Educational Rights and Privacy Act of 1974 (FERPA) is indicated below.

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. Education 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 on 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Personal Conduct Policy

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

Most significantly, tznius is a way of life – the choice of garb is merely its most visible manifestation. It encompasses behavior, speech, and even thoughts. Tznius means an awareness of being in G-d's presence at all times. 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 –Students must dress using professional, conservative standards. 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 underlying 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 must dress as a professional, and 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 the 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.

Code of Conduct Policy

Students are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the HTC College Code of Conduct and will result in disciplinary sanction:

1. Theft of, or damage to, College records and property, caused by intentional, negligent or irresponsible conduct;

2. Unauthorized use of any College property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any College functions or which physically obstructs or threatens to obstruct or restrain members of the college community;
4. The physical or sexual abuse or harassment of any member of the college community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the College (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on College premises;
7. Refusal to follow the directives of College officials acting in performance of their duties;
8. Impersonating College faculty, College officials, or College staff;
9. Forging signatures or other information on registration forms, financial aid forms or any other College documents;
10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the College's computer system;
11. Unauthorized sale, distribution or consumption of alcoholic beverages on College premises;
12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on College premises;
13. Gambling in any form on College premises;
14. Possession, distribution or sale of weapons, incendiary devices, or explosives on College premises;
15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
16. Participation in or furtherance of any illegal activity on HTC's premises;
17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the College community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the College community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the College community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the College or to present proper identification upon entering the college premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the College;
21. Aiding or abetting any conduct prohibited by this College Code;
22. Conviction of a felony crime while enrolled at the College;
23. Intentionally filing a false complaint under this College Code of Conduct;
24. Academic dishonesty and lack of academic integrity.
25. Actions that are not consonant with religious beliefs and laws,

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of HTC. Student organizations violating the above

regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of HTC.

Academic Integrity

HTC is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

HTC views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

HTC's policy on academic integrity, which is outlined in this document, is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. It is presented here in order to educate the faculty on the enforcement of the policy.

The International Center for Academic Integrity (ICAI), of which HTC (through Touro College and University System) is a member, identifies five fundamental values of academic integrity that must be present if the academic life of an institution is to flourish: Honesty, Trust, Fairness, Respect, and Responsibility. To sustain these values, the TCUS Academic Integrity Policy,¹ requires that a student or researcher:

- Properly acknowledge and cite all ideas, results, or words originally produced by others;
- Properly acknowledge all contributors to any piece of work;
- Obtain all data or results using ethical means;
- Report researched data without concealing any results inconsistent with student's conclusions;
- Treat fellow students in an ethical manner, respecting the integrity of others and the right to pursue educational goals without interference. Students may neither facilitate

¹ This policy is modeled after that of Rutgers University.

another student's academic dishonesty, nor obstruct another student's academic progress;

- Uphold ethical principles and the code of the profession for which the student is preparing.

Adherence to these principles is necessary to ensure that:

- Proper credit is given for ideas, words, results, and other scholarly accomplishment;
- No student has an inappropriate advantage over others;
- The academic and ethical development of students is fostered;
- HTC is able to maintain its reputation for integrity in teaching, research, and scholarship.

Failure to uphold the principles of academic integrity threatens not only the reputation of HTC, but also the value of each and every degree awarded by the institution. All members of the HTC community bear a shared responsibility for ensuring that the highest standards of academic integrity are upheld.

The HTC administration is responsible for working with faculty and students to promote an institutional culture of academic integrity, for providing effective educational programs that create a commitment to academic integrity, and for establishing fair procedures to deal with allegations of violations of academic integrity.

Violations of Academic Integrity

The following are considered to be violations of academic integrity and are prohibited by HTC. Students, faculty, and other members of the HTC community who commit one of the offenses listed below, or similar such offenses, or those who assist in the commission of such offenses, may be subject to sanctions (i.e. classed as A, B, or C, as described below in the section "Procedures in Response to Violations of Academic Integrity").

Plagiarism

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement and the representation of them as one's own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.

Intentional Plagiarism

Plagiarism takes many forms. **Flagrant forms**, or **intentional plagiarism**, include, but are not limited to: purchasing a paper; commissioning another to draft a paper on one's behalf; intentionally copying a paper regardless of the source and whether or not that paper has been

published; copying or cutting and pasting portions of others' work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution; and in the case of clinical documentation, copying clinical notes/materials without personally performing the patient examination. Plagiarized sources may include, but are not limited to, print material, computer programs, CD-ROM video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at HTC and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one's own words the theories, opinions or ideas of another without proper citation.

Additionally, students may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism, and may mislead the reader or grader into the erroneous belief that the current submission is new work to satisfy an assignment.

If students are unsure as to whether a fact or idea is common knowledge, they should consult their instructor or librarian, or else provide appropriate citations.

Unintentional Plagiarism

Plagiarism is not only the failure to cite, but the failure to cite sources properly. If a source is cited but in an inadequate way, the student may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation.
- For a summary or paraphrase, indicate exactly where the source begins and exactly where it ends.

In its policies and disciplinary procedures, HTC will seek to recognize and differentiate between intentional plagiarism, as defined above, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

Cheating on Examinations and Other Class/Fieldwork Assignments

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using materials or devices not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources, intranet or Internet sources, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for a student on any form of test or examination;

- Working on any form of test or examination beyond the allotted time;
- Hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination without the express written consent of the instructor;
- Copying from another individual's examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.

Examples of unauthorized assistance include:

- Giving or receiving assistance or information in any manner, including person-to-person, notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual's exam.

Failure to comply with any and all HTC test procedures will be considered a violation of the Academic Integrity Policy.

Research Misconduct and Other Unethical Conduct

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators, based on the Public Health Service regulations dated May 17, 2005.

Research misconduct is defined in the USPHS Policy as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

These terms are defined as follows:

- (a) *fabrication* - making up data or results and recording or reporting them;
- (b) *falsification* - manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;
- (c) *plagiarism* - the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Research misconduct does not include honest error or honest differences of opinion.

Misleading or Fraudulent Behavior

Misleading or fraudulent behavior, put simply, is lying, and includes acts contributing to or associated with lying. It takes on any form of fabrication, falsification or misrepresentation.

Examples include, but are not limited to:

- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;

- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another;
- Omitting relevant information about oneself.

Tampering

Tampering is the unauthorized removal or alteration of College documents (e.g., library books, reference materials, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students' work. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:

- Tearing out the pages of an article from a library journal;
- Intentionally sabotaging another student's work;
- Altering a student's academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student's or colleague's files, data, assignments, or reports.

Copyright Violations

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of "fair use," may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically)
- Disseminating an image or video of an artist's work without permission
- Copying large sections of a book

The "fair use doctrine" regarding use of copyrighted materials can be found at the following link: <http://www.copyright.gov/fls/fl102.html>.

Sanctions

The following sanctions may be imposed for violation of this Policy. Except in the case of a student's expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct.

Class A Sanctions:

- Expulsion/dismissal
- Revocation of awarded degree in the event that the violation is identified after graduation

Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools within HTC

- Indication of ‘disciplinary action for academic integrity violation’ on the permanent transcript

Class C Sanctions:

- Placement on Academic Probation
- Failure in the course, with consequences as determined by the individual program’s rules and regulations
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment

Repeat offenders may be subject to more stringent sanctions.

Procedures in Response to Violations of Academic Integrity

This HTC Academic Integrity Policy applies to all HTC students. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student’s school, which may not be less stringent than the requirements and standards set forth in this Policy Statement.

The Dean of each school shall designate a member of the administration as Chief Academic Integrity Officer (herein referred to as the “CAI Officer”) to oversee the adjudication of violations and to maintain appropriate documentation. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President. The Provost shall designate a Dean responsible for hearing formal resolution appeals (herein referred to as the “Appeals Dean”). The CAI Officer and the Appeals Dean cannot be the same individual.

Reporting a Case of Suspected Plagiarism or Cheating

Faculty members, students, or other members of the HTC community who encounter suspected academic integrity violations should contact the Chair of the relevant department. The Chair will consult with the faculty member, and if a violation is identified the faculty member will inform the student. The Chair will also report all violations in writing (using the *Academic Integrity Violation Reporting Form*) to the CAI Officer. No permanent grade may be entered onto the student’s record for the course in question before the issue is resolved.

If an instructor strongly suspects cheating during an exam, the instructor should stop the student’s exam and collect all evidence of cheating. The incident should be immediately reported to the Chair, who will investigate and report in writing to the CAI officer.

Resolution of Academic Integrity Violations

Incidents of academic integrity violations are reported to the department Chairperson, and a report by the Chair is submitted to the CAI Officer. The method of resolution of the violation may be either informal or formal. Students who are found to have violated HTC’s Standards of Academic Integrity are subject to the sanctions listed above.

Should a student action be of such a serious nature that it is felt that he/she may be considered a danger in a clinical setting, the CAI Officer or the department Chair may remove such a student from a clinical assignment, not to exceed fourteen (14) days pending the outcome of a formal resolution. A student shall not be removed from a didactic course while an allegation of an academic integrity violation is ongoing.

Informal Resolution

After consulting with the department Chair (as per “Reporting a Case of Suspected Plagiarism or Cheating”), the faculty member may attempt to resolve the issue informally with the student. Once an informal resolution is agreed to between the faculty member and the student, the faculty member must present such resolution and the sanctions imposed to the department Chair for approval. The faculty member, in consultation with the department Chair, may impose any range of Class C sanctions, but must include requiring the student to take additional ethics tutorials intended to assist that student avoid future misconduct. Once accepted by the student, the informal resolution is binding on both the student and faculty member, and cannot be appealed by the student.

The outcome of the informal resolution should be reported in writing by the department Chair to the CAI Officer, who will maintain the record for the duration of the student’s academic career.

The informal resolution process is not available to individuals who have been previously reported.

Formal Resolution

In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student has been accused and found guilty before, or (4) for any other reason for which informal resolution is not appropriate as determined by the department Chair or the CAI Officer, then the matter shall be submitted for formal resolution.

HTC has developed the following formal method of resolution to deal with academic integrity allegations and complaints.

To institute formal resolution, the following procedures shall be followed:

- The Chief Academic Integrity Officer receives a written statement from the instructor or any other complainant, as the case may be.
- The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
- The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after receipt of the complaint.
- The hearing shall take place before the Standing Committee on Academic Integrity of the School.
- All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which will be sent both by e-mail and mail, will be given at least two business days prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made by the interested parties or the

administration. The student may be granted a postponement if pertinent information or interested parties cannot, for good cause, be present at the appointed time. Any postponement may not extend beyond a three-month period.

- The reported student and the person who reported the student will be afforded the following opportunities:
 - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
 - To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are closed to the public.
- The Committee may hear the student, the faculty member, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference.
- All decisions shall be made by majority vote.
- The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other counsel is not permitted.
- Audio recordings of the Hearing are not permitted.
- The chair of the committee shall prepare an executive summary that includes a written record of the charges that were reviewed, evidence that was considered, the decision that was made, and any instructions for follow-up.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student's stance or position. The CAI Officer, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the HTC Code of Conduct, the student is expected not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or HTC's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The

Committee's final decision must then be made.

- The Committee may impose a range of Class A, B, or C sanctions.
- The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CAI Officer, the student, and the department Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom.

Appeal Process

- Following a Formal Resolution Hearing and notification of the Committee decision, a student may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.
- The student has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School. The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee.
- The Appeals Dean may request to meet with the student.
- After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.
- The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision to the Chief Academic Officer.

A copy of the Appeals Dean's final decision will be transmitted to the CAI Officer and the department Chair.

A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision to the respective Chief Academic Officer (CAO) (e.g., the Provost or Senior Provost) or his/her designee. The CAO may grant an appeal only on the basis of one of the following:

- Evidence of bias of one or more of the members of the Committee or of the Appeals Dean.
- New material documenting information that was not available to the Committee or the Appeals Dean at the time of the initial decision.
- Procedural error.

The CAO may conduct interviews and review materials, as appropriate. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

Status of Student Pending Action

Pending resolution on charges, the status of the student will not be altered except in cases where the student may be considered a danger in a clinical setting. Such a student may be suspended only from the clinical aspect of their program pending the outcome of a formal resolution. If a student is suspended for any reason, all as-yet-undisbursed financial aid may

be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

Classroom Attendance

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

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

Rescheduling Midterms and Final Exams

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

Independent Study Policy

Independent Study and Small classes are 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 and Small Classes must first be approved by the Dean before the student requests an instructor to oversee an Independent Study.

Cell Phones, Lap-Top Computers, and Tablets

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

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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 are available to students, faculty, and staff. In addition, information about this policy is 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 manner, and will ensure that it does not recur. Those believing that they have been harassed or discriminated against on the basis of their gender, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking should immediately contact the Title IX coordinator (see 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 constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

In the case of Title IX, sexual harassment is conduct that is sexual in nature, is unwelcome, and denies or limits an individual's ability to participate in or benefit from a school's educational program and/or activities, and is based on power differentials (*quid pro quo*),

the creation of a hostile environment or retaliation. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the victim can be of the same sex. The conduct can occur in any school program or activity and can take place in school facilities, or at other off-campus locations, such as a school-sponsored activity or training program at another location. The conduct can be verbal, nonverbal or physical. The following are examples of potential violations of Title IX related policy: making sexual propositions or pressuring students or employees for sexual favors; touching of a sexual nature; writing graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures, or written materials; performing sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating other students as to sexual activity or performance; circulating or showing emails or Web sites of a sexual nature. Violations may also occur in any form: written/print, physical, verbal or electronically through email, text, or posting to social media or other online site of any kind.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that

- has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

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, or for any other reason will not be tolerated.

Contact Information

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:

Mrs. Rita Lipshitz
Title IX Coordinator
Hebrew Theological College
7135 N. Carpenter Road
Skokie, Illinois 60077
Phone: (847) 982-2500 x3109
Email: Lipshitz@htc.edu

Police/Emergency Services

Many police departments now have special victims units that are specially trained to deal with rape and/or sexual violence victims. In addition, many hospitals also have rape crisis units. To report a sexual assault to the police, dial 911.

Sexual Assault Crisis Centers/Hotlines

- Evanston Domestic Violence Line (YWCA): (877) 718-1868
- Rape Victim Advocates: (312) 443-9603
- Porchlight Counseling Services: (773) 750-7077 (confidential helpline and intake)

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 (646) 565.6330. 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.

At the discretion of Hebrew Theological College administration, students who report a violation of this policy to a responsible employee may be granted immunity and not subjected to disciplinary actions for violating Hebrew Theological College's Code of Conduct or any similar policies by engaging in activities such as underage drinking.

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 investigation 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, Title IX Coordinator, 7135 N. Carpenter Road, Skokie, Illinois 60077, via email karp@htc.edu or by telephone (847) 982-2500 ext. 3109. The HTC Title IX Coordinator will respond within twelve (12) hours to a report received electronically. Complaints can be made confidentially and anonymously by calling (646) 565.6330.

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.

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.

HTC will cooperate fully with Law Enforcement authorities should the victim seek criminal prosecution. HTC also recognizes that confidentiality is most important to victims of sex crimes. While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality on a “need to know basis.” The victim’s wishes not to report a sexual assault to the police will generally prevail, but HTC reserves the right to notify the police when it is believed that such reporting is necessary for the protection of others.

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. The Complainant will be given clear information concerning their rights and options outlined in this policy.

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 seven 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.

Potential sanctions include, but are not limited to:

- Written warnings
- Loss of privileges
- Mandatory training or counseling
- No-contact order
- Removal from campus housing
- Probation
- Suspension
- Expulsion

Sanctions for faculty or staff members include, but are not limited to:

- Written warnings
- Loss of privileges
- Mandatory training or counseling
- Probation
- No-contact order
- Suspension
- Demotion
- Loss of annual pay increase
- Termination of employment, including revocation of tenure.

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.

Appeal Process

Both the complainant and the respondent are eligible to file an appeal to the determination based on (i) a procedural error occurred, (ii) new information exists that would substantially change the outcome of the finding, or (iii) the sanction is disproportionate with the violation.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Title IX Coordinator within seven (7) business days following the date on the outcome letter. The Appeal should state the remedy sought by the appealing party. Each party may respond in writing to any appeal submitted by the other party. Written responses to the other party's appeal must be submitted within three (3) business days following delivery of the notice of the written appeal. Written requests for appeal submitted by one party will be shared with the other party.

Appeals will be conducted in an impartial manner by trained College officials without conflict of interest or bias for or against either party. A party with a concern about a conflict of interest or bias should contact the Title IX Coordinator. The Appeals Panel can determine whether a change in the decision is warranted. If a change in this decision is necessary, the Appeals Panel will review the appeal and rationale and make a final decision.

Appeals will not be reviewed or considered beyond the Appeals Panel. Appeals decisions will be rendered within twenty (20) business days after the receipt of the formal request for appeal. The appeal decision will be provided in writing to both parties and the appeal decision is final.

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.

Availability of Confidential Counseling

As required under Title IX, Hebrew Theological College through its investigations and/or Title IX Compliance officer will offer its internal confidential 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.

Interim Measures

Hebrew Theological College endeavor to accommodate all reasonable requests for interim protective measures, including but not limited to changes to academic, living, dining, transportation and working conditions and obtaining and enforcing any type of protective order.

External Reporting

The nearest medical facilities that provide medical forensic examinations at no cost to the survivor (pursuant to the Sexual Assault Survivors Emergency Treatment Act of Illinois) are as follows:

Chicago Campus

Presence Saint Francis Hospital
355 Ridge Avenue
Evanston, IL 60202
847.316.400

Skokie Campus

NorthShore University HealthSystem - Skokie Hospital
9600 Gross Point Road
Skokie, IL 60076

847.933.6950

Victim Assistance

In cases of rape and/or sexual violence, there are many sources of support available to victims.

On Campus

The Dorm Supervisor or Eim Bayit is available to work with the HTC community to meet immediate needs.

HTC staff members are available to provide support and escorts around campus and in certain instances to assist the individual in getting home.

Other available community resources may be provided based on student's individual needs.

Illinois

- Chicago Metro Rape Crisis Hotline (YWCA): (888) 293-2080
- Chicago Domestic Violence Line: (877) 863-6338
- Evanston Domestic Violence Line (YWCA): (877) 718-1868
- Rape Victim Advocates
Main Office: 180 N. Michigan Ave, Suite 600, Chicago
(312) 443-9603
www.rapevictimadvocates.org
- Chicago Metro Rape Crisis Hotline (YWCA)
Evanston 1215 Church St, Evanston: (847) 864-8445
www.ywca.org/evanston
- Evanston Victim Services Program Evanston Police Department
1454 Elmwood Avenue, Evanston
<http://www.cityofevanston.org/police/aboutus/police-social-services>
- Porchlight Counseling Services: (773) 750-7077 (confidential helpline and intake)
<http://www.porchlightcounseling.org>

National

- www.womenslaw.org
(707) 784-6844
- www.rainn.org
(800) 656-HOPE (4673)

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, Dr Richard Aronoff.

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

Acceptable Use

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.

- Use of other organizations' networks or computing resources must comply with rules appropriate to both networks.
- 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.
- 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.

- Failure of any computer equipment should be reported immediately to the Lab Supervisor and/or course instructor.
- The use of any personally owned software is strictly prohibited on HTC equipment.
- 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.
- No food or drink may be brought into any lab.
- 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.
- 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.
- 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

- Internet access is provided primarily to support educational requirements and objectives.
- Downloading videos, games and music from the Internet is prohibited. All other files should only be downloaded with appropriate caution.
- Misrepresentation of oneself or Hebrew Theological College is prohibited.
- 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:

- 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.
- Out of courtesy for others, please limit cell phone use while using the lab.
- Chain letters, pyramid schemes, and unauthorized mass mailings are prohibited.

Security

- Never use another individual's account, password, or give out your information or password.

- 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. An individual program tracking the student's progress will be arranged with the student. 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 as 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.

- 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.

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

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, panic buttons 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 key card and code. Students are prohibited from allowing any other individual to use their key card, or from distributing the access code to non-students.

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.
- **Lock your Student Residence apartment doors** - when you leave the apartment and when you are on the premises.
- **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 cyber-space, 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.

ALCOHOL AND CONTROLLED SUBSTANCES POLICY STATEMENT

It is the policy of HTC, as stated in the Personal Conduct section of the Student Handbook, that the unlawful use, possession, distribution, or manufacture of drugs or controlled substances on HTC property is strictly prohibited. Individuals who possess, use, distribute or manufacture drugs or controlled substances, are subject to disciplinary action, including but not limited to expulsion, as well as possible criminal prosecution. Improper use of prescription drugs is similarly prohibited. Students found in violation of these policies may be subject to disciplinary proceedings as described in the school catalog and student handbook. Student violators may be subject to the following sanctions and remedial measures:

Nature of Violation	Responses for First-Time Violations May Include, But Are Not Limited To:	Responses for Repeat Violations May Include, But Are Not Limited To:
Possession or use of alcohol or other drugs, including prescription drugs, in violation of HTC policy or federal, state, or local law	<ul style="list-style-type: none"> • Warnings • Disciplinary Probation • Counseling and treatment • Service to the college community 	<ul style="list-style-type: none"> • Disciplinary Probation • Mandatory referral for counseling and treatment • Suspension from dormitory (if dormitory student) • Parental Notification • College-Level disciplinary action
Possession or use of alcohol or other drugs, including prescription drugs, in violation of HTC policy or federal, state, or local law in a manner involving aggravated circumstances (e.g. actual/potential harm to self or others, disruption of	<ul style="list-style-type: none"> • Warnings • Disciplinary Probation • Mandatory counseling and treatment • College-Level disciplinary action 	<ul style="list-style-type: none"> • Disciplinary Probation • Mandatory counseling and treatment • Service to the college community • College-Level disciplinary action

Nature of Violation	Responses for First-Time Violations May Include, But Are Not Limited To:	Responses for Repeat Violations May Include, But Are Not Limited To:
the HTC community, repeated offenses)		
Distribution or intent to distribute a controlled substance, including improper distribution of prescription drugs, in violation of HTC policy or federal, state, or local law	<ul style="list-style-type: none"> • Legal action • College-level disciplinary actions 	<ul style="list-style-type: none"> • Legal action • College-level disciplinary action

Each faculty and staff member of HTC is expected to abide by HTC's policies for maintaining a drug-free workplace. The policy statement on drug abuse pertaining to students also applies to faculty and staff. Furthermore, all faculty and staff are required to notify the appropriate Dean of any criminal conviction relating to his or her own drug activity within five (5) days of such conviction. Faculty and staff (part-time or full-time) who violate HTC policies on drugs and controlled substances may be subject to disciplinary sanctions.

In both cases for students and faculty and staff, the existence of a progressive system of disciplinary sanctions measures does not preclude HTC from levying a heavy sanction, without first resorting to a lesser sanction. By way of illustration and not exclusion, HTC may expel a student or terminate a staff or faculty member for a violation of policy without first issuing a warning or putting that student or employee on probation. The following regulations apply to students, faculty and staff of HTC:

The consumption of alcoholic beverages by individuals under the age of 21 is illegal.

All persons are prohibited from consuming alcoholic beverages on the premises of HTC (unless at an event specifically sanctioned by HTC Administration in writing), or entering or remaining on HTC premises in an impaired state.

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.

Any student, who falsely represents himself/herself at a sanctioned HTC event as being of age to consume alcohol, may be subject to disciplinary action as outlined in Personal Conduct Policy.

Any faculty and/or staff member of HTC who provides alcohol to a minor on HTC premises shall be subject to full penalty under the laws of Illinois. Forcing any student or faculty member to consume alcohol and/or drugs for the purpose of initiation into or affiliation with any HTC sanctioned organization is not permitted.

Alcoholism, while it may be a disability, does not excuse any faculty and/or staff member of HTC from violating a legitimate HTC policy or neglecting their responsibilities to HTC. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation/treatment program and may, in certain circumstances, lead to sanctions against that individual.

If you are an alcoholic, you may inform, in confidence, the Dean on your campus or your supervisor, as the case may be, and request confidential counseling and/or referral services to help with your problems. All inquiries and requests for assistance will be handled with strict confidentiality.

Substance Abuse Self-Identification and Amnesty

HTC recognizes that, sometimes, there may be health or safety emergencies related to the use of drugs or alcohol in which the potential for disciplinary action by HTC may deter students who want to seek assistance for themselves or for another member of the HTC community. In such instances, the health and safety of the at-risk student will be HTC's top priority. Therefore, should a student, or another individual on behalf of that student, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and/or alcohol, HTC's student conduct response to the over-consumption/abuse will be, first and foremost, focused on medical treatment, counseling, and/or educational interventions. However, HTC reserves the right to address any associated acts that compromises the well-being of its community and its members, such as harassment, violence, damage, harm to self or others, or distribution of illegal substances, on a case-by-case basis as deemed appropriate and necessary.

Reporting a Personal Concern

Students who have concerns about their use of alcohol and/or other drugs, or students who are concerned of such use by a friend are encouraged to seek assistance through one of HTC's support services. Confidentiality in these circumstances may be protected in compliance with HTC policy and applicable law (e.g. FERPA, HIPPA, etc.).

Know the signs:

- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake) Know how to help:
- Turn a vomiting person on his/her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake

- NEVER leave the person unattended

Substance Abuse Counseling

Many different mutual and self-help programs are available near HTC campuses. Although most programs are abstinence-based and follow the 12-step approach, there are also programs that support moderation and a goal and/or do not use 12 steps. Some of the programs listed below may have a religious affiliation; others may merely use spirituality as part of the program. Meeting times and locations are available upon contacting the corresponding phone numbers or websites. Each meeting is somewhat different from any other, even within the same program, both in terms of structure and participants. Many people find it helpful to explore different options.

United States

- National Drug & Alcohol Treatment Referral Service 800-662-4357
- Alcoholics Anonymous 312-346-1475
Website: www.chicagoaa.org
- Focus on Recovery: 800-234-0420
- Marijuana Anonymous: 800-766-6779
Website: www.marijuana-anonymous.org
- Cocaine Anonymous: 310-559-5833
Website: www.ca.org
- Narcotics Anonymous: 708-848-4884
Website: www.chicagona.org
- Al-Anon: 773-471-0225

Website: www.niafg.com

- Illinois Department of Human Services: 800-843-6154
Website: <http://www.dhs.state.il.us/page.aspx?Item=29725>

Israel

- Narcotics Anonymous: 972-50-5947837
Website: <http://www.naisrael.org.il/>
- Retorno International Recovery Group: 718-210-9755 or 972-52-436-9888
Email: Soshana@retorno.org
Website: www.retorno.org
- Malkishua Drug Rehabilitation Center: 972-46488222
Email: malikishua@malikishua.org.il
Website: <http://www.malkishua.org.il>
[Http://www.malkishua.org.il/eng/](http://www.malkishua.org.il/eng/) (English version)

To view the complete HTC Policy on Drugs and Controlled Substances, refer to Appendix A of the Annual Safety Report.

HEALTH ISSUES

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

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

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

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

Tips for Managing a Crisis

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

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

PAYING FOR COLLEGE

Expenses associated with attending Hebrew Theological College may include tuition, fees, supplies, books, transportation, housing and other living expenses.

Tuition and fees are payable to the Bursar upon registration at the beginning of each semester. Students may pay by personal check, bank check and certified check, money order

or Visa/MasterCard. Students financing a portion of their education through grants, loans or scholarships must provide proof of such awards at registration. Students without such documentation will be expected to pay a deposit toward their tuition, and will be refunded any excess once the College receives the award.

Tuition and Fees

An annually updated schedule of tuition and fees is available upon request from the Office of the Registrar. Financial reports are available to interested parties upon written request.

Payment Policy

All tuition, dormitory and other fees are due and payable at the time of registration. Registration is completed on the Touroone Portal. After registering, the bill will appear on the Portal. Students and parents may work with the Installment payments can be arranged by applying to the Office of Financial Aid before 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 (i.e., 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 Semester is 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.

Bursar's Office

The mission of the Bursar's Office is to obtain and process the data necessary to provide accurate bills and information to students. The Bursar's Office, as part of student services, is responsible for maintaining all students' tuition accounts and the College's receivables. This includes posting all tuition charges and fees, collecting, processing and inputting all payments, generating bills, issuing student refunds, and all collection activity. These functions are accomplished while servicing the needs of students within the framework of Touro's policies and legal guidelines.

The Office of the Bursar also guides students and keeps them on track regarding their educational financial obligations. Students may choose or be eligible to finance their education through a combination of Federal and state grants, Federal loans, Touro scholarships, outside scholarships, private loans, or personal out-of-pocket payments. You may speak to your Financial Aid counselor about your eligibility.

Once your financial aid application is processed and you have met all Federal and state guidelines, funds awarded are later credited to your tuition account and will be reflected on your monthly statement. Any remaining balances due are dealt with by the Office of the Bursar.

The Office of the Bursar takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information. We ask that all tuition payments be made directly by students online through the use of TouchNet accessed via TouroOne, the College's website for online student services. TouchNet is HTC's means of providing our student body 24-hour access to E-bills and making payments online. Payment methods accepted through TouchNet include all major credit cards or by e-check using your checking or savings account. Students financing a portion of their education through grants, loans, or scholarships must provide proof of such award at registration. Students without such documentation will be expected to pay the full tuition bill and will be refunded any excess once the award is received by the College.

The Office of the Bursar also issues refunds due to overpayment or as proceeds of student loans. Refunds are issued within 14 days of the credit balance. If payment was made by credit card, the account will be credited. If payment was made by check, a refund check will be mailed. (It is important, therefore, that students' addresses in the College's computer system be current.)

FINANCIAL AID: UNDERGRADUATE STUDENTS

HTC is committed to helping students afford the opportunity for a valuable education. In order for the college to determine eligibility for any type of financial aid, all students (except international students) must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Financial aid is provided through college, state, and federal funds from scholarships, grants, loans, and employment. Awards are designed to recognize scholastic achievement, service, and/or demonstrated need. The variety of financial aid programs available allows many students to greatly reduce their educational costs while attending Touro College.

It is the student's responsibility to request, complete, and submit all forms with necessary documentation for all financial aid programs, including scholarships, in a timely manner. These awards are not granted retroactively and are subject to the availability of funds.

Financial aid awards are not guaranteed and subject to all revisions in federal, state and institutional policies, availability of funds, changes in enrollment, minimum grade requirements, housing status, and timely submission of all required documentation.

Students must meet Satisfactory Academic Progress (SAP) requirements at all times in order to receive and retain financial aid.

Office of Financial Aid

The Office of Financial is open Monday – Thursday, 9am – 5pm, and Friday, 9am – 1pm. The Registrar can be reached at (847) 982-2500 ext. 1128 or via email at Bachrach@htc.edu. The Financial Aid Office can be reached at (847) 982-2500 ext. 1135 or Stephanie.Sweeer@htc.edu or Mr. Ira Clair at (847)982-2500 ext. 1140 or Clair@htc.edu.

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 lies with the student and his/her family. As a private educational institution, however, Hebrew Theological College recognizes that many students need financial 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 HTC Scholarships and other 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 Free Application for Federal Student Aid (FAFSA) which is electronically submitted to the United States Department of Education (USDE) via FAFSA on the Web (www.fafsa.ed.gov). USDE analyzes the information and calculates the expected family contribution (EFC) using a standard formula known as

Congressional Methodology. The Financial Aid Administrator reviews this information. The financial need of a student is calculated using the following basic formula:

$$\text{Cost of Education} - \text{Expected Family Contribution} = \text{Financial Need}$$

Once need has been determined, the Financial Aid Officer 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, as well as government and private loans.

Students are also encouraged to seek private scholarships and grants. The Financial Aid Office maintains information regarding potential scholarship assistance and will help students identify likely sources of aid.

Applying for Financial Aid

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

Applicants must:

- Be U.S. citizens or eligible non-citizens
- Meet Selective Service requirements
- Not be in default status on a student loan
- Not owe a refund on any gift aid previously received
- Be admitted as a credit-seeking student

Financial Aid Procedures

Financial aid applicants must complete the following steps:

- Apply for admission to Hebrew Theological College and send all required materials to the HTC Office of Admissions (new students only).
- Complete and submit a Financial Aid Form (FAFSA) to the United States Department of Education via FAFSA on the Web (www.fafsa.ed.gov). **This must be done annually.**
- In some cases a student's file will be selected for further verification by the government and/or Financial Aid Administrator. Additional paperwork may be requested to determine financial aid eligibility.

ADVISING AND COURSE MANAGEMENT

Students are required to speak to an academic advisor before registering for courses, at which time the advisor will release a PIN number for online registration. Students register for

courses through the TouroOne portal with the ID and password assigned to them upon acceptance to HTC. For online support, students are encouraged to contact the Touro Helpdesk (nonstop@touro.edu). In addition, advisors and the Registrar and Dean's offices are available to assist.

Students can view undergraduate progress, final grades, unofficial transcripts and course websites through the TouroOne portal.

TRANSCRIPTS

Students can order official copies of their transcripts as follows:

1. Go to <http://www.htc.edu/>
2. Click on the Academic Tab
3. Scroll down to Registrar's Forms
4. Read carefully the information and instructions that appear
5. Click on "Request an Official Transcript"
6. Scroll down to the link that reads "Click here to order an Official Transcript online"

All official transcript requests must be cleared by the Bursar before processing. Processing of official transcripts requires 7-10 business days after receiving Bursar clearance, longer during peak periods.

RUSH Service

Same-day transcript request service is now available. Here's how the RUSH system works:

- There is a limit of two official transcripts per order.
- Requests must be submitted online – please follow the steps above - no later than 12 noon on business days.
- Transcripts will be available by 3 PM on the same day.
- RUSH requests submitted after 12 noon will be processed on the next business day.
- A fee of \$30.00 is added to the applicable transcript charge for RUSH orders.
- Student copies can also be requested with RUSH service.

Viewing and Printing Your Unofficial Transcript from TouroOne:

1. Log into your TouroOne account at <https://touroone.touro.edu/sso/login>
2. Click on the "Academic" tab and click on "View Academic Transcript (Unofficial Transcript)" under the "My Records" portlet.
3. If you wish to print, right-click using your mouse then select print.

If you do not have access to a computer and/or printer, you may log onto the website and print your report in any Touro College computer lab.

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. Students must contact Rabbi Gavriel Bachrach, Registrar, to declare an additional major.

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. At the Blitstein Institute, the primary advisor is generally the Chair of the Department of the student's major. If the major is Judaic Studies, the advisor is the Dean or Assistant Dean. In Beis Medrash, the Dean is the 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 at Beis Medrash– 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.

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 clear the change with their advisor. Changes must be made on the Touroone Portal.. 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).

The date shown on the Portal will be considered the official date of the Add/Drop decision and will be the basis for both academic and financial actions.

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

Incomplete

The grade "I" given at the end of a semester indicates that the instructor has agreed to withhold a final grade until a student completes a small portion of assigned work. The incomplete is meant to allow for crisis management, not for routine time mismanagement or

to manage an overload of coursework, allow time to improve a grade, or manage predictable life cycle events. Requests for incompletes must be submitted prior to finals week of the semester for which an incomplete grade is sought.

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

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

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

Credit by Examination

A student who achieves 70 percent or above on the Hebrew portion of the Test of Judaic Knowledge is exempt from taking a course in Hebrew language.

Advanced Placement

Hebrew Theological College awards credit for advanced placement examination scores of 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.

A+	4.33	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
						F	0

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-. Students who achieve at least 3.75 will be recognized on the High Dean's List.

Application for Graduation

Candidates for graduation must complete an application provided by the Registrar's Office and submitted with a \$200 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, the WAT III 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.

Graduates in the field of Health Sciences must take the teas exam in order to graduate. Graduates in the field of Speech and Communication Disorders must complete a posttest in that area of study. Students in the field of English must complete a major research literary paper. Those completing a major in Education must Student Teach, pass State of Illinois licensure exams and a portfolio of their work. Graduates in the field of Accounting, Business, Computer and Information Sciences and Psychology must complete the capstone courses successfully.

Graduation with Honors

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

A cumulative GPA of 3.5 or above

No grade lower than B- in the student's major

Minimum of 60 credits in residence

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

A cumulative GPA of 3.8 or above

No grade lower than B in the student's major

1. 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 (i.e. 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 federal aid is sought. Illinois residents must submit their applications as soon as possible after January 1st proceeding the fall semester for which aid is sought in order to meet the state MAP grant deadlines. These deadlines are subject to sudden change, so early submission is critical. Students who are **eligible but failed to meet aid deadlines** assume responsibility for the lost funding.

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

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

Financial Aid Procedures

Financial aid applicants must complete the following steps:

Apply for **admission** to Hebrew Theological College and send all required materials to the College (new students only).

Complete and submit a Financial Aid Form (FAFSA) to the U.S. Department of Education 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.**

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:

- The Student Aid Report (SAR) will be received by the student.
- For Illinois students: Illinois Student Assistance Commission/Monetary Award Program award letter will be received.
- The student should then contact the HTC Financial Aid Office to determine what financial aid funds he/she is eligible to receive.

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

HTC Scholarships

Need-Based Scholarships

Financial Aid from Hebrew Theological College, above and beyond government and private grants and loans will not be considered without complete documentation as outlined above. Such scholarship aid must be reviewed on an annual basis. Students receiving need-based HTC Scholarships must maintain a 2.5 GPA.

Merit Scholarships

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

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

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

- Student must have been duly admitted to HTC
- 3.75 High School GPA in both *Limudei Kodesh* and General Studies
- Minimum SAT score of 2000 or ACT of 31
- 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:

Student must have been duly admitted to HTC

3.5 High School and College GPA in both *Limudei Kodesh* and General Studies

Minimum SAT score of 1900 or ACT of 29

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 course work. 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:

- remediate 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 before 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.

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

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.

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.

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.

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 Beis Midrash

HTC's campus is equipped with many amenities to assist in the growth of its students. The campus itself houses study halls, computer labs, science labs, library collections, and other student services.

Hebrew Theological College's Beis Midrash program is 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. WDorm 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

Workout Room – All Beis 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, Rosh Chodesh lunches, Melave Malka Halacha shiurim, 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 Apogee*.

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

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

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

The **Writing Center** is available to help students prepare essays and reports suitable for all subjects and levels of classes. This includes assisting the students to understand the assignments, create appropriate theses and outlines, research and document properly, present arguments effectively, and write clearly and correctly. The Writing Center Staff tries to ensure that the writing process will be as smooth and pleasant as possible, ensuring that

students will not only produce appropriate work for their respective classes, but learn the proper style, structure, and technique to master future essays, reports, and papers, as well.

Career Guidance

A Career Guidance Coordinator guides students to choose employment or graduate programs. Resume building and seminars with the Chicago Vocational help students prepare for their futures.

Internships

Internships are encouraged in a number of the majors, especially in Accounting, Business, Computer Information and Sciences, and Graphic Arts and Design. Students are allowed to take 6 hours of an internship. Chairs help students to find specific internships that fit their needs. Students in Education and Speech and Communication Disorders are encouraged to find part time jobs as an aide to give students experience in their fields.

Weather Related Emergencies

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

Photography on Campus

Photographs and/or audio and video tapes may be made of students and guests while on campus or during events. These images and audio may be used by HTC for promotional purposes, including use in magazines, newspapers, press releases, booklets, brochures, pamphlets, newsletters, advertisements, on HTC's website and associated sites, and in other promotional materials. If you do not wish to be included in published media, please notify the Chancellor's office. A form is available for such purposes.