

SPERTUS INSTITUTE OF JEWISH STUDIES

CHICAGO, ILLINOIS

STUDENT HANDBOOK

2009-2010



יהי אור

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Disclaimer

This Student Handbook represents the current policies and procedures, which may be altered from time to time to carry out the purposes and objectives of The College. It serves as a basic reference for all students at The College. Neither the provision of this guide, nor acceptance of students through registration and enrollment in The College, constitute a contract or an offer of a contract. The College reserves the right to change these policies and procedures, any provision, offering, requirement, or fee at any time within the student's period of study at The Institute with or without notice. The College further reserves the right to require a student to withdraw from The College for cause at any time. The policies and procedures discussed in this document were reviewed by Spertus' legal counsel and presented to the faculty of Spertus College.

Welcome

Dear Spertus College Student:

Welcome to Spertus College! This Handbook is a summary of the policies and procedures that govern student life at Spertus College, and of equal importance, it is a description of the philosophy and values that make a Spertus College educational experience special.

Each year Spertus serves thousands of visitors to its acclaimed Museum and extensive Library. Each year the College enrolls hundreds of talented graduate students in masters and doctoral degree programs and thousands more in adult Continuing Education courses and programs. After 85 years of important academic accomplishment, Spertus is poised to continue its rich heritage of education and expand and improve its resources and offerings. People and ideas have always been at the core of Spertus, and our staff and educational vision will continue to guide us in the next stage of our institutional development.

Education is central to everything that takes place at Spertus. You have come to an institution that treasures learning as intrinsic and sacred, and as a process that accompanies one through life. According to a well-known rabbinic adage, “If you have acquired knowledge, what do you lack? If you lack knowledge, what have you acquired?”

All faculty members, in each educational experience, share this commitment to the pursuit of knowledge. They will try to help you grow, and to help you learn the importance of continuing your education throughout your life. We wish you great success in this effort.

With best wishes,

Dean Phillip Bell

Dean Phillip Bell, Ph.D.
Dean/Chief Academic Officer and Professor of Jewish History

Spertus Institute of Jewish Studies: An Introduction

Spertus Institute has changed and developed since its founding as The College of Jewish Studies in 1924. In 1970, the institutional name was changed to Spertus College of Judaica, and in 1993 the institution was re-named Spertus Institute of Jewish Studies. As our institution has developed and changed, so has its mission. While the initial institutional focus on offering high-level Jewish education remains unchanged since the founding of our organization, new means and techniques of providing education and new programmatic foci on community service have been integrated into our programs and activities. New areas of learning have expanded the dimensions of the content of the education we provide. Advancing technologies have enabled us to reach people outside of the immediate Chicagoland area that historically comprised our geographical scope of service. These, and other changes, require us periodically to re-conceptualize and to recast our Mission Statement. The current Mission Statement is the result of a year-long review by a Board-led Committee. The Mission Statement was adopted by the Board in pilot form in 2004 and formally adopted in 2007, with small revisions adopted in 2008.

The Mission Statement is an exercise in self-definition. It states who we are, what we do, and what our key institutional values are. The Mission Statement informs and shapes all institutional programs and activities. The professional endeavors of all faculty and staff flow out of the institutional characterization, definition and features posited in the Mission Statement. The Mission Statement serves as the basis for institutional program planning. It is an important means for assessing the effectiveness of faculty and staff. The establishment and implementation of both short-range and long-range institutional goals are shaped with reference to the Mission Statement. The Mission Statement is a “living document,” as it impacts upon the day-to-day life of The Institute. It serves as a functional tool through which institutional self-definition becomes institutional programmatic action. You will find the text of the current Mission Statement on the next page.

In addition to the institutional Mission Statement, The College has drafted a departmental Mission Statement that reflects more specifically its educational values and focus.

Mission Statement of Spertus Institute of Jewish Studies

Spertus is a Jewish institution grounded in Jewish values that invites people of all ages and backgrounds to explore the multi-faceted Jewish experience. Through its innovative public programming, exhibitions, collections, research facilities and degree programs, Spertus inspires learning, serves diverse communities and fosters understanding for Jews and people of all faiths, locally, regionally and around the world.

Board Approved: 2008

Mission Statement of Spertus College

Spertus College engages adult learners, in the Chicago area and around the globe, with content-rich and innovative graduate degree and continuing education programs in the areas of Jewish Studies, Nonprofit Management and Leadership Training. The College provides a dynamic learning environment guided by educational excellence, openness to diverse learners and learning styles, commitment to lifelong learning, and dedication to community responsibility.

Faculty Approved: 2007

A Brief Institutional History

Dr. Alexander Dushkin founded the College of Jewish Studies in 1924. Dushkin was a pioneer in American Jewish education. At that time he was Superintendent of the Chicago Board of Jewish Education (BJE) (he later established the education department at the Hebrew University of Jerusalem). As a division of the BJE, the College was formed to train instructors and leaders for formal and informal Jewish education programs, and to provide quality Jewish higher education. The College of Jewish Studies was the first American Jewish teacher training school established west of the Hudson River.

In the 1940s, under the leadership of Rabbi Samuel Blumenfield and Dr. Leo Honor, the identity of the College as a distinct institution began to emerge. In 1942, the College was authorized to grant degrees by the Illinois Department of Education. In 1944, the BJE authorized the College to obtain its own Board of Governors. In its charter, issued in 1945, the particular mission of the College was defined as “Maintaining and operating a College in which youths and adults may receive an education, on a college and post-graduate level, in...any subject relating to Jews and Judaism.”

In 1945, the College moved from 220 South State Street into new quarters at 72 East 11th Street. In 1946, the College extended its course offerings to include studies at its summer camp, Camp Sharon. By 1948, the College’s Department of Graduate Studies was offering the degrees of Master of Hebrew Literature and Doctor of Hebrew Literature. Hundreds of alumni have served and do serve as rabbis, educators, and community leaders. Through its once-active Institute of Jewish Music, many cantors and choir directors were also trained.

In the mid-1960s, during the tenures of President David Weinstein and Dean Martin Goldman, the College instituted a series of cooperative courses and undergraduate degree programs with several Chicago colleges and universities. A multilateral consortium of Jewish Studies was formed with the College at its hub. Begun with Roosevelt University, this consortium eventually expanded to include DePaul University, Mundelein College, University of Illinois at Chicago, Northeastern Illinois University, Northern Illinois University, the Chicago Cluster of Theological Schools, and a number of other local colleges and universities.

From its inception, the College’s faculty included many renowned Jewish scholars. Fritz Bamberger, who taught Jewish Philosophy from 1939 to 1946, served as a rabbi at Sinai Temple in Chicago and was later a faculty member at Hebrew Union College—Jewish Institute of Religion, Vice President of the

Leo Baeck Institute, and Vice Chairman of the North American Board of the World Union of Progressive Judaism. Simon Halkin, a renowned scholar of modern Hebrew literature, taught at the College from 1940 to 1943 and was later Professor of Modern Hebrew Literature at the Hebrew University of Jerusalem and the Jewish Theological Seminary of America. Shimon Rawidowicz, who served at Spertus between 1947 and 1951, became the first chair of the Department of Near Eastern and Judaic Studies at the then newly formed Brandeis University. Moses Shulvass was the director of the College's graduate school in the 1950s and 60s and one of the towering giants of Jewish history in the 20th century.

In 1968, Spertus Museum, the largest museum of Judaica in the American Midwest, was established at the College. The centerpiece of the Museum is the Judaica collection of Maurice Spertus. The Museum's collection and exhibitions have attracted international attention. In 1970, as an acknowledgement for the longtime support of the Spertus family, particularly Herman and Maurice Spertus, the College changed its name to Spertus College of Judaica. In 1974, the College moved to 618 South Michigan Avenue (The Ratner Center), one door away from the College's 1924 site at 616 South Michigan Avenue and its new facility at 610 S. Michigan Avenue. In the same year, the Asher Library was named in honor of Chicago philanthropists Helen S. and Norman Asher, who were the lead-donors for the new 610 S. Michigan Avenue facility.

The Master of Science in Human Services Administration (MSHSA) degree program was introduced in 1982 as an expansion of the program in Jewish Communal Service with eleven students. Since that time, over a thousand MSHSA degrees have been granted, with 60-80 students beginning the program annually.

In 1984, after twenty years as president, Dr. David Weinstein retired from his post. On November 11, 1984, Dr. Howard A. Sulkin was installed as seventh president of Spertus College. In Fall 1984, President Sulkin initiated a process of institutional reorganization and renewal. As a significant part of this process, the College's curriculum was completely revised for the first time in over fifty years. This major project was undertaken by the College's Chief Academic Officer, Dr. Byron L. Sherwin. By 1989, the College began its transition to becoming a post-baccalaureate institution, necessitating a substantial restructuring of the College's consortium agreements. In 1993, the College was renamed Spertus Institute of Jewish Studies to reflect the breadth of the institution.

In 1993, under the direction of Dr. Sherwin, Spertus launched its Doctor of Jewish Studies degree via distance learning. Subsequently, in 1995 it offered

the Master of Science in Jewish Studies, and in the last several years has added the Master of Science in Jewish Education and the Doctor of Science in Jewish Studies to its distance learning offerings.

In 2001, Dr. Dean Phillip Bell became the Dean and Chief Academic Officer of Spertus. After an extensive program review, the Master of Science in Human Services Administration program was revised and renamed the Master of Science in Nonprofit Management beginning with the Spring 2005 cohorts. After a review of master's level Judaica programs, the Master of Science in Jewish Studies program is being revised, a new approach to distance education has been developed, and a new degree program in Jewish Professional Studies has been developed and launched.

In its on-going public service to the community, Spertus Institute offers extensive high-level continuing education programs, including lectures, conferences, symposia, concerts, and exhibitions. With the appointment of Dr. Hal M. Lewis as Associate Dean and then Dean of Public Programming and Continuing Education in 2002, Spertus made a significant commitment to public programming and public service, which are intrinsic to the mission of the Institute.

In Fall 2007 Spertus moved into a new facility at 610 S. Michigan Ave. The new building provides state-of-the-art classrooms, vastly expanded public, exhibition and Library spaces, as well as a student.

In Fall 2008 Dr. Hal M. Lewis was appointed as Senior Vice President and Chief Operating Officer to oversee institutional operations and programs. In July, 2009 Dr. Lewis became the eighth President of Spertus Institute and former President Sulkin became Chancellor.

Legal and Accreditation History and Status

The original institutional corporate charter of the Institute as the College of Jewish Studies, then a division of The Board of Jewish Education of Metropolitan Chicago, is on file at the Office of the Secretary of State of Illinois, and is dated December 1926. In May 1945, the College of Jewish Studies was granted a charter by the Secretary of State of Illinois as a separate corporation. Articles of Amendment to the Articles of Incorporation were filed with the Secretary of State of Illinois in May 1966 and July 1970. The July 1970 amended articles legally changed the name of the institution to Spertus College of Judaica.

In 1942, the College of Jewish Studies was authorized to grant degrees by the Illinois Department of Education. Subsequently, new degrees granted by the Institute have been authorized under a “grandfather clause” in the original “entitlement” to offer academic degrees.

In 1971, the Institute was granted accreditation by The Commission on Higher Education (now the Higher Learning Commission) of the North Central Association of Colleges and Schools (NCA) as a bachelor’s degree granting institution. In 1976, accreditation as a bachelor’s degree-granting institution was continued, and accreditation through the master’s level was granted. In 1987, accreditation was continued. In the 1990s, the Institute completed its transition to a graduate degree granting institution. In 1992, accreditation on previous levels was continued, and accreditation for offering the Doctor of Jewish Studies (DJS) degree was granted. In 1997 accreditation was again continued. Accreditation for offering the Doctor of Science in Jewish Studies (DSJS) was approved in 1998, the Master of Science in Jewish Education (MSJE) in 1999, Master of Science in Nonprofit Management (MSNM) in 2005, and the Master of Arts in Jewish Professional Studies (MAJPS) in 2007. In 2008 the Institute was evaluated by a team of Consultant Evaluators from the Higher Learning Commission and granted ongoing accreditation until 2018.

In Spring, 2005 the Master of Science in Human Services Administration program was revised and renamed the Master of Science in Nonprofit Management. At the same time the Master of Arts in Jewish Communal Services (MAJCS) program was discontinued; however, students may choose Jewish Communal Services concentration areas in the (Master of Science in Jewish Studies (MSJS) program or as part of the MAJPS program, which was begun in Fall 2007.

At present, Spertus offers the following degree programs:

- Master of Science in Jewish Studies (MSJS)
- Master of Science in Jewish Education (MSJE)
- Master of Science in Nonprofit Management (MSNM)
- Master of Arts in Jewish Studies (MAJS)
- Master of Arts in Jewish Education (MAJEd)
- Master of Arts in Jewish Professional Studies (MAJPS)
- Doctor of Science in Jewish Studies (DSJS)
- Doctor of Jewish Studies (DJS)

Institutional Governance

Spertus Institute is a corporation, chartered by the State of Illinois. Both the U.S. Government and the State of Illinois recognize the nonprofit status (501-C3) of The Institute. According to its corporate charter and its by-laws, The Institute is to be managed by a policy-making board called “The Board of Trustees.” The committee of the Board that deals directly with educational programming is the Education Committee.

Academic Administration

The Institute’s administrative structure is designed in a manner conducive to carrying out the institutional mission as defined by the institutional Mission Statement.

At the recommendation of the Dean/Chief Academic Officer (henceforth: Dean/CAO), or acting through the Dean/CAO, the President may appoint academic staff and faculty to assist the Dean/CAO in the planning and operation of The Institute’s educational and cultural programs. With the consent of the President, the Dean/CAO may discharge members of the faculty, academic or educational staff. Academic and educational staff members who do not have faculty appointment are subject to the *Employee Manual*.

Because this *Faculty Manual* is primarily concerned with functions, responsibilities, policies and procedures as they relate to faculty, the following general descriptions of various administrative officers and personnel focuses upon those most directly related to the academic aspects of The Institute.

The Institute’s administrative structure is designed in a manner conducive to carrying out the institutional mission as defined by the institutional Mission Statement.

• The Board of Trustees

The governing body of Spertus Institute is its Board of Trustees. The Trustees are charged by law with the ultimate responsibility for the conduct of The Institute’s affairs. In practice, such responsibility is delegated to the President, who also serves as the Chief Executive Officer (CEO) of The Institute.

A major responsibility of the trustees, along with the President and the Office of Development, is helping to fund programs. Whereas most private colleges

and universities are primarily (50%-80%) funded by tuition, only about 20% of Spertus' annual budget comes from tuition. The rest comes primarily from: endowment income, an annual grant from The Jewish Federation of Metropolitan Chicago, and from private gifts and grants. The trustees and the President, along with the Development Office, are involved in raising funds from these sources. In this way, tuition costs are kept down as a way of encouraging students to study with us.

Institutional policies are made by the trustees, and the administrative officers of The Institute are obliged to carry them out. The appointment of administrative officers is authorized by the Board through the President to exercise delegated responsibilities for the day-to-day operation of The Institute.

- **President**

The President, who also serves as Chief Executive Officer (CEO), is appointed by the Board of Trustees and is the primary liaison with that body. The President is responsible for administering the policies of the institution as determined by the Board, and for the general management of The Institute, particularly fundraising operations. On matters of the administration of The Institute, the President is the highest and final authority.

The President is empowered to sign agreements on behalf of The Institute and to appoint or discharge any staff or faculty. In some cases of appointment or separation, the President is required to consult with relevant Board committees or with officers of the Board. The President is further empowered to delegate authority and to act through other officers and staff of The Institute in the exercise of that authority. Under the supervision of the Board and the President, the President is responsible for the realization of the institutional mission, financial viability, long-term strategic planning, and the maintenance of high quality educational and cultural programming. All senior Administrative Officers report directly to the President.

- **Chancellor**

From time to time a Chancellor is appointed with a narrowly-defined and time-limited charge, generally related to significant fundraising or representation of the Institute in various programs and ceremonies.

- **Dean/Chief Academic Officer (CAO)**

The Dean/CAO is a senior officer of The Institute. The Dean/CAO is appointed by the President, after consultation with the Board. The Dean/CAO is the senior academic officer of The Institute, and bears responsibility for all academic and educational programming in the College. The Dean/CAO also supervises the work and staff of the Asher Library. The Dean/CAO also serves as the Dean of Faculties. Jewish Studies faculty report to the Dean/CAO directly; Nonprofit Management faculty report to the

Dean/CAO indirectly through the MSNM Faculty Chair. The Dean/CAO is the highest and final authority on the application of most policies and procedures as they relate to curriculum, to the educational programming, and to the students of The Institute. In addition, the Dean/CAO staffs the Board's Education Committee. The Dean/CAO is also a member of the faculty with appropriate faculty rank.

- **Director of Doctoral Programs**

The Director of Doctoral Programs reports directly to the President and manages all aspects of the doctoral programs, including curriculum and faculty development, and serves as the primary advisor for all doctoral students.

- **Director of the Master of Arts in Jewish Professional Studies (MAJPS) Program**

The MAJPS Program Director is responsible for the development (with a curriculum committee) and implementation of the MAJPS curriculum. The MAJPS Program Director oversees all fundraising, recruitment, course scheduling, Professional Advisor appointments and Learning Plan approval (with a faculty committee). The MAJPS Program Director serves as the student advisor for all MAJPS students. The MAJPS Program Director supervises the MAJPS Program Coordinator.

- **MSNM Faculty Chair and Academic Advisor**

The MSNM Faculty Chair reports to the Dean/CAO and is responsible for the hiring and orientation of MSNM faculty, oversight of the MSNM curriculum, and advising of MSNM students. In addition, the MSNM Faculty Chair serves as the coordinator for assessment of student learning at Spertus College.

- **Director of Public Programming and Continuing Education**

The Director of Public Programming and Continuing Education reports to the Dean/CAO and is responsible for the planning, coordination and implementation of all non-credit and non-degree adult Judaica programs of The Institute.

- **Faculty**

The Faculty consists of dedicated men and women distinguished by their high-quality teaching and scholarship. The Faculty of Spertus College has primary responsibility for curriculum, requirements for admission and graduation, standards of scholarship, and general academic programs of The College.

Faculty members are obliged to be available to students for personal conferences on course-related issues. Faculty members act as academic advisors to degree students. Spertus faculty—both full- and part-time—have

been recognized for their excellent academic credentials, pedagogic expertise and orientation to student needs.

- **MAJPS Program Coordinator**

The MAJPS Program Coordinator assists the Program Director with student recruitment, enrollment, course scheduling, Professional Advisor and Learning Plan arrangements and special events.

- **Assistant Director for Recruitment and Alumni Affairs (MSNM)**

The Assistant Director of Recruitment and Alumni Affairs reports to the Dean/CAO and is responsible for recruitment activities, assisting the College to meet its annual enrollment goals, marketing College programs, maintaining Career Services, and serving as the contact person for the Alumni Association.

- **Registrar and Financial Aid Administrator**

The Registrar and Financial Aid Administrator serves as the Registrar for the College and is responsible for management of scholarship and financial aid processes and tracking student progress. The Registrar and Financial Aid Administrator reports to the Dean/CAO.

- **College Administrative Assistant**

The College Administrative Assistant reports to the Dean/CAO and is responsible for various tasks related to College classes and events, many registrar functions, and the general support of The College.

- **Chief Financial Officer**

The Chief Financial Officer reports to the President and, among other duties, is responsible for maintaining and issuing statements of student receivable balances, depositing student payments, and issuing appropriate tax forms to students at the end of the calendar year.

The College Administrative Offices

Most services for students are performed through the College Administrative Office. The Office is located at 610 S. Michigan Avenue—6th floor (phone: 312-322-1726). The Office handles all aspects of admissions, counseling, and financial aid. In addition, it maintains all student records. Office hours are Monday through Thursday, 9:30 a.m.—6:30 p.m. College offices are closed Friday through Sunday.

The purpose of the **College Administrative Offices** is to serve you—the student. Please utilize its services. Students are requested to inquire at this office with regard to the following services:

1. degree information and counseling,
2. student registration and course schedules,
3. changes in registration schedules,
4. grade reports and grade changes,

5. transcript and graduation evaluation,
6. requests for transcripts,
7. notifications of change of name and/or address,
8. applications for proficiency exams,
9. financial aid information,
10. information about continuing education programs, and general information about The College.

The College Administrative Office can be consulted during regular office hours to provide a range of additional services to students seeking assistance. These include, for example, the recommendation of tutorial or course work in Hebrew.

Programmatic Structure

Educational programming is the primary feature of the mission of Spertus Institute. All areas of the institution exist either to provide educational programming or to support those that do. Hence, all departments of The Institute fall into one of two categories: programmatic or programmatic support. Programmatic support departments include Development, Institutional Outreach, Finance and Administration, and Institutional Design. All other departments directly relate to educational programming.

The Institute consists of three major program areas: Spertus College, Asher Library, and Spertus Museum. The “director” of Spertus College is the Dean/CAO.

Credit and degree programs in what was formerly Human Services Administration and is now Nonprofit Management are the direct responsibility of the MSNM Faculty Chair with the assistance of faculty and staff. Credit and degree programs in Jewish Studies are the direct responsibility of the Dean/CAO, with the assistance of faculty and staff.

Although educational programming at The Institute takes place at various levels, using diverse educational methodologies and delivery systems, The Institute endeavors to integrate its educational programs in both planning and implementation.

All educational programming is directed by the Dean/CAO. Coordination of all non-credit educational programming is the responsibility of the Dean of Public Programming and Continuing Education (for Jewish Studies) and the MSNM Faculty Chair (for Nonprofit Management). The Institutional Educational Planning Committee meets regularly to discuss and help plan all non-credit educational programs. Each program area of The Institute is represented on this committee. The Asher Library and Spertus Museum serve not only as major program areas but also as the custodians of Spertus’ “collections.” As such they are responsible for the maintenance and development of those collections. Every effort is made to utilize these collections in The Institute’s educational programs.

The Asher Library

As a student at Spertus College, you may utilize the services of its Asher Library. The entrance to the Library is on the 8th floor at our 610 S. Michigan Ave. campus. Or, you can visit the Library online, where you can access thousands of full-text articles and books.

The Asher Library is one of a small number of major Judaica libraries in the United States. Holding more than 110,000 volumes in virtually all aspects of Judaica, the Library collection also includes more than 550 current periodical subscriptions; over 1,000 feature films and documentaries on VHS and DVD; several thousand sound recordings and sheet music; more than 2,000 rare books; and approximately 1,200 rare and valuable maps of Israel and surrounding areas from the 16th to the 20th century.

Another one of the Library's special collections is the Lewis Sulkin Collection of works related to the Human Services Administration and Nonprofit Management programs. This collection is located in a specially designated area of the Library (8th floor).

A unique feature of the Library is the Chicago Jewish Archives, located on the 7th floor. The Chicago Jewish Archives is the repository for the written, oral and visual history of the Chicago Jewish community. The Archives has over 1,300 linear feet of processed collections, including the complete records of the Jewish Federation and its predecessors going back to 1865; the records of the Midwest offices of the ADL and the American Jewish Congress; records of synagogues such as South Shore Temple and Kehillath Jeshurun; family papers such as those of architect Alfred S. Alschuler and author Jerzy Kosinski, and much more. The Archives participates in educational activities by mounting exhibitions drawn from its collections, sponsoring programs, and offering research assistance to students of all types. The Chicago Jewish Archives are temporarily closed to the public.

In addition, the Library provides reference services, staffed by professional library personnel. Queries may be submitted in writing, via phone, fax or email and are usually answered within 24 hours. The reference staff will also locate and photocopy journal articles and fax or mail them for a fee. Librarians are also available to provide orientation in the use of the library and its resources, including online databases. Students are strongly encouraged to make maximum use of this precious resource of The College.

Material not found in the Asher Library can be requested via interlibrary loan. Students can also obtain an Infopass, which can be used for admission to some Chicago-area academic libraries. The Library is a long-time participating member of RLIN (Research Library Information Network, now merged with OCLC), which has over 1 billion items in its combined worldwide database. The Asher Library maintains reciprocal borrowing privileges with the Daley Library of the University of Illinois at Chicago.

Students may have up to fifteen items on loan at a time. Books will be shipped (for a fee via UPS) upon request. Fines are charged for overdue materials.

The Library also maintains a reserve collection of course-related materials set aside at the reference desk and circulated for limited periods of time, which are determined by the instructor. Students not clearing Library obligations before the end of each quarter will not receive grade reports or transcripts until their record is cleared.

The Asher Library is open daily, Sunday through Thursday. Hours are Monday through Thursday 1:00 p.m.—6:30 p.m. and Sunday 12:00noon—4:00 p.m.

The Asher Library Catalog is available at all times through the Spertus website. Registered students also have access to a variety of full-text Jewish Studies articles and books through the Feinberg E-Collection as well as hundreds of full-text articles in a wide range of disciplines through EBSCOHost.

Additional Information about Library Services is available by calling (312-322-1712) or visiting the Library or on the Spertus website (www.spertus.edu).

Spertus Museum

Located on the 4th, 9th and 10th floors of The Institute, the Museum is the Midwest's most comprehensive Jewish museum.

Established in 1968, the Museum serves as an educational adjunct of The College; as a research resource for students, faculty and other scholars in the field of Jewish Studies; and as a cultural center for the Jewish and non-Jewish communities.

Spertus Museum's collection of several thousand artifacts and pieces of artwork spans 3,500 years of Jewish history. It forms the basis for exhibitions about Jewish practices and traditions. Changing exhibitions explore Jewish life—current and historic—local and international. A core of the permanent collection is viewable in a special storage depot on the 9th floor. A new Children's Center on the 4th floor is an interactive exploration of language and storytelling that was developed in partnership with Jim Laski, artistic director of Redmoon Theater.

The collection also contains special materials on the Holocaust. The Museum, with its Zell Holocaust Memorial, installed the first permanent exhibition on the Holocaust in an American museum. The Museum also serves as a center

for the display of special exhibits organized by the Museum and in cooperation with other museums and cultural centers.

Check the Spertus website (www.spertus.edu) for the most current Museum hours and programs.

Spertus students presenting a valid I.D. card will be admitted free of charge. Guided tours are available through the Museum Office for groups of ten or more, with advance notice.

Spertus Shop (endowed by George and Mae Bariff)

The Spertus Shop is located on the 1st floor. Some textbooks can be purchased at the Shop. Gifts for any occasion are available, including children's books, cookbooks, Yiddish and Hebrew literature, history and Judaica books, Israeli art, handicrafts, works by American Jewish artists, jewelry, ceremonial objects and tapes.

Computer and Photocopying Resources

Students have computer access through the Asher Library (8th-floor reading and reference room) and the Student Lounge (7th floor). Students using these systems must follow The Institute's Acceptable Use Policy, which is available from the College Administrative Offices. Photocopy machines are available for a fee in the Library Reference Room (8th floor). There are no fax services available to non-employees of Spertus.

Student Lounge, the Landing and Public Listings

Located on the 7th floor, the student lounge has vending machines and comfortable seating areas. During hours when it is not booked for programs or events, the Second Floor "Landing," at the east end of the building is also available for students, faculty and staff to meet formally or relax. Official College bulletin boards are located in the seventh floor Student Lounge. Posted on the board are current job opportunities, graduate and overseas programs, special fellowships and scholarships, news of cultural events in the Chicago area and College announcements. Students are encouraged to consult this bulletin board regularly.

Building Hours

Monday-Thursday, 8:00 a.m.—9:30 p.m. Sunday, 9:00 a.m.—5:00 p.m.
Students must present a valid ID.

General Information for All Students

Institutional Calendar

Most Jewish Studies course offerings at Spertus College follow a quarterly academic schedule. Fall, Winter and Spring academic quarters are ten weeks each, with the Summer quarter having a shorter duration. Each module in the Nonprofit Management program courses follow a separate schedule based on a cohort model of continuous course offerings.

The College does not hold classes on certain national holidays and on certain Jewish holidays. Since Jewish holidays begin at sundown, The College closes early on the eve of Jewish holydays. During the Fall, such holidays and holydays usually include: Labor Day, the two days of Rosh Hashana (Jewish New Year), Yom Kippur (The Day of Atonement), the two first and last days of Sukkot (The Feast of Booths), Thanksgiving and the Friday following Thanksgiving, December 25, December 31 and January 1. During Winter, The College does not suspend classes for national holidays since severe weather may cause the suspension of classes during periods of that season, thereby causing courses to meet less than the requisite number of class hours. However, courses in the Nonprofit Management program are not held on the Martin Luther King Holiday. In Spring, classes are not held on the eve of Purim (the Feast of Lots), the eve of Passover, the first two and last two days of Passover, the two days of Shavuot (The Feast of Weeks), and Memorial Day. In Summer, classes are not held on Independence Day and Judaica classes are not held on the fast of Tisha B'Av.

Change of Address

Students are requested to notify the College Administrative Offices in writing (via mail or email) immediately of changes in their home or work address, telephone numbers or emails, as well as other relevant vital information. If a student's legal name has been changed, documentation must be sent to the College Administrative Offices.

Student I.D.'s

Each degree-seeking student will receive a Spertus College Photo I.D. card. This card enables students to access Library resources, receive a discount at the Bariff Shop for Judaica (except for textbooks), receive free admission to the Spertus Museum, and be admitted to the building without signing in or out. Replacement I.D.'s cost \$20.00 each.

Faculty Offices/Messages

Adjunct faculty members share an office space on the 3rd floor (room 315). Full-time faculty administrators have offices on the 6th floor. To leave messages for faculty members, you may call the College Administrative

Offices (312-322-1726). Written materials for faculty members may be left with the College Administrative Offices. Faculty members are required to inform students when they may be available for conferences and/or for telephone meetings.

Severe Weather School Closing Information

On occasion, especially in the Winter, weather conditions may threaten to make travel to or from class dangerous. In such cases, the Dean/CAO makes decisions about closing the College and cancelling classes. The following public web address will list any class cancellations: www.emergencyclosings.com. In addition, students may tune in to the following radio and television stations for closing information: WGN-AM, WBBM-AM, WBBM-TV, WFLD-TV, WMAQ-TV, WGN-TV, and CLTV.

In the event that a decision to cancel classes has been made early enough in the day, College staff will attempt to contact all students affected. However, decisions cannot always be made early and so if you are in doubt about the possible cancellation of classes, you should call the College Administrative Offices (312-322-1769) or the Reception Desk (312-322-1700) at any time during regular business hours.

International Students

Some international students study at Spertus. In preparing for enrollment or on-campus seminars, international students must secure all necessary approvals and visas on their own. Spertus does not have authorization to grant student visas, which must be obtained by contacting the U.S. Department of Homeland Security.

In addition to formal requirements, international students require an adequate command of English prior to enrolling in classes. International students are strongly advised to take the TOEFL (Test of English as a Foreign Language) examination, and to submit the results to our College Administrative Offices. If necessary, students will be advised to enroll in an English class designed for foreign students, which is offered at several local colleges and universities.

Students with Disabilities

In compliance with the Americans with Disabilities Act (ADA), which prohibits discrimination against persons with disabilities, Spertus College is committed to making all programs accessible and providing reasonable accommodations for persons with special needs, provided that such accommodations do not impose an undue hardship on Spertus College. Students needing assistance should contact the College Administrative

Offices at 312/322-1769, 800/526-0857 (Illinois Relay Center) or TTY 312/922-4950.

Public Safety

Each Fall, the College Administrative Offices posts and sends to students results of the Crime Statistics Survey that details any crimes reported as occurring on campus. This survey is posted on the 7th floor in the Student Lounge. Students should report crimes to the Front Desk Security station at the 1st floor entrance and to the College Administrative Offices. The Security Desk can be reached by dialing extension 763 on a Spertus telephone (322-1763). In case of a medical emergency, call 911. In case of an emergency requiring evacuation from the building, an Evacuation Plan is posted on each floor at the elevators. In case of an emergency, use the stairs and not the elevators.

How to Reach Spertus

Spertus College is located at 610 South Michigan Avenue (between Balbo and Harrison Streets) just south of the Chicago Loop area.

You are part of a large educational community, made up of approximately 55,000 students, and located within the dozen blocks surrounding Spertus Institute. Numerous educational and cultural opportunities are available to you. The College is located two miles east of the University of Illinois at Chicago, two blocks south of Roosevelt University, and next door to Columbia College. Within a two-mile radius are the Chicago Cultural Center, the Art Institute of Chicago, Symphony Center (home of the Chicago Symphony Orchestra), The Field Museum, The Shedd Aquarium, and The Adler Planetarium, as well as the downtown campuses of DePaul, Loyola and Northwestern Universities. Our College faces Grant Park and the famed Lake Michigan lakefront. Spertus was a founding member of the Grant Park Cultural and Educational Community.

Call the College Administrative Offices if you need more specific directions to The College.

Parking

Standard Parking at the Essex Inn (8th Street and Michigan Ave.) offers a discount parking rate for Spertus students with a Spertus validation. Some other nearby garages located along Wabash Avenue may also offer discounted rates to students—check with an attendant in advance. Parking receipts may be validated at the security guard's desk at the front entrance to Spertus.

Transcripts

Official transcripts bearing The College's official seal and an authorized signature of the Registrar or Dean may only be issued to the student him/herself or to an institution, business, or agency stipulated by the student upon written request of the student. Transcripts sent to students are signed, sealed and marked "Issued to Student." Students are provided with one complimentary copy of their official transcripts upon graduation. All subsequent requests will be charged a processing fee per transcript.

No transcripts can be issued unless all financial obligations to The College and the Library have been settled.

Official transcripts of credit earned at other institutions may become part of a student's permanent record at Spertus College, but are not reissued or copied for distribution. If needed, they must be obtained directly from the institution in question.

Diplomas are given to students either at graduation or when they have completed all degree requirements, providing all work has been completed and all financial obligations have been met. Duplicate diplomas are also available for a fee.

Release of Information

In accordance with the Family Educational Rights and Privacy Act of 1974, the transcript is released on the condition that no third party will be permitted access to this information without the written consent of the student.

Terms

The number directly following the course number represents the term the course was offered and/or taken. The term designations are as follows:

1-Fall 2-Winter 3-Spring 4-Summer

Grades and Grade Point System

<u>Grade</u>	<u>Points</u>
A+	4.3 (given in exceptional instances)
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7

D+	1.3
D	1
F	0
IP	In-progress
I	Incomplete
P	Pass
HP	High Pass
NC	No Credit
WD	Withdrawal without Credit

In the case of grades of C- or lower, a student must repeat the course. The original grade, along with the grade awarded upon satisfactory completion of the repeated course, remains on the student's transcript and will be used to calculate the overall GPA. Note: additional tuition and materials cost may be incurred for repeated courses.

Satisfactory Progress

In order to remain in good standing, a student must maintain a minimum average grade of B- (2.7 on a scale of 4.0). Students whose average falls below B- are placed on academic probation. Continued poor scholarship during succeeding quarters may lead to dismissal. It is the student's responsibility to monitor academic progress in the course of any given term and to take steps to improve academic status whenever necessary. The Satisfactory Progress Policy is further defined below for both Judaica and Nonprofit Management programs.

Policy on Course Withdrawal

Failure to withdraw officially from a course or courses may result in a grade of "F" appearing on the student's record for each course in which he or she was registered. Once recorded, a failing grade for a course on a transcript cannot be removed unless the grade is appealed and changed.

Individual programs may have specific policies regarding attendance and withdrawal from courses. The College Administrative Offices will assist students with withdrawal procedures. A student who is the recipient of any financial aid should also see the Student Records and Financial Aid Manager concerning financial aid regulations and course withdrawals or failures.

Graduation Requirements

Each student must file a graduation form with the College Administrative Offices. Forms will be mailed to students nearing completion of their program. The responsibility for meeting the application deadline rests with the student. Students must be current in meeting their financial obligations

to The College when applying for graduation and must be paid in full before graduation. Neither a diploma nor final transcripts will be issued to a student who has not met all academic requirements and financial obligations to Spertus Institute. Prior to Graduation, and by announced deadlines, students must complete a Graduation Request form and pay a Graduation/Commencement Fee.

Commencement

Students who have successfully completed all graduation requirements, are invited to participate in the commencement ceremony. Graduates are encouraged to invite friends and family to this festive event. Commencement ceremonies are held when there are a sufficient number of students who have met all graduation requirements. There are a limited number of tickets issued to graduates for the Commencement ceremony. The Graduation/Commencement fee covers costs associated with the rental of academic regalia.

Academic Rules, Regulations and Policies for All Students

Non-Discrimination

Spertus College has a longstanding record of non-discrimination in all educational opportunities because of a student's race, color, age, sex, marital status, religion, creed, sexual orientation, disability, national origin, military status, veteran status and other characteristics protected by law.

Policy on Release of Information Pertaining to Students

The College Administrative Offices maintains records for former students and for those currently enrolled.

The College Administrative Offices complies with the provision of the Family and Education Rights and Privacy Act of 1974 (Buckley Amendment) when releasing personally identifiable information concerning students. This law provides that a student's record is confidential information and may not be released without prior written consent of the student. However, The College may release certain "directory information" to appropriate parties at its discretion. To do so, The College must inform students of this policy and provide the opportunity for any student to withhold the release of "directory information." "Directory information" consists of: student's name, address, telephone number, email, major field of study, dates of attendance, degrees, awards received, and previous schools attended.

When inquiries are made about a student by other schools, corporations or agencies, "directory information" normally verified by College Administrative Offices is limited to the following: dates of attendance, attendance as full-time or part-time, degree(s) earned, the date the degree was conferred, and major field of study.

If a student does not wish this information to be released, a written request to withhold "Directory Information" must be submitted to the College Administrative Offices. This written request must be submitted within two weeks after the first day of class for the fall term (generally September 15) of each academic year during which the student is enrolled.

In the event that information is requested by law enforcement officials, Spertus College is obligated to comply with these requests.

Availability of Records of Students

A student's record is open to the student, with the following exceptions:

- a. Letters of recommendation placed in files prior to January 1, 1975, which were intended to be confidential and used only for the purpose for which they were prepared.

- b. Medical and psychological records, which are not available to anyone other than those providing treatment. They can be reviewed by a physician or licensed professional of the student-patient's choice.
- c. Some items of academic record under certain conditions. To insure the validity and confidentiality of references, certain documents may carry waivers, signed by the student, relinquishing the student's right of access to the document.

All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file.

A student wishing access to his/her records should consult with the Registrar.

Residency Requirement

To receive a degree from Spertus College, students must establish residency at The College. Residency is defined as a minimum of one year of full-time study or its equivalent, i.e., 45 quarter hours or 30 semester hours. *There are no exceptions to this policy.* Students receiving transfer credit from other institutions, students receiving credit based upon competency exams, and students for whom specific courses have been waived are nonetheless required to fulfill the residency requirement.

Courses taken toward fulfilling the residency requirement include all courses offered by Spertus College, regardless of the location at which they are offered. It is a general rule of the Illinois Board of Education that at least half of course-work toward a degree be taken at an institution's "home campus."

Transfer Credit

Students may petition to transfer academic credit earned at other accredited institutions of higher learning to Spertus College. Such petitions should be submitted at the beginning of a student's degree program.

Students enrolled in the Nonprofit Management program are not eligible for transfer credit and must take their entire program through Spertus.

Grade Appeal Process

Grades are to be determined solely on the basis of the academic performance of each student according to criteria determined by the course instructor. Each instructor is required to inform students of the criteria for evaluating, as well as the method for grading, student examinations and papers. Course curricula and course requirements must be distributed to each student enrolled in each course at the first class meeting. Students are entitled to compare their work in a course with the criteria applied for deciding the final

grade for the course. Accordingly, the course instructor is required to return major papers and examinations to students. A student who believes that a grade has been given in error, or that the grade does not reflect the quality of work done in fulfillment of course requirements, must first discuss this matter with the instructor, who is expected to review with the student the grading procedure. The instructor may change the questioned grade by submitting a written memorandum or grade change form to the College Administrative Offices.

If after the instructor confirms the original grade, the student remains convinced that an error has been made in a grade, or the means of determination of the grade, or that he or she has not been treated fairly or been discriminated against, he or she may then submit a written petition to the Dean/CAO. If the Dean/CAO determines that the petition has merit, the course material under dispute will be sent to an objective third party who is an expert in the field of study relating to the course. The expert will review the material and submit an opinion to the Dean/CAO, who will then respond in writing to the student. The decision of the Dean/CAO is final in all cases of grade appeal.

Oral Examinations

Except for individuals with demonstrable learning disabilities, and where it is a pre-defined course or degree requirement, it is the policy of Spertus College not to administer oral exams. However, when an oral exam is given, the exam must be recorded in the presence of an instructor or a proctor designated by the College Administrative Offices. This procedure is to help guarantee the student's right with regard to the grade appeal process.

Student Conduct Guidelines

As members of the Spertus College community, students voluntarily assume obligations of performance and conduct reasonably imposed by The College relevant to its objectives and mission. Students are required to abide by the rules, regulations, and principles of Spertus College.

As an educational institution, Spertus College places the highest value on academic freedom which consists of freedom to teach and freedom to learn. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, in The College environment, and in the larger community. Students should exercise their freedom with responsibility.

Only students admitted to and enrolled in a program or course are permitted to attend any class.

Plagiarism

Plagiarism is a major form of academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes but is not limited to the following:

- The direct copying of any source such as written material, verbal material, or computer files, published or unpublished, in whole or in part, without proper acknowledgment that the work was created by someone else.
- Submitting as one's own work a report, examination paper, computer file, or other assignment which has been prepared by someone else.
- The paraphrasing of another's work or ideas without standard citation.

Plagiarism, like other forms of academic dishonesty, is always a serious matter. If an instructor believes that a student has plagiarized, the appropriate penalty is at the instructor's discretion but may include a failing grade for the course. Administrative action such as suspension or expulsion may also be taken by the Dean/CAO.

Acts of Misconduct

Students are subject to institutional discipline for participating or conspiring in the following acts of misconduct (the following does not represent an all-inclusive list):

1. Dishonesty, such as cheating or furnishing false information to The College.
2. Forgery, alteration, or misuse of College documents, records or identification.
3. Obstruction or disruption of teaching, administration, disciplinary procedures, or College activities.
4. Physical abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft of or damage to property of The College or of a member of The College community.
6. Unauthorized entry to or use of College facilities.
7. Unlawful use, possession, or distribution of narcotic or dangerous drugs and chemicals.
8. Lewd, indecent, or obscene conduct or expression, as defined in federal, state or local statutes, on College-owned or controlled property or at College-sponsored or supervised functions.
9. Violation of College policies or regulations published in advance by such means as the student handbook or a generally available body of institutional regulations.

10. Failure to comply with directions of college officials acting in the performance of their duties.
11. Harassing or Discriminatory conduct.

Responsibility and Authority for Administration of Student Conduct

Responsibility and authority for the administration of student conduct at Spertus College is vested in the President of The Institute, who delegates certain responsibilities and authority to the Dean/CAO, the MSNM Faculty Chair, Program and Department Directors, the College Administrative Offices, and members of the Faculty and staff.

Sanctions for Violations of Conduct Guidelines

Upon the identification of one or more acts of misconduct, the following sanctions may be imposed upon students by the appropriate College officials:

1. **ADMONITION:** An oral statement to a student that he or she has violated or is violating institution rules.
2. **WARNING:** Written discussion of a specific form of misconduct with the understanding that further misbehavior will likely result in more severe disciplinary action.
3. **DISCIPLINARY PROBATION:** This action requires that the student demonstrate during a specific amount of time that he/she is capable of functioning in a way which does not violate The College's guidelines on conduct.
4. **RESTITUTION:** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
5. **SUSPENSION:** Exclusion from classes and other activities as set forth in the notice for a definite period of time not to exceed two years.
6. **EXPULSION:** The privilege of attending The College is withdrawn with no promise (implied or otherwise) that the student may return at any future time. A permanent record is filed with the College Administrative Offices and a notation is made on the student's official transcript and in the student's file.

The sanction to be administered is at the sole discretion of The College officials.

Grievance Procedure

In the event a student takes issue with any disciplinary action, evaluation or decision regarding his or her status in The College, the grievance should first be presented in writing to the faculty member or administrator directly responsible for the subject of the protest. Every effort should be made to resolve the problem through this informal procedure before further steps are taken. If differences are not resolved within thirty days of the first written

grievance, the student may appeal in writing to the Dean/CAO, whose judgment, after deliberating with all parties concerned, is considered final.

In grievance proceedings made by an individual student or against an individual student, the student has the right of self-representation, as well as the right to be represented by a party of his or her choice. Student grievances against a Spertus staff or faculty member should be presented directly to the Dean/CAO.

On all issues of discrimination, the President of The College is the final authority. On academic issues, the Dean/CAO is the final arbiter.

Child Care

Spertus does not provide personnel or space for child care. Children under the age of 16 cannot be left unsupervised in the building at any time. Children, as well as any other unregistered student, may not be present in classes.

Electronic Devices in the Classroom

While students may need access to cell phones, pagers or computers while in class, they must turn all ringers and sounds off while class is in session so that the class is not disrupted. Cell phones and pagers must be put away and out of sight of other students and faculty.

Immunization

In compliance with federal regulations, (Public Act 83-1315), beginning July 1, 1989, all students who were born after January 1, 1957 and enter Spertus College for the first time, must show proof of immunity to measles, mumps, rubella, diphtheria, and tetanus. Individuals who are not properly immunized will be required to undergo immunization within one academic quarter, excluding summer. Anyone who has not met the requirements by the end of this time will not be permitted to enroll for a subsequent term until such time as the immunization requirements have been met. International students are also required to provide proof of immunity against poliomyelitis and freedom from tuberculosis.

Drug and Alcohol Control Policy

The Institute's policy applies to all students. A separate policy for employees, including faculty, is available in the *Faculty Manual* and *Employee Manual* or from the Office of Finance and Administration.

Spertus Institute is committed to maintaining a safe, healthy and productive environment for its students. The use of alcohol, drugs and related substances at The Institute or otherwise in a manner capable of interfering

with student work or the institution's reputation is a serious threat to the productivity, safety and welfare of all students. Students are expected to attend classes in a fit condition, unimpaired by the use of illegal drugs, alcohol, or misuse of legal drugs.

Accordingly, Spertus Institute has developed the following policies and procedures to emphasize The Institute's concern for the health, safety and welfare of its students, to ensure a drug-free study environment, to encourage students to seek assistance and treatment if they have a substance abuse problem, and to clearly define The Institute's policy, procedures and disciplinary actions relating to substance abuse.

If you have any questions about this policy, contact the Office of Finance and Administration.

Prohibited Activities. Any student who engages in any of the following prohibited activities is in violation of The Institute's Policy and subject to immediate expulsion:

- a. The consumption, use, sale, purchase, transfer, or distribution of alcohol on Institute premises, whether or not it takes place during regular business or class hours, unless served by The Institute as part of a social occasion or religious ceremony.
- b. Possession of alcohol containers, whether opened or unopened, on Institute premises.
- c. The possession, use, sale, purchase, transfer, transportation or distribution, on Institute premises, of controlled/illegal substances. Prohibited substances include all illegal drugs or narcotics as well as any prescription drugs or chemicals not legally obtained and any legally obtained prescription drugs not used for their appropriately prescribed use or purpose.
- d. Consumption of alcohol or the use of controlled/illegal substances in such a way that they interfere with the student's academic performance or posing a potential safety risk to themselves, other students, Institute employees (including faculty), or Institute property.
- e. Conviction of a criminal offense involving the possession, use, sale, purchase, transfer, transportation or distribution of an illegal drug or controlled substance or the misuse of lawful drugs. Students who are convicted of violating any criminal offense must notify the College Administrative Offices within five days of the conviction. Within thirty days of such notification, The Institute will take appropriate disciplinary action, including requiring satisfactory participation in a drug abuse assistance or rehabilitation program as a condition of continued enrollment.

- f. Spertus Institute will not expel a student merely for seeking drug or alcohol rehabilitation, treatment or counseling. However, Spertus Institute may expel that student for earlier violations of this Policy or of other Spertus Institute rules. In addition, any student seeking rehabilitation or treatment will be required to provide evidence of fitness to work as a student as a condition of continued enrollment.

Spertus Institute reserves the right to inspect, without notice, all areas of the building, including lockers, and all portions of Spertus Institute property or vehicles. Spertus Institute also may require the student to submit to an immediate search by Spertus Institute representatives of his/her person and/or property and vehicles brought onto Spertus Institute premises when Spertus Institute has a reasonable suspicion that the student is using, selling, dispensing, distributing, manufacturing, or possessing illegal drugs, narcotics, or alcoholic beverages during business of class hours or while on Spertus Institute premises.

Dangerous Objects

The possession, display, and/or use of dangerous objects including, but not limited to, firearms, explosives or anything that could be perceived or misrepresented as a weapon is prohibited on Institute property. Employees of government law enforcement agencies, who are required to carry firearms at all times, are exempt from the policy prohibiting the possession of firearms on campus.

Any projected object that could cause harm to a person or damage to property, including but not limited to objects such as cans or bottles, is also considered to be a dangerous object, whether anyone or anything was placed in immediate danger.

The prohibited possession or use of dangerous objects may be grounds for discipline, up to and including expulsion.

Crime Statistics Report

To ensure that Spertus Institute of Jewish Studies is a safe and secure environment for all students, employees and visitors and to comply with the Crime Awareness and Campus Security Act of 1990 (the "Act"), The College has instituted policies and procedures related to campus security. Under the Act, The College is required to disseminate its relevant policies and procedures and to publish a campus security report related to certain on-campus crimes and violations. Spertus posts this report on the 6th and 7th floors of its building, mails it to students each Fall, and includes it with its *Faculty Manual* and *Student Handbook*. The full report for each of the previous three years can also be found on the website of the United States

Department of Education, Office of Postsecondary Education (<http://www.ope.ed.gov/security/Search.asp>).

During the hours that The College is open, the security desk is staffed by trained individuals and/or an off-duty Chicago police officer. Any individual who witnesses a crime or suspects that a crime has been committed should first attempt to report the matter to the security desk (ext. 763). If that is not possible and there is no urgency, the matter should be reported to a member of the Building Management, to the Office of Finance and Administration, or to the College Administrative Offices. The individual so notified will contact the proper authorities should such an action be deemed necessary by the administration.

The College is required to assemble statistics related to the crimes of murder, rape, aggravated assault, burglary, and motor vehicle theft that were reported to local police, campus security, or College officials for each calendar year. The College is also required to assemble statistics reflecting the number of arrests for liquor law violations, drug abuse violations, and weapons violations for this same period. The Higher Education Amendments of 1992 now require that institutions report annually on forcible and nonforcible sex offenses. Beginning for 2008, institutions must now provide information on Hate Crimes and a Report on Emergency Procedures.

The data collected by The College for 2008 and offenses referred to above indicate the following: 2 occurrences (2 burglaries).

The data collected by The College for 2007 and offenses referred to above indicate the following: 1 occurrence (burglary) and 0 arrests.

The data collected by The College for 2006 and offenses referred to above indicate the following: 0 occurrences and 0 arrests.

Use of College Name/Distribution of Printed Matter

No student or group of students may use the name of Spertus College in advertising or other publications without written permission from The College. An enrolled student, an invited group, or recognized organization may distribute written material at The College, provided approval has been granted by the Dean/CAO. For informational purposes, a copy of all material distributed shall be retained by the College Administrative Offices.

Solicitation of Funds and Promotion of Events or Services

No student, or student organization, may solicit funds on College property. Further, students should refrain from distributing flyers or other publications that advertise or promote activities or services of personal

interest. Such materials may be allowed to be posted in the Student Lounge, but only with permission from the Dean/CAO.

Information Systems Acceptable Use Policy

Spertus Institute has an Information Systems Acceptable Use Policy that dictates use of all Institute information systems and data. Whenever students utilize Institute information systems or data they are bound by this policy. A copy of the policy is available from the College Administrative Offices.

Library Fees

Fines are charged for overdue Library materials. Students will be expected to pay the full replacement price for lost or damaged materials plus a processing fee. All fees owed to the library must be paid before transcripts or diplomas will be released. In addition, outstanding library fines must be cleared prior to registration or graduation. Contact the Asher Library or visit our website for full details about services and fees. Given the importance of ongoing relationships with other libraries, it is imperative that all books borrowed through Inter Library Loan (ILL) be returned on or prior to their due dates. Students who do not comply with such due dates may be charged a fee and have their Library privileges revoked.

Policy on Use of Human Subjects in Research

All students, faculty, and staff who undertake research studies which grow out of their affiliation with The Institute and which involve testing, treating, and/or experimentally manipulating human subjects are required to submit an application to the Dean/CAO and gain his or her approval prior to undertaking the study. Anyone affiliated with Spertus College who engages in research is bound by the Spertus Policy on the use of human subjects in research. A copy of this Policy is available from the College Administrative Offices.

Anti-Harassment Policy. It is and has been the policy of The Institute to maintain an environment free of unlawful harassment for all faculty members, employees, and students. The Institute will not tolerate verbal, physical or other harassing conduct of any student because of his or her race, color, religion, gender, marital status, age, national origin, sexual orientation, disability, veteran status, military status, or any other characteristic protected by law that creates an intimidating, offensive or hostile environment. This policy also prohibits such harassment of students by individuals who are not Spertus College faculty members, students, or employees (such as donors, visitors and vendors), and vice versa. If you have any questions about what constitutes prohibited harassment, students should not hesitate to ask the Dean/CAO.

The Institute also strictly prohibits sexual harassment. For purposes of this policy, sexual harassment is any unwelcome or unwanted conduct of a sexual nature (verbal or physical) that interferes with a student's education by creating an intimidating, hostile or offensive work environment or that in any way impacts or influences decisions affecting the terms and conditions of a student's education.

Sexually harassing behavior may include physical, verbal and nonverbal behavior. Examples of inappropriate sexual behavior include, but are not limited to:

- Sexual advances;
- Inappropriate touching or other physical contact;
- Demands for sexual favors in exchange for promotion, retention, or tangible employment or educational action;
- An employment decision made because of an individual's compliance with or failure to comply with sexual demands;
- Repeated sexual jokes, flirtations, advances, or propositions, or discussions of sexual activity (whether in conversation or through electronic or other means);
- Abuse of a sexual nature or suggestive, insulting obscene comments or gestures; or
- Display of sexually suggestive objects or pictures.

These and similar behaviors are unacceptable at The Institute and in other-related settings such as Institute social events. The Institute's sexual harassment policy prohibits sexual harassment by individuals who are not Spertus College faculty members, students, or employees (such as donors, visitors, and vendors). If you have any questions about what constitutes sexual harassment, do not hesitate to ask the Dean/CAO.

Reporting a Complaint of Harassment and/or Sexual Harassment

Students who believe they have been subjected to unwelcome harassment prohibited by this policy should inform the offender--preferably at the time of the incident-- of the specific behavior that is unwelcome and request the offender to stop. Many times, this action will resolve the problem. However, if this direct approach is uncomfortable, not desirable or ineffective, please direct a complaint to the Dean/CAO or the Director of Finance and Administration. Complaints may be made orally or in writing.

If you become aware of an incident of harassment directed towards another student, you should report it to the Dean/CAO or the Director of Finance and Administration.

Enforcement of Harassment and Sexual Harassment Policies

The Institute will promptly investigate all complaints and will endeavor to handle these matters expeditiously, discreetly, and in a professional manner. To the extent allowed by law, complaints will be kept confidential, and information will be disclosed only as necessary to investigate and act upon the information. The individual against whom a charge of harassment is made will be informed of the complaint and given an opportunity to respond. All parties are required to maintain strict confidentiality and fully cooperate with the investigation. After the investigation is completed, if it is determined that harassment has occurred, The Institute will take the appropriate necessary action that may include counseling, reprimand, demotion, reassignment, or termination.

Prohibition against Retaliation

The Institute strictly prohibits any retaliation against any student because he or she has, in good faith, made a report or complaint or participated in any investigation under the Anti- Harassment Policies. Retaliation is a serious violation of this policy and can result in disciplinary action, up to and including discharge.

Refund Policy

Students who have formally dropped courses may be entitled to a refund. Our current refund policy for 10 session Jewish Studies courses is:

- 100% prior to first class
- 75% prior to second class
- 50% prior to third class
- 25% prior to fourth class

NO REFUND AFTER FOURTH CLASS

A similar refund structure exists for MSNM courses, depending upon the number of sessions in the course. Contact the College Administrative Offices for a complete refund schedule.

Distance Learning. If a student decides not to complete a home-study course, full tuition will be refunded within one month after initial registration. Seventy-five percent of tuition will be refunded within the second month after registration, and 50% will be refunded within the first three months after registration. No tuition will be refunded after the third month after registration. Students who withdraw from home study courses may return textbooks and readers for a full refund (excluding shipping and handling charges) provided that they are completely unmarked and in the same condition in which they were sent to the student. In cases of emergency students may withdraw from on-campus seminars prior to the start of the seminar and receive a full tuition refund; certain fees for course materials and registration cannot be refunded.

Information for Students Enrolled in Jewish Studies Programs

Advising

Upon admission to The College, each student is assigned an academic advisor from the faculty. The Dean/CAO also serves as a program and academic advisor for Jewish Studies Students and is available to assist students with program planning, registration and course completion. While students are ultimately responsible for the success of their studies at Spertus, advisors are readily available to discuss program requirements, course selection, and program progress with students as appropriate and necessary.

Registration

If you already have been admitted as a degree-seeking student to Spertus College, your next step is to arrange to talk with a staff member of the College Administrative Offices and with your faculty advisor to determine course selection and to map out your degree program. All students in the Judaica programs will receive by mail or email descriptions of courses being offered, short biographies of faculty teaching them (also available on the Spertus website), and a registration form. You can register by mail, by phone, by fax, or in person. Registration forms are available from the College Administrative Offices or may be downloaded from the Spertus website (www.spertus.edu). You can pay tuition fees by cash, by check, or by credit card (Visa and Master Card only). Because we reserve the right to cancel any course for underregistration, we urge students to *register early*.

No student is regarded as enrolled in a course unless his or her name appears on a course list released by the College Administrative Offices. Once enrolled, a student is not regarded as having dropped a course unless the College Administrative Offices is informed by the student *in writing*. Drop/Add forms are available for this purpose.

On-Campus. Late registration, with permission of the instructor, is permitted through the last day of instruction in the second week of the quarter for 10-week courses offered on campus.

Unless otherwise established by the instructor, regular attendance is expected of all students. Instructors are required, by the end of the first class meeting, to distribute to students a course curriculum specifying what will be studied, what students are expected to do to complete the course successfully, and how student performance will be evaluated.

Change of Registration

Students may change their original registration in quarter-term courses only during the first four weeks of the quarter.

Prerequisites

Prerequisites for courses are listed in class schedules. Students may not register for courses if they do not meet the published prerequisites. If students do register for courses where they do not meet prerequisite requirements, they may be required to drop the course or courses unless special permission has been granted by the instructor.

Auditing Courses

Students not interested in academic credit or in earning a degree may audit some courses on a non-credit basis. Audit students are expected to do all required readings and to fully participate in class discussions. Audit students are exempt, however, from taking exams and from writing papers. All students who register for courses on an audit basis must pre-pay the total amount due prior to the first class session. The Business Office will not bill audit students. The College Administrative Offices will not maintain transcripts for auditors. Audit tuition may vary but is generally one third of the regular credit-bearing tuition.

Student-at-Large Status

Students not interested in earning a degree may enroll in some courses for graduate credit. A Student-at-Large need not formally apply to The College, but must meet the general requirements for admission into the degree program and complete a non-degree student application to be considered eligible for enrollment as a Student-at-Large.

Course Completion and Attendance

A course is completed if the student has earned a grade of A, B, C, or Pass at the end of the quarter. Incompletes, withdrawals, and any letter grade of C- or lower are not considered completed grades. Pass/Fail options are only available in exceptional circumstances.

Spertus College expects students to complete coursework for each course taken by the end of the academic term in which a course is taken. Students may petition their instructor for additional time to complete course requirements. However, no student is allowed to carry more than *three* grades of "Incomplete" for more than a one-year period. The college reserves the right to enter a grade of "NC" (No Credit) for any grade of "Incomplete" held for more than one year. When a grade of NC is recorded, the student becomes ineligible to receive credit for that course. In unusual cases, students may petition the Dean/CAO for an extension beyond one year.

For students in the MAJPS program, which follows a cohort model, no more than one absence per module is allowed. Students who miss more than one session may be required to take the course at a different time.

Distance Learning students usually have four months from the time of registration to complete a home study course, though in unusual circumstances they may petition to take up to one year to complete the course. Students usually may not register for a new home study course until all previous coursework has been received and graded by the instructor. Requirements for courses taken on-campus during intensive seminars are usually within four months of course completion unless indicated otherwise by the instructor. Students must request extensions from Faculty instructors; extensions are not considered automatic and are only granted in exceptional circumstances. Papers and exams for courses should be sent to the College Administrative Offices, which will record the submissions and forward them to the appropriate faculty member(s).

MAJPS. The MAJPS Program was created for professionals working in the field. It takes into consideration the exigencies caused by full-time professional positions. At the same time, the program's legal and educational mandate requires it to enforce an attendance policy that conforms to accepted academic norms.

Since courses are seven weeks in duration, one absence per course is allowed. If a student knows that he/she is forced to miss more than one class, he/she will not be able to participate in and complete that course.

Two options are available to make up missed courses: 1) to take the course with a subsequent cohort; 2) with permission of the instructor to take the course as an independent study course. In the latter case, the student needs: 1) permission of the instructor; 2) a defined time period to initiate and complete the course; and 3) an independent study program that includes face-to-face sessions with instructors.

Appeals related to force majeure or unforeseen emergencies that occur during a course may be submitted in writing to the Director of the MAJPS Program for presentation to the MAJPS Executive Committee.

Academic Courseload

Full-time	9 or more credits/per term
Half-time	6-8 credits/per term
Less than half-time	5 or fewer credits/per term

Distance Learning students are generally considered less than half-time since they are required to register for one course at a time (with the exception of the on-campus seminars, in which they may register for more than one course).

Textbooks

Required readers are generally available through the College Administrative Offices. Some books may be available through the Spertus Shop on the 1st floor (visit the Spertus website, www.spertus.edu, for most up to date Shop hours and services).

Distance Learning. Textbooks for Distance Learning courses are provided in the course package that is shipped to the student. Course readers materials for the on-campus seminars are normally mailed to registered students at least six weeks prior to the seminar. Students are generally responsible to secure their own copies of textbooks used for seminars. Students are billed for the materials.

Independent Study

Students who need courses for completing their degree requirements prior to graduation, when such courses are not scheduled in a given quarter, may request Independent Study courses which can be arranged, with Faculty approval, through the College Administrative Offices. An Independent Study may also be granted to the student at the discretion of individual Faculty members, with the advice and consent of the Dean/CAO. In all cases of Independent Study courses, students must fulfill registration requirements, and pay appropriate tuition.

Language Proficiency Examinations

Any Judaica student may petition the College Administrative Offices to take a Hebrew Language Proficiency Exam. Credit may be awarded on the basis of the test results.

Degree-Completion Time Limits

Masters students in Jewish Studies programs are generally expected to complete all requirements for their degrees within a five-year period from the time of initial registration. Students who expect to take longer to complete their programs must discuss their programs with their academic advisor. Expected length to completion for doctoral students varies and should be discussed with the Director of Doctoral Programs.

Leaves of Absence and Withdrawal

Students needing to temporarily withdraw from academic residency should make arrangements in writing with the College Administrative Offices.

When ready to resume academic studies, the student should contact the College Administrative Offices. After more than one year students may be required to reapply to the program. Students who formally withdraw from a degree program may be required to re-apply for admission to Spertus College.

Tuition and Fees

We expect students to pay tuition and fees in a timely fashion. We expect students to meet deadlines in paying tuition and in applying for scholarship assistance.

Distance Learning. Home study courses must be paid in full before the course materials are sent to the student. In addition to tuition, there are charges for reading materials, non-refundable registration fee and shipping. (A refundable videotape and/or audiotape deposit is also required.) The tape deposit is refunded when the tapes are returned fully rewound and in good working order.

Students may not register for courses in any academic term if they have outstanding financial obligations to The College. All tuition and fees must be paid to-date before the College Administrative Offices will allow registration for a subsequent term or graduation. In addition, outstanding library fines must be cleared prior to registration. Transcripts and diplomas of students with outstanding financial obligations will not be released.

Tuition for Independent Study courses must be paid in full prior to beginning the work with the assigned Faculty member. On-campus seminar courses must be paid for according to the schedule distributed with the registration materials.

Tuition and fees are paid to the College Administrative Offices. All questions about billing and about deferred payment plans should be directed to this Office.

Financial Aid

The tuition and fees of Spertus College are among the lowest of all independent colleges and universities in Illinois.

Spertus College scholarships are granted to Jewish Studies degree students on the basis of need and merit. In addition, tuition reductions in the form of automatic tuition reductions of up to 1/4 may be granted to degree-seeking students in the Judaica master's and DSJS programs who produce documentation to demonstrate that their full-time employment is as an educator in a Jewish religious school or as a full-time communal service employee in a Jewish agency. This tuition reduction is not available to

students in the DJS or MAJPS programs, though DJS students may be eligible for scholarship consideration and MAJPS students are considered for significant fellowship funding as it is available.

All degree students who receive Spertus College scholarships are expected to adhere to a satisfactory progress policy. Any incomplete grades must be removed from a student's transcript within the two subsequent quarters or that student may become ineligible for receiving a subsequent Spertus scholarship until such incompletes have been removed.

Students may apply for Spertus College scholarships on a course-by-course basis. Because of its strong institutional commitment and responsibility for training Jewish scholars, Jewish educators and Jewish communal service workers, students enrolled in Jewish Education programs and the MAJPS programs are given priority in the disbursement of Spertus College scholarships. Most Spertus College scholarships come from endowed and restricted funds where the donor has specified parameters for the use of donated funds.

Students applying for scholarships are required to pay up front one-third of the full tuition, the registration fee, as well as all fees for course materials and the shipping of course materials. Upon receiving notification of any decisions about scholarship applications, students must pay the tuition balance.

Information for Students Enrolled in the MSNM Program

Advising

All Nonprofit Management students are advised by a general Academic Advisor (the MSNM Faculty Chair and Academic Advisor). Contact information for this Advisor is contained at the end of the Student Handbook or can be obtained from the College Administrative Offices. The Registrar and Financial Aid Administrator is available for general administrative, registration and financial aid advisement. While students are ultimately responsible for the success of their studies at Spertus, faculty and the Student Advisor are readily available to discuss program requirements and program progress with students as appropriate and necessary.

Class Schedules

Students attend all classes with a cohort, according to a pre-assigned schedule. Students receive the schedule of classes for their cohort group well in advance of the first class meeting. The class schedule is also posted on the Spertus website (www.spertus.edu). Most classes meet from 6:15pm to 9:15pm; some meet from 6:30 p.m. to 9:00p.m. Occasionally, a class session will take place at a location other than at Spertus.

All students in the MSNM program who follow their cohort schedule are considered to be enrolled half-time.

Textbooks

All required textbooks for the MSNM program are covered by the textbook fee and delivered to students in class. All students pay the same fee for textbooks. Most faculty select textbooks for the courses they teach. A faculty member may elect to use other materials in place of one or more textbooks.

Writing and Computer Proficiency

Since accurate and proficient writing skills are essential for the completion of graduate studies and for professional advancement, the administration and faculty expect each student's writing to be of graduate-level academic quality. The MSNM program has built two significant writing courses into the curriculum. Students, whose writing abilities are considered deficient by any Program administrator or Faculty member, may be required to successfully complete a writing class outside of Spertus at the earliest opportunity. In such cases, the assessment of a student's writing skills by the MSNM Faculty Chair or Dean/CAO will be final.

One of the MSNM modules, Budgeting and Finance requires rudimentary knowledge of the program Excel in Microsoft Office. Students who do not know how to use Excel are required to attend a half-day training session in

Excel prior to taking the Budgeting and Finance module. This can be done at Lumity, a nonprofit organization that provides technology training, located at 29 East Madison Street in downtown Chicago. It is up to the student to plan well ahead and make a reservation to take “Microsoft Excel: Basic Concepts” prior to the beginning of their course in Budgeting and Finance. Courses are offered only in the Fall and Spring. Students can register directly with Lumity by going on line at lumity.org or by calling 312.372.4872. Once a reservation is made, if the student is unable to attend, he/she is responsible for canceling their reservation before the course begins. Spertus College is billed for any reservation that is made and not canceled, regardless of whether or not the student attends. This means that once Spertus College is billed, the fee for the student to learn Excel through Lumity is considered paid. Any subsequent billing received for the same student from Lumity, either for reservations made by a student who attends, or reservations made that are not canceled, will not be covered by Spertus College, and will be billed at the rate of \$75 per reservation made to the student’s Spertus College account. Students may only take one course through Lumity as part of their degree program at Spertus.

Satisfactory Academic Progress

Academic progress standards are intended to establish a minimum, reasonable level of advancement toward the completion of the degree. Students who do not meet these standards may be placed on “academic probation.” Satisfactory progress is primarily determined by completion of course modules and program requirements, including the Program Completion options.

Students who do not comply with the responsibilities listed below will be considered not making “satisfactory progress” and will be ineligible to continue with classes or to receive financial aid. Students’ grades and attendance are checked after each module’s completion to ensure that minimum required standards are met. Students may appeal their standing by consulting with the MSNM Faculty Chair. MSNM students must have all work completed by the end of their program. Any remaining courses to be taken or projects that need to be completed (including Independent Study arrangements) may be subject to additional fees.

Grades and Academic Progress

A course is completed if the student has earned a grade of A, B, or C at the end of the quarter (As noted above, a grade of C- or lower does not constitute a passing grade for a course.).

A student is considered to be making satisfactory progress if the student has:

- Earned a grade of “A” or “B” in all modules attempted;
- Earned a minimum cumulative average of B- (2.7 on a 4.0 scale);

- Progressed according to the distributed timeline for the completion of program requirements (including the Completion courses and Project where appropriate).

Students whose grade point average falls below 2.7 will be placed on academic probation. Continued poor scholarship during succeeding modules may lead to dismissal from the program. It is the student's responsibility to monitor academic progress in the course of any given module and to take steps to improve academic status whenever necessary.

Attendance

Spertus College assumes that all students will regularly attend all class sessions and complete all assigned coursework on time. Attendance implies that students are present for the entire class session. *NOTE: No more than one absence per module is allowed for modules six sessions or more in length. Given the nature of modules that are less than six sessions absences are generally not allowed from such courses except with permission from the instructor.* In the case of a personal or family emergency, such as a medical emergency or death in the family, students should contact the instructor as soon as possible. If a student misses two or more classes in the same course, the student will be required to withdraw from the course. Arrangements for the retake of a course can be made with the MSNM Faculty Chair and Academic Advisor, who will base recommendations on a student's current grade point average, record of attendance, and progress in the program.

While arrangements to retake a course from which a student has been administratively withdrawn are possible, they require a great deal of administrative processing. Therefore, students administratively withdrawn from a course for insufficient attendance will be charged a fee for re-enrollment in the course at a later date. The fee for this re-enrollment will be \$50 for the first course, \$100 for the second course and \$150 for the third course. Students will not be given the opportunity to re-enroll for more than 3 courses (a maximum of two courses can be taken concurrently).

If students know in advance that they will have to miss too many class sessions, they can meet with the MSNM Academic Advisor in advance of the course start date to arrange to take the course at a different time, with no fee. Students who experience emergencies that keep them from satisfactorily attending a course and who must then be withdrawn will have any re-enrollment fee waived upon receipt of appropriate and official documentation.

Incomplete Grades

A student must obtain permission from the class instructor to receive an “Incomplete” in a course. To do this the student must fill out an official “Incomplete” form that is signed by the student and the instructor. On this form the instructor indicates the date for the course work to be submitted. The typical time allowed to complete coursework is 14 days. Extensions must be approved by the MSNM Faculty Chair.

Failure to submit the material by the date indicated on the form will result in one or more of the following: **1)** the student will receive a final grade calculated based on all course work completed—in many cases this may result in the grade that is not considered a passing grade; **2)** under special circumstances, the student may petition to receive a no credit grade “NC”. In the case of a grade NC or a letter grade of C- or lower, a student must repeat the course. *Note: Additional tuition and materials costs will be incurred for repeated courses.*

Students who fail to complete a course must continue with their regular cohort course schedule. With the recommendation of the MSNM Faculty Chair and Academic Advisor, students may arrange to re-take a course concurrently with their ongoing cohort schedule. Students may not take more than two courses at a time, due to the concentrated intensity of courses. Students may elect to complete unfinished courses at the end of their cohort program, providing they take any remaining courses immediately following the completion of their cohort schedule and courses beginning before the final completion date for their original cohort. Such courses must be arranged through the MSNM Faculty Chair and the Registrar. There may be a fee to re-take courses. Any delay in completing courses could result in additional course and textbook fees.

Course Withdrawals

A student may withdraw without penalty from a course in which he or she is enrolled during the first half of the course. No credit will be awarded for the course and the course must be retaken in order to meet graduation requirements. If a student must withdraw from a course for any reason, notification in writing must be sent or given to the Registrar and Financial Aid Administrator. The student must contact the Faculty Chair/Academic Advisor to arrange for the missed course to be taken at another time.

Leaves of Absence

Students needing to temporarily withdraw from academic residency should make arrangements in writing with the MSNM Faculty Chair and the Registrar and Financial Aid Administrator. Such leaves of absence may have both academic and financial aid implications. When ready to resume

academic studies, the student should contact the College Administrative Offices. After more than one year students may be required to reapply to the program.

Administrative Withdrawal

A student may be administratively withdrawn by the Faculty Chair/Academic Advisor from: **1) a course**—if there are too many absences, or **2) the MSNM program**—if there are two (2) or more Failing grades or too many “Incomplete” grades on the transcript at any time; or if students are significantly behind in their financial obligations to the College and do not make arrangements for payment. An official notification will be sent to the student from the College Administrative Offices.

Program Withdrawal

If a student decides to withdraw from the MSNM program, the withdrawal must be made in writing and notification sent to the Student Records and Financial Aid Manager. An official confirmation will be sent to the student and any refunds due to the student or Loan lender will be processed. Failure to make a formal withdrawal request to the Student Records and Financial Aid Manager may result in a lessened amount of refund loan monies returned to the lender or student. The student is responsible for repaying the balance of the loan.

Degree-Completion Time Limits

Students enrolled in the MSNM program are expected to complete their program according to their cohort schedule. Any student who does not complete their program by the appointed date may be subject to additional fees. Students who cannot complete their program according to this schedule must consult with the MSNM Faculty Chair/Academic Advisor for an extension of time to complete the program. Such an extension, however, may require additional coursework or other program requirements to ensure currency regarding the student’s program of study or, if curricular changes have been made, to satisfy new requirements. Such extensions may also incur additional fees, including fees for courses, texts, and program completion courses or independent projects (this includes prior Master of Science in Human Services Administration students returning to complete their Major Project).

Extensions

Students are strongly encouraged to complete all requirements for their degree according to their program schedule. A student needing to retake more than one module may be charged a fee for each module retaken. The student must contact the MSNM Faculty Chair to retake a particular module. The MSNM Faculty Chair will notify the student in writing of the decision.

Financial Aid

The tuition and fees of Spertus College are among the lowest of all independent colleges and universities in Illinois.

Financial aid available to students in the MSNM (and MSHSA) program is in the form of loans through the Subsidized and Unsubsidized Stafford Loan program. These federally guaranteed loans are available at interest rates substantially lower than commercial loans. Students who receive student loans are required to adhere to our Satisfactory Progress Policy.

Spertus abides by regulations set by the U.S. Department of Education regarding financial aid. Students who have fallen behind their scheduled academic program by not successfully completing one or more modules may not be eligible for certain disbursements or additional financial aid.

For information about tuition, automatic tuition reductions, fees and financial aid, contact the College Administrative Offices.

Tuition and Fees

Tuition and fees are paid to the Registrar and Financial Aid Administrator on the 6th floor. All questions about billing and about deferred payment plans should be directed to this office.

Completion Fees

Students in the MSNM (and MSHSA) programs who do not complete the program according to the schedule for that cohort (see *Degree-Completion Time Limits* above) and/or require additional Faculty assistance may be subject to additional fees.

Readmission

Readmission is required of students who wish to re-enter the Program after having been away from their studies for more than one year.

Students seeking readmission must submit a petition to the MSNM Faculty Chair. The student will receive notification of the MSNM Faculty Chair's decision in writing. If readmission is granted, the student will be considered readmitted to The College for the approved starting date. At the discretion of the MSNM Faculty Chair or Dean/CAO, a student may also be given a final date by which to complete the program.

Students seeking to be readmitted after withdrawal from the program or after a lapse of more than one year after the last course must complete a formal Application for Readmission. If readmitted the student must consult

with the MSNM Faculty Chair to learn about current program requirements and develop a plan and schedule for program completion. While every effort will be made to work with a student's schedule and needs, the schedule is at the discretion of the MSNM Faculty Chair and/or Dean/CAO. Students will be added to other cohort courses according to the best fit between course needs, the student and the cohort schedule.

Contact Information

All phones are area code 312 unless otherwise indicated.

Dean and Chief Academic Officer [Jewish Studies Academic Advisor]

Dr. Dean Bell: 322-1791; dbell@spertus.edu

Director of Doctoral Programs [Jewish Studies Academic Advisor]

Dr. Byron Sherwin: 322-1738; bsherwin@spertus.edu

Director of the MAJPS Program

Dr. Barry Chazan: 322-1709; bchazan@spertus.edu;
chazanbarry@yahoo.com

Jewish Education Advisor

Dr. Elliot Lefkovitz: 847/446-7215; elefkovitz@spertus.edu

Director of Public Programming and Continuing Education

Beth Schenker: 322-1743; bschenker@spertus.edu

MAJPS Program Coordinator

Diane Halivni: 322-1709; dhalivni@spertus.edu

MSNM Faculty Chair and Academic Advisor

Dr. Karin Baird: 322-1720; kbaird@spertus.edu

Assistant Director of Recruitment and Alumni Affairs (MSNM)

Erin Slott: 322-1707; eslott@spertus.edu

Registrar and Financial Aid Administrator

Natasha Tribble: 322-1726; ntribble@spertus.edu

College Administrative Assistant

Yolanda Coleman: ycoleman@spertus.edu

Other Offices

Office of Finance and Administration

322-1780

Asher Library: 322-1712; asherlib@spertus.edu

Fax: 922-0455

Spertus Museum: 322-1747

Spertus Shop: 322-1740

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