

# Student Handbook

2013–2014



Dr. Hal M. Lewis, President and Chief Executive Officer  
Dr. Dean P. Bell, Dean and Chief Academic Officer

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# Welcome

Welcome to Spertus! We are very pleased to have you as a student and value our partnership in your graduate studies.

This handbook is a summary of the policies and procedures that govern student life at Spertus. Of equal importance, it is a description of the philosophy and values that make a Spertus educational experience special.

Every year Spertus enrolls hundreds of talented graduate students in masters and doctoral degree programs. Spertus also serves thousands of additional education- and inspiration-seeking adults through certificate workshops, seminars, and a range of public offerings.

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?”

Spertus faculty members in every area share this commitment to the pursuit of knowledge. It is their aim—and mine—to help you learn and grow. It is also our aspiration that you embrace the importance of continuing your education throughout your life. We wish you great success.

With best regards,

A handwritten signature in black ink, appearing to read 'P. Bell', written in a cursive style.

Dean P. Bell, PhD  
Dean and Chief Academic Officer  
Professor of Jewish History

# An Introduction to Spertus Institute

**Spertus Institute for Jewish Learning and Leadership** offers dynamic learning opportunities, rooted in Jewish wisdom and culture and open to all. These opportunities are designed to enable personal growth, train future leaders, and engage individuals in exploration of Jewish life.

Graduate programs and professional workshops are offered in the Chicago area, in select locations across North America, and through distance learning.

Public programs—including films, speakers, seminars, concerts, and exhibits—are offered at the Institute’s Michigan Avenue facility, in the Chicago suburbs, and online.

The Institute cultivates an atmosphere of lively discourse. We often hear from students and participants that their experiences at Spertus are inspiring and even transformative. That is by design, because the Institute pursues best practice in everything it does. This results in meaningful, important opportunities for personal and professional growth for constituents and communities.



Our logo is a flame accompanied by the biblical phrase, *yehi or*, which means “let there be light.” It symbolizes the Spertus commitment to learning—through education and culture, today and for the future.

Spertus Institute is a partner in serving our community, supported by the Jewish United Fund/Jewish Federation of Metropolitan Chicago.

## Mission Statement

Spertus Institute is a center for Jewish learning and leadership that invites people of all backgrounds to explore the multifaceted Jewish experience. Through innovative public programming, exhibits, 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*

## Academic Statement

Spertus Institute 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, Jewish Professional Studies, and Nonprofit Management. Spertus 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*

# Institutional History

## A Strong Foundation

Chicago's College of Jewish Studies, the predecessor of Spertus Institute, was founded in 1924. In its first year it offered three courses: Jewish history, religion, and language. The courses were offered on Tuesday and Thursday nights in rented space on South Michigan Avenue, and students could enroll in all three for the grand sum of \$15. The early response was encouraging, and two years later, the college offered four types of diplomas—Hebrew teacher, Sunday school teacher, club leader, and club supervisor—reflective of its educational and communal mission.

At the time of its founding, the College of Jewish Studies was a division of the Board of Jewish Education of Metropolitan Chicago (BJE), established with the primary purpose of training teachers and leaders for positions in formal and informal educational and community programs. Its founding president, Dr. Alexander Dushkin, was Superintendent of the BJE and a pioneer in American Jewish education. Dr. Dushkin later established the Department of Education at Hebrew University in Jerusalem.

In its first years, the college served primarily first-generation immigrants, helping them learn to establish and manage organizations that would serve Chicago's Jewish community. As this generation was succeeded by their American-born children and grandchildren, the college expanded its offerings in response to growing educational, cultural, and professional expectations.

In the 1940s, under the leadership of Dr. Leo Honor (president from 1929-1945) and Rabbi Samuel Blumenfeld (president from 1945 to 1954), the identity of the college as an institution distinct from the Board of Jewish Education emerged. In 1942, the College of Jewish Studies was authorized to grant degrees by the Illinois Department of Education. In 1944, the Board of Jewish Education authorized the college to have its own charter and Board of Governors. In 1946, the college moved to 72 E. 11th Street, a building that had been a World War II U.S.O. site.

By 1948, a Department of Graduate Studies offering bachelors, masters, and doctoral degrees had been initiated. During the late 1950s and early 1960s, cantors and choir directors were trained through its Institute for Jewish Music. From the 1940s until the mid-1960s, the college operated a summer camp, Camp Sharon, and initiated and substantially expanded continuing education programs in Chicago and the surrounding suburbs. Many renowned refugee scholars from Nazi-occupied Europe served on the Spertus faculty during these years, including Fritz Bamberger, Nahum N. Glatzer, Simon Rawidowicz, and Moses Shulvass. Drs. Rawidowicz and Glatzer went on to establish the Jewish Studies Department at Brandeis University. Distinguished scholar of Hebrew literature Simon Halkin served on the faculty from 1940 to 1943 and noted historian Abraham G. Duker served as president from 1956 to 1962.



## Institutional History continued

### A Comprehensive Center of Jewish Learning and Culture

In the late 1960s and early 1970s, two new divisions—Spertus Museum and the Asher Library—were added, laying the platform for the multifaceted nature of today’s Spertus.

In 1968, entrepreneur and philanthropist Maurice Spertus donated his world-class collection of Jewish ceremonial objects to the College of Jewish Studies, ensuring the collection’s stewardship and making it available for study and enjoyment. With this gift, Spertus Museum was founded.

Maurice Spertus’ brother and business partner Herman was also an ardent supporter of the College of Jewish Studies. In 1970, the organization was renamed Spertus College to honor the Spertus family’s generosity.

In 1974, Spertus moved from its longtime location at 72 E. 11th Street to the former IBM headquarters at 618 S. Michigan Avenue. Norman Asher, a leading Chicago attorney who studied Bible and Talmud, recognized the need for a first-class Jewish library to serve the Chicago community. In conjunction with Spertus’ move to a larger facility, he and his wife Helen endowed what is now known as the Asher Library.

In 1971, Spertus College was accredited by the North Central Association of Colleges and Schools as a bachelor’s degree-granting institution. Accreditation at the master’s and doctoral levels followed in 1976 and 1992, respectively. Also in 1971, Spertus College started the first college-level course in the Midwest in Holocaust Studies, followed in 1975 by Spertus Museum’s development of the Bernard and Rochelle Zell Holocaust Memorial, the first in North America and an important resource for Chicago-area teachers and students. Out of these initiatives grew the Bernard and Rochelle Zell Center for Holocaust Studies at Spertus, which today supports Holocaust education and programming across an array of disciplines.

During these years, David Weinstein (1964 to 1980 and 1982 to 1984) and David W. Silverman (1980 to 1982) served as president.

Dr. Howard A. Sulkin became the organization’s seventh president in 1984. During his 25 years of leadership, Spertus expanded in both the diversity and number of people it serves through its educational and cultural offerings. A range of programming was added to foster learning through both traditional means and through the arts. Spertus’ expertise in Nonprofit Management was brought to a wider platform of students—both students serving Jewish organizations and those serving a broad range of community, social service, government, educational, environmental, and religious organizations.

During this period, Spertus forged partnerships and collaborative relationships with organizations in the Jewish world, the arts and academic communities, and with those pursuing interfaith understanding. For example, in 1987, the Joseph Cardinal Bernardin Center for the Study of Eastern European Jewry was developed by Spertus and the Archdiocese of Chicago to promote interfaith theological and academic dialogue.

In 1993, Spertus College officially became Spertus Institute of Jewish Studies, its new name reflecting its multidisciplinary identity and its multifaceted approach to the study of the Jewish experience.

## Institutional History continued

### Spertus for the 21st Century

In 2007, after years of planning and fundraising, an innovative new Spertus building—designed by Chicago’s Krueck + Sexton Architects to serve the growing needs of Spertus students and visitors — was opened at 610 S. Michigan Avenue in the heart of Chicago’s historic academic and cultural corridor. The new building, which has received an array of prestigious architectural and civic awards, provides a 21st-century “home base” for Spertus’ academic and public offerings. It features state-of-the-art classrooms, a theater, exhibit space, event space, and library spaces, plus collections’ storage for art, archives, books, music, and film.

In July 2009, Spertus named Dr. Hal M. Lewis, an expert on Jewish organizational leadership, its eighth president. About his appointment, Chair of the Spertus Board of Trustees Donna Barrows said: “We are honored to have Hal Lewis accept this position. Like Spertus, his areas of expertise encompass the breadth and depth of the contemporary Jewish experience. He brings an expert’s perspective on leadership and organizational planning, something that is critical to all educational and cultural organizations at this time of change in the economic and business environments. Because he has the rare distinction of having been a Spertus student, faculty member, program officer, and administrator, he has a unique understanding of our organization’s specific strengths and challenges, as well as what Spertus means to those we serve.”

Under the leadership of Dr. Lewis, the once-separate divisions of Spertus College, Spertus Museum, and the Asher Library were combined into an integrated center for Jewish learning, combining and consolidating resources across the divisions to more efficiently and effectively serve Spertus students and core audiences. In response to today’s needs, Spertus offers academic and public programs at Spertus, in the Chicago suburbs, and in select locations across North America.

Spertus today offers accredited Master’s degree programs in Jewish Studies, Jewish Professional Studies, and Nonprofit Management, and Doctoral degree programs in Jewish Studies. Distance learning options serve students in 38 U.S. states and nine foreign countries.

A wide range of innovative continuing education and public programming is offered, including lectures, seminars, exhibits, workshops, author events, discussions, films, and live performances.

Appealing to a variety of audiences and enabled through the dedicated efforts of its many friends and supporters, Spertus today serves both scholarly learners and those pursuing knowledge for its own sake. Spertus serves people of all backgrounds, locally and around the world, through a tremendous wealth of programs, educational opportunities, and cultural offerings. Through its offerings, Spertus provides opportunities for lifelong learning, builds leadership and community responsibility, and enhances understanding of the Jewish experience.

## Accreditation

Since 1942, Spertus Institute has been entitled by the State of Illinois to offer academic degrees.

Spertus Institute is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604.

## Degrees Offered

At present, Spertus Institute offers the following degree programs:

Master of Arts in Jewish Studies (MAJS)

Master of Science in Jewish Studies (MSJS)

Master of Science in Jewish Education (MSJE)

Master of Arts in Jewish Education (MAJE)

Master of Science in Nonprofit Management (MSNM)

Master of Arts in Jewish Professional Studies (MAJPS)

Doctor of Science in Jewish Studies (DSJS)

Doctor of Jewish Studies (DJS)

# Spertus Academic Office

Most services for students are performed through the Spertus Academic Office, at 610 S. Michigan Avenue. The Spertus Academic 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 am to 6:30 pm. The Spertus Academic Office is closed to the public Friday through Sunday.

The Spertus Academic Office can be reached by phone at **312.322.1726**. Email addresses for members of the Spertus staff and faculty are available on the Spertus website at **spertus.edu**.

The purpose of the **Spertus Academic Office** is to serve you—the student. Please utilize its services, which include:

- 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 Financial aid information
- 9 Information about continuing education programs, and general information about Spertus

In addition, the Spertus Academic Office can be consulted during regular office hours to provide a range of services not specifically noted here, to students seeking assistance.

# 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—designation 501(c)(3)—of Spertus. According to its corporate charter and its by-laws, Spertus is managed by a policy-making Board of Trustees. The committee of the Board that deals directly with educational programming is the Education Committee.

## Administrative Structure

The Institute's program administrative structure is designed to carry out the purposes of Spertus as defined by its 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 Spertus.

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 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 Spertus are obliged to carry them out. The appointment of Administrative Officers and other senior staff is authorized by the Board of Trustees, through the President, to exercise delegated responsibilities for the day-to-day operation of Spertus.

### 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 Institute as determined by the Board, and for the general management of Spertus. On matters of the administration, the President is the highest and final authority.

The President is empowered to sign agreements on behalf of Spertus 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 Spertus officers and staff in the exercise of that authority. Under the supervision of the Board, the President is responsible for the realization of the Spertus mission, including the organization's financial viability, long-term strategic planning, and the maintenance of high-quality educational and cultural programming. Senior administrative staff report directly to the President.

## Administrative Structure continued

### Chancellor

From time to time, a Chancellor is appointed with a narrowly-defined and time-limited charge, generally related to fundraising or representation of Spertus.

### Dean and Chief Academic Officer

The Dean and Chief Academic Officer (henceforth referred to as the Dean/CAO) is a senior officer of Spertus appointed by the President after consultation with the Board. He or she bears responsibility for all academic and educational programming in Spertus. The Dean/CAO also supervises the work and staff of the Asher Library and 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 Director of the Masters of Science in Nonprofit Management program. 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 Spertus students. The Dean/CAO is also a member of the faculty with appropriate faculty rank.

At the recommendation of the 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 Spertus' 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 have faculty appointments are subject to the *Faculty Manual*. Academic and educational staff members who do not have faculty appointments are subject to the *Personnel Manual*.

### Faculty

The Spertus faculty consists of dedicated individuals distinguished by their high-quality teaching and scholarship. Spertus faculty members are responsible for curriculum, requirements for admission and graduation, standards of scholarship, and general academic programming.

### Director of Doctoral Programs

The Director of Doctoral Programs 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 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.

### Director of the Master of Science in Nonprofit Management (MSNM) Program

The Director of the MSNM program is responsible for the hiring and orientation of MSNM faculty, oversight of the MSNM curriculum, and advising of MSNM students. In addition, the Director serves as the coordinator for assessment of student learning at Spertus.

### Director of Programming

The Director of Programming is responsible for the planning, coordination, and implementation of all public (non-credit and non-degree) Spertus programming.

### Collections Manager

The Collections Manager oversees the maintenance and development of all institutional collections, including the Library, Archives and Museum holdings.

### Learning Resources Manager

The Learning Resource Manager works in areas related to instructional resources, particularly in support of course development, student resources, and the integration of collections, programming, and instruction.

## Administrative Structure continued

### Curator

The Curator is responsible for researching, developing, and implementing ongoing exhibitions that draw primarily from the Spertus collections and that integrate with various programs and educational initiatives.

### Collections Assistant

The Collections Assistant works to maintain the collections, with special focus on material culture holdings. The Collections Assistant also assists in the preparation and installation of exhibits.

### Director of Recruitment, MSNM Program

The Director of Recruitment is responsible for recruitment activities, assisting Spertus to meet its annual enrollment goals, maintaining career resources for students, and serving as the contact person for the Alumni Association for the MSNM program.

### Financial Aid Administrator

The Financial Aid Administrator is responsible for management of scholarship and financial aid processes.

### Administrative Assistant

The Administrative Assistant is responsible for various tasks related to classes and events, many registrar functions, and the general support of Spertus.

### MAJPS Administrative Coordinator

The MAJPS Administrative Coordinator works closely with the Director of the MAJPS program as well as staff in Student Services and other departments to facilitate the administrative processes of MAJPS cohorts in and beyond Chicago.

### Controller

The Controller 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.

## 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 Spertus fall into one of two categories: programmatic or programmatic support. Programmatic support departments include Administration, Operations, Development, Finance, and Marketing and Communications. All other departments directly relate to educational programming.

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

An Institutional Educational Planning Committee meets periodically to discuss and help plan Spertus educational offerings and to integrate student needs and Spertus resources, including collections and expertise, into these offerings.

# Institutional Resources

## The Asher Library

As a student at Spertus, you may utilize the services of its Asher Library. The entrance to the library is on the 8th floor at 610 S. Michigan Avenue. You can also utilize resources of the Asher Library online, where, as a Spertus student, you can access thousands of full-text articles and books.

The Asher Library is one of a small number of major Jewish libraries in the United States. Holding more than 110,000 volumes in virtually all aspects of Jewish Studies, the library collection also includes hundreds of periodical subscriptions, over 1,000 feature films and documentaries, several thousand sound recordings and pieces of 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 Asher Library's special collections is the Lewis Sulkin Collection of works related to Nonprofit Management.

The Asher 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 or scan 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.

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 other Chicago-area academic libraries. The Asher 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 15 Asher Library items on loan at a time. Books will be shipped (for a fee via UPS) upon request. Fines are charged for overdue materials.

The Asher Library maintains a reserve collection of course-related materials set aside at the reference desk and circulated for limited periods of time, as determined by the instructor. At the end of each quarter, students with unpaid library fees or other outstanding library obligations will not receive grade reports or transcripts.

The Asher Library also houses the Chicago Jewish Archives, 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 Anti-Defamation League and the American Jewish Congress, records of synagogues, family papers such as those of architect Alfred S. Alschuler and author Jerry Kosinski, and more.

The Asher Library is open Sunday through Thursday. Visit the Spertus website at [spertus.edu](http://spertus.edu) for current hours.

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

Additional Information about library services is available by calling **312.322.1712** or by visiting the library onsite or online via the Spertus website at [spertus.edu](http://spertus.edu).

## Spertus Collections

In addition to the collections of the Asher Library, Spertus collections include more than 16,000 artifacts and works of art that reflect a wide range of Jewish experiences and history. These collections are utilized for a variety of exhibits and instructional purposes.



## Institutional Resources continued

### Computer and Photocopying Resources

Students have computer access through the Asher Library's 8th-floor reading and reference room and the Student Lounge on the 7th floor. Students using these systems must follow Spertus' Acceptable Use Policy, which is available from the Spertus Academic Offices. There are no fax services available to non-employees of Spertus.

### 7th-Floor Student Lounge and 2nd-Floor Landing

Located on the 7th floor, the Student Lounge has vending machines, computers for student use, meeting areas, and the student bulletin board. 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 other announcements. Students are encouraged to consult this bulletin board regularly.

During hours when it is not booked for programs or events, the 2nd-floor landing at the east end of the building is also available for students, faculty, and staff to meet formally or informally, or just relax.

### Spertus Shop (endowed by George and Mae Bariff)

The Spertus Shop is located on the 1st floor. Some textbooks can be purchased at the Spertus Shop, as well as fiction and nonfiction books on the Jewish experience, Jewish ceremonial objects, Israeli art and handicrafts, works by American Jewish artists, and more. Students (with Student ID) receive a 10% discount on everything except textbooks and special orders.

# Information and Policies for All Students

## Address, Change of

Students are requested to notify the Spertus Academic Office 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 Spertus Academic Office.

## Advising

Upon admission to Spertus, 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. The Directors of the MAJPS and Doctoral programs serve as the primary advisors for each of their programs respectively. All Nonprofit Management students are advised by a general Academic Advisor (the MSNM Faculty Chair and Academic Advisor). 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.

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.

## Auditing Courses

Students not interested in academic credit or in earning a degree may audit some Jewish Studies 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 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. Spertus does not bill audit students and the Spertus Academic Office does not maintain transcripts for auditors. Audit tuition may vary but is generally one third of the regular credit-bearing tuition.

## Building Location and Hours

Spertus is located at 610 South Michigan Avenue (between Balbo and Harrison Streets) across from Grant Park in Chicago's South Loop neighborhood. The Spertus building at 610 S. Michigan Avenue is open to the public Monday-Thursday, 8:00 am to 5:00 pm and Sunday, 9:00 am to 5:00 pm. It is open only to students and participants in special events from 5:00 pm to 9:30 pm, Monday-Thursday. Spertus is closed to the public on Fridays and Saturdays.

Students must present a valid ID to be admitted to the student areas.

As a Spertus student, you are part of a large educational community, made up of approximately 55,000 students who attend college or university within the dozen or so blocks surrounding Spertus. Numerous educational and cultural opportunities are available to you. Spertus is located two miles east of the University of Illinois at Chicago, two blocks south of Roosevelt University, and next door to Columbia College Chicago. 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.

# Information and Policies for All Students continued

## Calendar, Academic

Most Jewish Studies course offerings at Spertus follow a quarterly academic schedule. Fall, Winter, and Spring academic quarters are ten weeks each. The Summer quarter has a shorter duration.

Each course in the Nonprofit Management and MAJPS programs follows a separate schedule based on the cohort schedule. Spertus, in addition to being closed to the public on Fridays and Saturdays, is also closed for secular and Jewish holidays as indicated here.

### 2013 Spertus Holiday Calendar

Tuesday, January 1, 2013	New Year's Day	Closed
Monday, March 25, 2013	Erev Passover	Open until 1 pm
Tuesday, March 26, 2013	Passover	Closed
Wednesday, March 27, 2013	Passover	Closed
Sunday, March 31, 2013	Passover	Open until 3 pm
Monday, April 1, 2012	Passover	Closed
Tuesday, April 2, 2013	Passover	Closed
Tuesday, May 14, 2013	Erev Shavuot	Open until 3 pm
Wednesday, May 15, 2013	Shavuot	Closed
Thursday, May 16, 2013	Shavuot	Closed
Monday, May 27, 2013	Memorial Day	Closed
Thursday, July 4, 2013	Independence Day	Closed
Friday, July 5, 2013	Independence Day	Closed
Monday, September 2, 2013	Labor Day	Closed
Wednesday, September 4, 2013	Erev Rosh HaShanah	Open until 1 pm
Thursday, September 5, 2013	Rosh HaShanah	Closed
Friday, September 6, 2013	Rosh HaShanah	Closed
Friday, September 13, 2013	Erev Yom Kippur	Open until 1 pm
Saturday, September 14, 2013	Yom Kippur	Closed
Wednesday, September 18, 2013	Erev Sukkot	Open until 3 pm
Thursday, September 19, 2013	Sukkot	Closed
Friday, September 20, 2013	Sukkot	Closed
Wednesday, September 25, 2013	Erev Shemini Atzeret	Open until 3 pm
Thursday, September 26, 2013	Shemini Atzeret	Closed
Friday, September 27, 2013	Simchat Torah	Closed
Thursday, November 28, 2013	Thanksgiving	Closed
Friday, November 29, 2013	Offices closed, Spertus Shop open	
Tuesday, December 24, 2013	Christmas Eve	Open until 1 pm
Wednesday, December 25, 2013	Christmas	Closed
Tuesday, December 31, 2013	New Year's Eve	Open until 1 pm
Wednesday, January 1, 2014	New Year's Day	Closed

# Information and Policies for All Students continued

## 2014 Spertus Holiday Calendar

Tuesday, January 1, 2014	New Year's Day	Closed
Monday, April 14, 2014	Erev Passover	Open until 3 pm
Tuesday, April 15, 2014	Passover	Closed
Wednesday, April 16, 2014	Passover	Closed
Sunday, April 20, 2014	Passover	Open until 3 pm
Monday, April 21, 2014	Passover	Closed
Tuesday, April 22, 2014	Passover	Closed
Monday, May 26, 2014	Memorial Day	Closed
Tuesday, June 3, 2014	Erev Shavuot	Open until 3 pm
Wednesday, June 4, 2014	Shavuot	Closed
Thursday, June 5, 2014	Shavuot	Closed
Thursday, July 3, 2014	Independence Day	Closed
Friday, July 4, 2014	Independence Day	Closed
Monday, September 1, 2014	Labor Day	Closed
Wednesday, September 24, 2014	Erev Rosh HaShanah	Open until 3 pm
Thursday, September 25, 2014	Rosh HaShanah	Closed
Friday, September 26, 2014	Rosh HaShanah	Closed
Friday, October 3, 2014	Erev Yom Kippur	Open until 3 pm
Saturday, October 4, 2014	Yom Kippur	Closed
Wednesday, October 8, 2014	Erev Sukkot	Open until 3 pm
Thursday, October 9, 2014	Sukkot	Closed
Friday, October 10, 2014	Sukkot	Closed
Wednesday, October 15, 2014	Erev Shemini Atzeret	Open until 3 pm
Thursday, October 16, 2014	Shemini Atzeret	Closed
Friday, October 17, 2014	Simchat Torah	Closed
Thursday, November 28, 2014	Thanksgiving	Closed
Friday, November 29, 2014	Offices closed, Spertus Shop open	
Wednesday, December 24, 2014	Christmas Eve	Open until 3 pm
Thursday, December 25, 2014	Christmas	Closed
Wednesday, December 31, 2014	New Year's Eve	Open until 3 pm
Thursday, January 1, 2015	New Year's Day	Closed

# Information and Policies for All Students continued

## 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.

## Class Schedules

MAJPS and MSNM 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. Most MAJPS classes meet from 6:00 pm to 9:00 pm and most MSNM classes meet from 6:15 pm to 9:15 pm. Concentration classes meet from 6:30 pm to 9:00 pm. Accelerated evening and daytime programs follow their own specific schedules. Occasionally a class session will take place at a location other than at Spertus.

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

## Conduct Guidelines for Students

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

As an educational institution, Spertus 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 Spertus 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.

## Misconduct, Acts of

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 Spertus
- 2 Forgery, alteration, or misuse of Spertus documents, records or identification
- 3 Obstruction or disruption of teaching, administration, disciplinary procedures, or any other Spertus activities
- 4 Physical abuse of any person on Spertus-owned or controlled property or at Spertus-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 Spertus or of a member of the Spertus community
- 6 Unauthorized entry to or use of Spertus 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 Spertus-owned or controlled property or at Spertus-sponsored or supervised functions
- 9 Violation of Spertus 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 Spertus staff, faculty, or 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 is vested in the President of Spertus, who delegates certain responsibilities and authority to the Dean/CAO, the MSNM Faculty Chair, Program and Department Directors, the Spertus Academic Office, 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 Spertus 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 Spertus is withdrawn with no promise (implied or otherwise) that the student may return at any future time. A permanent record is filed with the Spertus Academic Office 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 Spertus officials.

# Information and Policies for All Students continued

## Grievance Procedure

In the event a student takes issue with any disciplinary action, evaluation, or decision regarding his or her status in Spertus, 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 Spertus is the final authority. On academic issues, the Dean/CAO is the final arbiter.

## Courseload, Academic

Full-time — 9 or more credits/per term

Half-time — 4.5-8.5 credits/per term

Less than half-time — 4 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).

## Crime Statistics Report

To ensure that Spertus 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”), Spertus has instituted policies and procedures related to campus security. Under the Act, Spertus 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 7th floors of its building, distributes 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 at [ope.ed.gov/security/Search.asp](http://ope.ed.gov/security/Search.asp).

During the hours that Spertus 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 from

an internal line or 312.322.1763 from an external line). 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 Spertus Academic Office. The individual so notified will contact the proper authorities should such an action be deemed necessary by the administration.

Spertus 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 Spertus officials for each calendar year. Spertus 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 require that institutions report annually on forcible and nonforcible sex offenses. Institutions must also provide information on Hate Crimes and a Report on Emergency Procedures.

The most recent data collected and reported by Spertus was in 2011 for the year 2010 and offenses referred to above indicate the following: 1 occurrence (burglary) and 0 arrests. In 2010 Spertus reported for the year 2009 and offenses referred to above indicate the following: 1 occurrence (burglary) and 0 arrests.

## 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 Spertus 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.

## Disabilities, Students with

In compliance with the Americans with Disabilities Act (ADA), which prohibits discrimination against persons with disabilities, Spertus 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. Students needing assistance should contact the Spertus Academic Office at 312.322-1769, 800.526-0857 (Illinois Relay Center) or [college@spertus.edu](mailto:college@spertus.edu).

# Information and Policies for All Students continued

## Discrimination, Policy against

Spertus 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.

## Drug and Alcohol Control Policy

Spertus Institute is committed to maintaining a safe, healthy and productive environment for its students. The use of alcohol, drugs, and related substances at Spertus 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 has developed the following policies and procedures to emphasize its 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 Spertus 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 Spertus as part of an event or ceremony.
- b. Possession of alcohol containers, whether opened or unopened, on Spertus premises.
- c. The possession, use, sale, purchase, transfer, transportation, or distribution, on Spertus 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, Spertus employees including faculty, or Spertus 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 such an offense must notify the Spertus Academic Office within five days of the conviction. Within thirty days of such notification, Spertus 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 will not expel a student merely for seeking drug or alcohol rehabilitation, treatment or counseling. However, Spertus 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 reserves the right to inspect, without notice, all areas of the building, including lockers, and all portions of Spertus property or vehicles. Spertus also may require the student to submit to an immediate search by a Spertus representative of his/her person and/or property or vehicles brought onto Spertus premises when Spertus has a reasonable suspicion that the student is using, selling, dispensing, distributing, manufacturing, or possessing illegal drugs, narcotics, or alcoholic beverages during business or class hours or while on Spertus premises.

This policy applies to all students. A separate policy for employees is available in the *Personnel Manual* and a policy for faculty is available in the *Faculty Manual*.

## 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. Computers brought into the classroom are expected to be used for class purposes only. If computer usage is disruptive to the class, an instructor may request that a student discontinue usage.

## Emergency and Severe Weather School Closing Information

On occasion, Chicago weather conditions or other situations may threaten to make travel to or from class dangerous. In such cases, the Dean/CAO makes a decision about cancelling Spertus classes. Information about class cancellations will be posted on the Spertus website at [spertus.edu](http://spertus.edu) and via Twitter (@Spertus). Information will also be forwarded to the Chicagoland Emergency Closing Center at [emergencyclosings.com](http://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.

# Information and Policies for All Students continued

In the event that a decision to cancel classes has been made early enough in the day, Spertus staff will attempt to contact students who are affected. However, decisions cannot always be made early and so if you are in doubt about the possible cancellation of classes, you should check online or call the Spertus Academic Offices at 312.322.1769 (Enrollment Associate).

## Faculty Offices and Messages for Faculty Members

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 Spertus Academic Office (312.322.1726). Written materials for faculty members may be left with staff at the Spertus Academic Office. Faculty members are required to inform students when they may be available for conferences and/or telephone meetings.

## Fees

### Completion Fees

Students who carry an incomplete for a course for more than one year may be required to re-take the course and pay for the new course at the current tuition rate. Students in the Nonprofit Management programs who do not complete the program according to the schedule for that cohort (see *Degree-Completion Time Limits*) and/or require additional faculty assistance may be subject to additional fees.

### 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.

## Financing Your Education

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

Spertus students are limited, and come from endowed and restricted funds where the donor has specified parameters for the use of donated funds. Because of its strong institutional history, commitment, and responsibility for training Jewish scholars, educators, and communal service professionals, students enrolled in Jewish Education, and Jewish Professional Studies programs receive priority in the disbursement of scholarship funds. Jewish Studies students may be awarded to Jewish Studies degree students as available, on the basis of need and merit. Students may apply for Spertus scholarships on a course-by-course basis. Spertus does award 10 \$1,000 scholarships to MSNM students each year. These scholarships are based on academic merit and students must be recommended by the MSNM Program Director for consideration.

All degree students who receive Spertus scholarships are expected to adhere to the Spertus Satisfactory Academic 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 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.

Financial aid available to students in the MSNM 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 Academic 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, outside scholarships, employer reimbursement programs and benefits through the Department of Veteran Affairs, should contact the Spertus Academic Office.



# Information and Policies for All Students continued

## Grades and Grade Point System

Grade Points are figured as follows:

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.

## 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 no later than the first class session 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 to students all homework submitted for a grade, including major papers and examinations. 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 Spertus Academic Office.

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.

## Graduation/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, graduation announcements, ceremony program, and other graduation-related expenses.

## Graduation Requirements/Fees

Each student must file the Graduation Request Form with the Spertus Academic Office. 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 Spertus 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.

Prior to graduation, and by announced deadlines, students must complete a Graduation Request Form and pay a Graduation/Commencement Fee.

## Harassment, Policy against

It is and has been the policy of Spertus to maintain an environment free of unlawful harassment for all faculty members, employees, and students. Spertus will not tolerate verbal, physical, or other harassing conduct of any student, faculty member, or Spertus employee 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

## Information and Policies for All Students continued

environment. This policy also prohibits such harassment of students by individuals who are not Spertus faculty members, students, or employees (such as donors, visitors and vendors), and vice versa. If you have any questions about what constitutes prohibited harassment, do not hesitate to ask the Dean/CAO.

Spertus 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, or obscene comments or gestures
- Display of sexually suggestive objects or pictures

These and similar behaviors are unacceptable at Spertus and in other related settings such as Spertus social events. The Spertus sexual harassment policy prohibits sexual harassment by individuals who are not Spertus 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 CFO. Complaints may be made orally or in writing.

If you become aware of an incident of harassment directed towards another student, faculty member, or Spertus employee you should report it to the Dean/CAO or the CFO.

### **Enforcement of Harassment and Sexual Harassment Policies**

Spertus 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, Spertus will take the appropriate necessary action that may include counseling, reprimand, demotion, reassignment, or termination.

### **Prohibition against Retaliation**

Spertus 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.

### **Human Subjects in Research, Policy on Use of**

All students, faculty, and staff who undertake research studies which grow out of their affiliation with Spertus 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. The Dean/CAO's decision is based on the feedback provided from an Institutional Review Board (IRB) that is comprised of at least two faculty members and is convened by the Dean/CAO as research proposals and tools are submitted. Anyone affiliated with Spertus 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 Spertus Academic Offices.

# Information and Policies for All Students continued

## IDs, Student

Each degree-seeking student will receive a Spertus Photo ID card. This card, which students are required to have with them at all times while at Spertus, identifies students to Spertus staff and security personnel and enables students to be admitted to the building without signing in or out. It also allows students to access library resources. ID cards may not be used by anyone other than the person to whom it is issued. IDs should be returned to Spertus upon completion of studies at Spertus. There is a fee of \$20 for each replacement ID card.

## Immunization

In compliance with federal regulations (Public Act 83-1315), beginning July 1, 1989, all students who were born after January 1, 1957 and enroll at Spertus for the first time, must show proof of immunity to measles, mumps, rubella, diphtheria, and tetanus. Individuals who are not 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.

## 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 and administrative approval, through the Spertus Academic 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 and associated fees.

## Information, Release of

The Spertus Academic Offices maintain records for former students and for those currently enrolled.

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.

Spertus 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, Spertus may release certain "directory information" to appropriate parties at its discretion. To do so, Spertus 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.

If a student does not wish this information to be released, a written request to withhold "Directory Information" must be submitted to the Spertus Academic 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 is obligated to comply with these requests.

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 Spertus Academic Office.

## Information Systems Acceptable Use Policy

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

## Information and Policies for All Students continued

### 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 the Spertus Academic Office. 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.

### Leaves of Absence

Students needing to temporarily withdraw from academic residency should make arrangements in writing with the Spertus Academic Office and their Program Director or Advisor. When ready to resume academic studies, the student should contact the Spertus Academic Office. Students who have used student loans to finance their Spertus education may have other requirements by which they must abide that are determined by the US Department of Education. 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 reapply for admission to Spertus.

### 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 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 Spertus Academic Offices. This procedure is to help guarantee the student's right with regard to the grade appeal process.

### 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 the parking attendant in advance. Parking receipts may be validated at the security guard's desk at the front entrance to Spertus.

### Payment of Tuition and Fees

Tuition and fees are paid to the Office of Student Services (via the Enrollment Associate) on the 6th floor. All questions about billing and about deferred payment plans should be directed to this office.

### 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.

### Proficiency Skills and Examinations

#### Writing 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.

# Information and Policies for All Students continued

## Proficiency with Excel

The MSNM Budgeting and Finance module requires rudimentary knowledge of Microsoft Excel. 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 training is offered for a small fee through Spertus. Contact the MSNM Program Director for scheduled training sessions. Students who are unable to successfully complete the Budgeting and Finance course because of their lack of proficiency with Excel may be required to retake the Excel training at no charge.

## Language Proficiency Examinations

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

## Readmission

Readmission is required of students who wish to re-enter a Spertus degree program after having been away from their studies for more than one year on a leave of absence.

Students seeking to be readmitted to a program after withdrawal from the program of more than one year must complete a formal Application for Readmission. If readmitted the student must consult with the Director of their program 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 individual Program Director and/or Dean/CAO. In the MSNM and MAJPS programs, students will be added to other cohort courses according to the best fit between course needs, the student, and the cohort schedule. At the discretion of the Program Director or Dean/CAO, a student may also be given a final date by which to complete their program.

## Refund Policy

Students who have formally dropped courses may be entitled to a refund.

For Jewish Studies courses, our current refund policy for 10-session 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 Jewish Professional Studies and Nonprofit Management courses, depending upon the number of sessions in the course. Students should contact the Spertus Academic Offices for a specific refund schedule. Students who are receiving federal student loans may have some funds returned to the lender, as determined by a review of the student's enrollment and in accordance with federal policies.

*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. For online courses, full tuition will be refunded within one week of registration; fifty percent within two weeks of registration; and no refunds will be made after two weeks of registration. 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.

*Refund of Title IV Funds.* Students who utilize federal student loans to help finance their Spertus education must complete all forms and paperwork required for application, review, and disbursement of funds. Students must also meet all requirements of Spertus' Satisfactory Academic Progress policy. If a student leaves Spertus, the Financial Aid Administrator will review the student's file and calculate any refunds that may need to be made to the student or to the lender. Students will be notified about any refund determinations, but they can always contact the Financial Aid Administrator as they have questions or need clarification.

## Registration

If you already have been admitted as a degree-seeking student to Spertus, your next step is to arrange to talk with a staff member of the Spertus Academic Office and with your faculty advisor to determine course selection and to map out your degree program. Tuition payments can be made by cash, by check, or by credit card.

Students in the MSNM and MAJPS programs are automatically registered by cohort for their entire program.

Students in the Jewish Studies programs will receive by mail or email descriptions of courses being offered, short

## Information and Policies for All Students continued

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 can be downloaded from the Spertus website at [spertus.edu](http://spertus.edu). Because we reserve the right to cancel any course for under-registration, we urge students to *register early*. 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.

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

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 (Jewish Studies) only during the first four weeks of the quarter.

### Prerequisites

Any 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.

### Residency Requirement

To receive a degree from Spertus, students must establish “residency” at Spertus. In this case, 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, except the MAJS program, which requires 36 quarter hours in residence—the lower number of credits being related to the Hebrew and revised core requirements.*

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, 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.”

The MAJPS and MSNM programs are offered in a cohort format and therefore all required courses must be taken through Spertus.

### Safety, Public

Every year in the fall, the Spertus Academic Office posts and issues to students results of the Crime Statistics Survey that details any crimes reported as occurring on campus. This survey is also 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 Spertus Academic Office. The Security Desk can be reached by dialing extension 763 on a Spertus telephone or calling 312.322.1763 from an outside line.

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.

### Satisfactory Academic Progress

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

Students who do not comply with academic responsibilities will be considered not making “satisfactory academic 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.

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 each term and to take steps to improve academic status whenever necessary.

## Information and Policies for All Students continued

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 academic progress if the student has:

- 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 may appeal their standing by consulting with the Program Director. *MSNM students must have all work completed by the end of their program.* Should a student fail to complete by the end of their program, any remaining courses to be taken or projects that need to be completed (including Independent Study arrangements) will be subject to additional fees.

### 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 or module.

Incompletes, withdrawals, and any letter grade of C- or lower are not considered completed grades. Pass/Fail options for any courses for which a letter grade is usually given are only available in exceptional circumstances.

Spertus 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. Spertus 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.

*Distance Learning* students usually have three months from the time of registration to complete a home study or online 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 three 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.

*Master of Arts in Jewish Professional Studies:* 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. 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.

Since courses are generally 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 Take the course with a subsequent cohort, or
- 2 With permission of the instructor, take the course as an independent study

In the latter case, the student needs:

- 1 Written permission of the instructor
- 2 A defined time period to initiate and complete the course, and
- 3 An independent study plan 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.

*MSNM.* Spertus 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 Program Director, 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

## Information and Policies for All Students continued

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 and any subsequent courses. Students enrolled in two courses at the same time may not add a third course.

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. In such cases, students will not be charged any added fee to reschedule the course. Students who experience emergencies that keep them from satisfactorily attending a course and who must then be withdrawn will have any reenrollment fee waived upon receipt of appropriate and official documentation.

MSNM students must obtain permission from the class instructor to receive an “Incomplete” in a course. To do this, students 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 Program Director.

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 Program Director, 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 as soon as the courses are re-offered. The retaking of any course must be arranged through the MSNM Program Director. There may be a fee to re-take courses. Any delay in completing courses could result in additional course and textbook fees.

### Solicitation of Funds and Promotion of Events or Services

No student, or student organization, may solicit funds on Spertus 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 with permission from the Dean/CAO.

### Spertus Name, Use of and Distribution of Printed Matter

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

### Student-at-Large Status

Students not interested in earning a degree may enroll in some Jewish Studies courses for graduate credit. A Student-at-Large need not formally apply to Spertus, 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. MSNM and courses are not available to anyone not already enrolled in a Spertus degree program. MAJPS courses are not open to anyone who is not enrolled in the MAJPS program.

### 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

Cohorts follow their individual schedules; terms designations for courses that cross terms are made based on when a course begins.

### Textbooks and Course Materials

*Distance Learning.* Textbooks for home study courses are provided in the course package that is shipped to the student. Online courses include course materials loaded on Desire2Learn (as well as books that instructors



## Information and Policies for All Students continued

may require students to purchase on their own). Course materials for the on-campus seminars are normally loaded on Desire2Learn at least six weeks prior to the seminar. Students are generally responsible to secure their own copies of textbooks used for seminars.

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.

### Time Limits for Degree Completion

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.

Students enrolled in the MAJPS and MSNM programs 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 MAJPS or MSNM Program Director 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 include additional fees, including fees for courses, texts and materials, and program completion courses or independent projects (this includes prior Master of Science in Human Services Administration students returning because they did not complete one or more courses or the Major Project in the MSHSA program).

### 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 Program Director to retake a particular module. The MSNM Program Director will notify the student in writing of the decision.

### Transcripts

Official transcripts bearing Spertus' official seal and an authorized signature of the Registrar, Dean/CAO, or Program Director 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. The Transcript Request Form can be found on the Spertus website. Transcripts sent to students are signed, sealed and marked "Issued to Student." Students are provided with one complimentary copy of their official transcripts and one copy of their unofficial transcripts upon graduation. All subsequent requests will be charged a processing fee per transcript. No transcripts can be issued unless all financial obligations to Spertus (including library fees) have been settled.

Official transcripts of credit earned at other institutions become part of a student's permanent record at Spertus, 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 can be provided for a fee of \$25.

### Transfer Credit

[See also Residency Requirement]

Students may petition to transfer academic credit earned at other accredited institutions of higher learning to Spertus. 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.

### Tuition and Fees [see also 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 and/or financial aid.

*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 Spertus. All tuition and fees must be paid to-date before the Spertus Academic Office 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 online and 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. Access to online course materials is only available during the period in which a student is registered for a particular course.

Tuition and fees are paid to the Spertus Academic Office. Questions about billing and about deferred payment plans should be directed to this Office.

## Withdrawal, Course and Program

### Withdrawal from a Course

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 Enrollment Associate and Financial Aid Administrator. The student must contact the Program Director or Dean/CAO to arrange for the missed course to be taken at another time.

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 Spertus Academic Office will assist students with withdrawal procedures. A student who is the recipient of any financial aid should also see the Financial Aid Administrator concerning financial aid regulations and course withdrawals or failures.

### Administrative Withdrawal

A student may be administratively withdrawn by the appropriate Program Director or Dean/CAO from: a course if there are too many absences, or the specific program if there are two (2) or more Failing grades or too many "Incomplete" grades on the transcript at any time. Students may also be withdrawn from a course or from a program if they are significantly behind in their financial obligations to Spertus and do not make arrangements for payment. An official notification will be sent to the student from the Spertus Academic Office.

### Program Withdrawal

Students who decide to withdraw from a degree program must notify the Director of their program in writing. If the student has used financial aid to finance their Spertus education they must also notify the Financial Aid Administrator. An official confirmation will be sent to the student. The student will be notified of any remaining charges on his or her account. If the student received financial aid, refunds due either to the student or the lender will be processed. Failure to make a formal withdrawal request may result in a lessened amount of loan monies returned to the student or lender.

# Contact Information for Key Program Staff and Faculty for Students

*Current as of Spring 2013*

Dean and Chief Academic Officer  
[Jewish Studies Academic Advisor]  
Dr. Dean P. Bell  
dbell@spertus.edu  
312.322.1791

Director of Doctoral Programs  
[Jewish Studies Academic Advisor]  
Dr. Byron L. Sherwin  
bsherwin@spertus.edu  
312.322.1738

Director of the MAJPS Program  
Dr. Barry Chazan  
bchazan@spertus.edu  
312.322.1709

MSNM Acting Program Director  
Dr. Karin Baird  
kbaird@spertus.edu  
312.322.1720

Director of Programming  
Beth Schenker  
bschenker@spertus.edu  
312.322.1743

Director of Recruitment, MSNM Program  
Susan Greenwald  
sgreenwald@spertus.edu  
312.322.1707

Learning Resources Manager  
Camille Brown  
cbrown@spertus.edu  
312.322.1751

Administrative Assistant  
Lisa DelSesto  
ldelsesto@spertus.edu  
312.322.1726

Financial Aid Administrator  
Pam Felton  
pfelton@spertus.edu  
312.322.1781

Comptroller  
Doug Peterson  
dpeterson@spertus.edu  
312.322.1733

## Disclaimer

This Student Handbook represents current Spertus policies and procedures and serves as a basic reference for all students at Spertus. Neither the provision of this guide, nor acceptance of students through registration and enrollment at Spertus, constitute a contract or an offer of a contract. Spertus 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 Spertus, with or without notice.

Spertus further reserves the right to require a student to withdraw from Spertus 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.

## 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, Spertus 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 of Judaica.

In 1942, Spertus 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. Spertus Institute of Jewish for Jewish Learning and Leadership is the dba of Spertus College of Judaica.



Since 1942, Spertus Institute has been “entitled” by the State of Illinois to offer academic degrees.

Spertus Institute is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604.

Spertus Institute is a partner in serving our community, supported by the Jewish United Fund/Jewish Federation of Metropolitan Chicago.

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