

STUDENT HANDBOOK

תש"פ | 2019-2020



מכון אור יהודה
WITS
World's Institute of Torah Seminary of College

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MISSION STATEMENT

The mission of The Women's Institute of Torah Seminary (WITS) is to provide Orthodox Jewish women with an in-depth, values-centered, academic experience. The rigorous study of classical and contemporary Jewish schools of thought, in-depth textual study and experiential programs at WITS serve as a foundation for the enhancement of Jewish life in the home and community, as a link in the perpetuation of the Orthodox tradition and as preparation for careers in Jewish communal life. WITS' General Studies program provides an intellectual foundation in core subject areas including arts, English language and composition, humanities, natural and social sciences, and mathematics, as well as pre-professional coursework. A WITS education enables graduates to enter professions in numerous fields or pursue further study in graduate schools. WITS is dedicated to the promotion of traditional Jewish standards and a values-oriented approach in all of its academic programs.

WITS graduates are prepared to take their places in the Jewish and secular worlds. They are stimulated to think critically and analytically. The broad-based program promotes growth in knowledge, perspective and skills to enhance personal and academic accomplishment.

ACCREDITATION AND LICENSURE

The Women's Institute of Torah Seminary is nationally-accredited by the Association of Institutions of Jewish Studies (AIJS). AIJS, an accrediting agency recognized by the U.S. Department of Education, is located at 500 W. Kennedy Boulevard, Lakewood, NJ 08701 (732-363-7330).

WITS is approved as a degree-granting institution by the Maryland Higher Education Commission, offering Bachelor of Arts and Bachelor of Science degrees.

Copies of the AIJS and MHEC documents can be viewed in the Office of Administrative Affairs during regular business hours.

WELCOME

The contents of this Student Handbook will explain the procedures and regulations of WITS. This information will help students enjoy a successful and fulfilling year and enable them to take full advantage of the exciting opportunities available. WITS reserves the right to change the policies, procedures and regulations described in this handbook.

PROGRAM OVERVIEW

WITS is comprised of a second year Jewish Studies seminary program and a General Studies division. Students are able to earn two undergraduate degrees during their tenure at WITS: one from WITS and the other from Gratz College. Students who seek to earn these degrees must meet the graduation requirements of the respective institution.

WITS offers a Bachelor of Arts in Judaic Studies, a Bachelor of Science in Jewish Education and a Bachelor of Arts in Computer Science. Requirements for degree completion include a combination of Jewish and General Studies credits. All programs have a 30-credit residency requirement, which means that a minimum of 30 credits must be completed at WITS.

Gratz College, an internationally recognized and regionally accredited college located in Melrose Park, Pennsylvania, offers Bachelor of Arts degrees in Jewish Studies, Liberal Studies and Psychology. Requirements for degree completion include a combination of Jewish Studies and General Studies credits. Courses that fulfill the 39-credit Gratz College residency requirement are part of the WITS curriculum and are given on-site at WITS. All WITS courses will appear on an official Gratz College transcript. A separate application to Gratz College is required for admission to the joint Gratz programs.

It is important to note that every institution can have its own policies regarding accepting transfer courses to meet specific degree requirements.

Jewish Studies Courses

All WITS degree programs require 36 credits in Jewish Studies. The majority of the Jewish Studies courses are year-long courses, earning 1.5 credits in the fall and 1.5 credits in the spring semesters, while others are 3 credit semester-long courses. Registration for Jewish Studies courses takes place once a year in the fall. Students may only join a year-long course in the spring with special permission from the Menacheles. Students in the Seminary Program are required to take a minimum of 21 Jewish Studies credits in residence over the course of the year. Some of the Jewish Studies courses are open to seminary students only.

Post-Seminary students are required to complete the 36-credit degree requirement, but they have no requirement to complete Jewish Studies courses in residency at WITS. For example, Post-Seminary students may apply credits from seminary study in Israel towards this requirement. Post-Seminary students are welcome to register for select Jewish Studies courses at WITS. Course schedules are available in the Office of Academic and Student Affairs and on the WITS website. Grades are issued at the end of each semester.

General Studies Courses

General Studies courses are semester-long courses. Registration for General Studies courses takes place prior to the start of the fall, spring and summer semesters. Students in the Seminary Program may register for a maximum of five General Studies courses per semester, in addition to English Composition/Rhetoric or an approved internship. Post-Seminary students may register for up to 24 credits per semester. Course schedules are available in the Office of Academic and Student Affairs and on the WITS website. Grades are issued at the end of each semester.

ACADEMIC INFORMATION AND POLICIES

Student Advisement

Academic Advisors meet with every new student to design a personal

program plan which includes previously earned credits, courses required for the degree and courses needed to meet graduate program prerequisites. Program plans are reviewed and updated on a continual basis. Advisement sessions with students are held prior to each registration period and as needed or requested.

Students who need assistance in their studies can consult their Academic Advisor for tutoring referrals. WITS offers a subsidized tutorial program for Jewish Studies and General Studies courses, including assistance with exam preparation and writing papers.

Academic Advisors are available to discuss graduate school and career options. Career counseling and vocational testing are also available. Group advisement for the graduation process is held in the fall semester for those planning to apply to graduate school for the following fall.

Appointments with Academic Advisors may be scheduled online throughout the year at <https://go.oncehub.com/wits>.

Students are responsible for checking program plans for accuracy and for monitoring the progress of their degrees to ensure that they are fulfilling all degree requirements. Students are also responsible for researching the criteria and requirements for careers they may be interested in pursuing.

For students planning to attend graduate school, the following are suggestions to help make the process of completing admission requirements and applying go smoothly:

- Research the prerequisites, requirements, and application process for each prospective graduate program.
- Check deadlines for each graduate program of interest, making sure to submit all paperwork and transcripts by the deadlines.
- If a graduate program requires an entrance exam, e.g., GRE, LSAT, MCAT, etc., check to see when it is administered. Exams should be taken early enough to allow the exam results to reach the graduate school in

time for its application deadline.

- Request recommendation letters at least six weeks in advance.
- Academic Advisors are available to guide and assist in the process.

Evaluation of Credits

Transfer Credits

Credits from other academic institutions are accepted in accordance with WITS academic policies and regulations as described below. Official transcripts from each institution where college-level courses/exams were taken must be submitted along with course descriptions and/or syllabi. WITS accepts credits from:

- Regionally accredited colleges and universities
- Maalot Educational Network via National College Credit Recommendation Service (NCCRS) – NCCRS courses require a minimum grade of “C” to carry credit
- Foreign credit evaluations that have been evaluated by a service, such as WES, ECE, AACRO, SILNY and Gratz College Credit Evaluation Service (CES)
- Credit by exam
- Advanced Placement (AP) – minimum score of 4 is required
- College Level Examination Program (CLEP) – up to 12 credits are accepted and may be combined with foreign language exams and/or CCAP credits for a cap of 28 credits. CLEPs will not be accepted for courses in the major or minor. CLEPs may not be taken for courses given that semester.
- NYU – New York University Foreign Language Exam
- CompTIA Certification Exams

Grades of “C” and higher are transferable.

Courses taken over five years ago may expire and may not be applied to the degree, if the course content is out-of-date, as determined by the Academic Dean.

Inter-Institution Contracted Credits

WITS has partnered with Gratz College and the Community College of Baltimore County (CCBC) to expand the course options available to students. These contracted courses are delivered by the specific institution. A separate application and registration process is necessary for these courses. Furthermore, in addition to WITS' academic and institutional policies, students must also abide by the policies indicated by the partnering institution. These courses fulfill WITS residency requirements and grades are calculated into the cumulative institutional grade point average (GPA). Grades of "D" and above earn credit.

WITS can only register a student for a CCBC course if that student is concurrently enrolled for courses at WITS. Additionally, WITS may not sponsor a student at CCBC for a course offered at WITS. All changes to CCBC registration, including add/drop changes, must be processed through the Student Services Coordinator.

Courses Taken at Other Institutions

Once a student is enrolled at WITS, all courses must be taken at WITS unless written permission is obtained in advance.

Any student who wishes to take a course at an institution other than WITS (including CCBC) must fill out the "Request to Take Outside Courses" form. The form is completed online and must be approved by the Academic Dean. The request is not confirmed until the student receives notice of approval via email. This form must be submitted before the start of the semester in which the course will be taken. WITS does not guarantee credit will be granted for any course that does not have pre-approval. To earn credit, students must achieve a grade of "C" in the course and submit official transcripts.

The form to request permission to take an outside course is available on the WITS website under 'Current Students'.

WITS is not responsible for the content or methods of instruction for courses taken outside of WITS.

Completing the Bachelor's Degree

A bachelor's degree is comprised of 120 credits. Every degree requires the following:

General Education Core Requirements – 36 credits

- English Composition/Rhetoric – 6 credits
 - All students are required to take English Composition I. Students will be exempt only if they have documentation of successful completion of the course or an AP score of 4 or higher. Other exams (including CLEPs) do not fulfill the English Composition I requirement.
 - The remaining 3 credits of the English Composition/Rhetoric requirement can be satisfied with an additional course in English composition (English 102, for example), Fundamentals of Communication or equivalent.
- Humanities – 12 credits
- History and Social Sciences – 6 credits
- Mathematics – 3 credits
- Natural Sciences – 3 credits
- Technology – 3 credits
- Diversity – 3 credits

General Education Electives – 24 credits

Major Course of Study – 36 credits

Free Electives – 24 credits

All WITS degrees require 36 credits of Jewish Studies. A minimum of 30 credits, of which 15 must be upper level, must be taken at WITS to establish residency. Students are required to maintain an overall GPA of 2.0 or higher.

Majors

Bachelor of Arts in Judaic Studies – 36 credits of Jewish Studies are required, a maximum of 6 credits in Hebrew Language may be applied to the major.

Bachelor of Science in Jewish Education - 21 education credits and 15 Jewish Studies credits are required. Additional corollary courses, Human Growth and Development and Fundamentals of Communication, are also required.

Bachelor of Arts in Computer Science – 27 credits of Computer Science and 9 credits of advanced math are required. An additional corollary course, Introduction to Statistics, is also required.

Courses in the major must average a GPA of at least 2.5.

Minors

Minor courses of study are available in the fields of Art and Graphic Design, Business, Computer Science, Education, Jewish Studies, Pre-Health Sciences, Psychology and Speech Language Pathology. Minors require 18 credits and may have corollary requirements as well. All minors, with the exception of Pre-Health Sciences, require a minimum of six credits at the 300/400 course level. CLEPs may not be used to fulfill the minor requirements. Students cannot pass/fail any courses for the minor except for Jewish Studies courses in the Jewish Studies minor.

Graduation

Students who have successfully completed all requirements for a Bachelor of Arts in Judaic Studies, Bachelor of Science in Jewish Education or a Bachelor of Arts in Computer Science are eligible for graduation.

Degrees are granted upon successful completion of all academic requirements. Diplomas are mailed in August of every year, for all students who graduated the previous 12 months. All financial obligations must be met for diplomas to be issued.

Students who wish to graduate from Gratz College must fulfill its requirements for graduation and file an application to graduate. A link to the application and application deadlines are available on the 'Current Students' page of the WITS website.

Academic Honors

Full-time students earning a GPA of 3.5 and higher are included on the Dean's List for that semester. This designation is noted on the transcript each semester that is it earned.

Upon degree conferral, the following Latin designations will be noted on the final transcript and on the diploma:

Cum Laude – cumulative GPA 3.5 – 3.69

Magna Cum Laude – cumulative GPA 3.7 – 3.89

Summa Cum Laude – cumulative GPA 3.9 and higher

WITS Transcripts

Students are encouraged to review their transcripts. Students have one semester after the completion of courses to inform WITS of any error they believe to be on their transcripts.

Students may request an official WITS transcript to be sent to a designated recipient. Transcript Request Forms are available on the WITS website under 'Current Students'. Students should allow two weeks from the date of the transcript request for processing. Students may receive unofficial copies of their transcript at no charge.

All financial obligations must be met before transcripts will be issued.

Hebrew Language Exam

The Hebrew Language Exam is administered at WITS in the fall and spring. Hebrew Language Exam dates are listed on the Academic Calendar and on the digital board in the Student Lounge. Pending sufficient interest, an optional review course will be offered before each scheduled exam for a fee. Up to 16 credits from the Hebrew Language Exam may be combined with up to 12 credits in CLEPs and/or CCAP credits for a total of 28 credits from these sources.

Clinical Observations and Internships

Clinical observations and internships are valuable opportunities that allow students to gain experience, build resumes and further explore

their intended field of interest. Students may register for the clinical observations and internships during the fall, spring or summer semesters, depending on availability. Upon acceptance/approval, the student must then register and pay for the course.

Clinical Observations

WITS has partnered with local therapy and health care centers to offer clinical observation hours to students pursuing careers in Occupational Therapy, Physical Therapy and Speech-Language Pathology. Options for one, two and three-credit clinical observations are available. Academic credit is earned upon successful completion of a required number of observation hours coupled with a paper, if applicable. Students are required to apply during the registration period before the start of each semester. Late applications will be accepted only if there are open slots. Applications are available on the WITS website under 'Current Students'.

Internships

Students may elect to take internships in Applied Behavior Analysis Therapy (ABA), Art and Design, Biology, Business, Computer Science, Education/Special Education, Health Sciences and Psychology. Options for one, two and three-credit internships are available.

Students must secure internships on their own and are required to apply for approval during the registration period before the start of the semester. Internship approval applications are available on the WITS website under 'Current Students'. The internship must be approved prior to its start. Academic credit for internships is earned upon successful completion of course requirements. These include regular attendance, completion of 45 classroom hours per credit, satisfactory conduct at the placement, weekly assignments that reflect learning and progress at the internship and a final paper/portfolio (if applicable).

The ABA internship has a separate application process detailed on the website.

For questions related to the clinical observations and internships and/or approval, students should contact Mrs. Wainhaus, Special Projects

Coordinator, at rwainhaus@wits.edu.

Registration and Add/Drop Procedures

Students select courses when meeting with their Academic Advisor before each semester. Students must then register online.

After the initial registration period, a student who wishes to add or drop a course must complete an Add/Drop Form available on the WITS website under 'Current Students'. Late add/drops will be charged a \$50 late fee per course, when applicable, as per the fee schedule.

Fall and spring deadlines for adding and dropping courses are provided on the Academic Calendar.

Adding Courses

Courses may be added up until the third session of class. Students are responsible to notify Academic Advisors of all changes. A student who registers late is responsible for making up all work that has been missed. Missed classes are considered absences as related to class performance.

Dropping Courses

To drop courses, students must submit an Add/Drop Form. Students are responsible to notify Academic Advisors of all changes. Jewish Studies courses can only be dropped under extenuating circumstances and with prior approval of the Menacheles.

Dropping a course due to health reasons requires documentation from a medical professional and approval from the Menacheles for Kodesh courses and the Academic Dean for General Studies courses. There are no academic or financial penalties.

Students who stop attending a course without following the correct procedure will receive a grade of "F" for the course.

CCBC Inter-Institution Contracted Courses follow the policies of CCBC. A student who wants to add or drop a CCBC Inter-Institution Contracted

Course must fill out the appropriate paperwork with the Student Services Coordinator. Students must NOT add or drop these courses directly through CCBC.

Audit Courses

Students who wish to attend a course but not receive credit can choose to audit the course. Auditing students are not required to complete exams and papers. Auditing students are expected to attend all sessions of the course. Students who exceed the number of absences indicated in the class performance section of the course syllabus may be asked to leave the course. A student cannot change from audit to credit after the initial add/drop period. At no time may a credit course be switched to an audit course. Permission from the Menacheles or Academic Dean is required in order to audit courses. Students should register for such courses as “auditing” students. Audited courses do not receive college credit.

The cost for auditing a course is 50% of the tuition plus registration and technology fees.

Pass/Fail Option

Students may select the Pass/Fail option for up to three credits per academic year (fall, spring and summer semesters) for a total of six credits over the course of the degree. The option for Pass/Fail must be selected by the deadline as indicated on the academic calendar. No changes can be accepted after this date. Courses cannot be changed back to a grade once selected as Pass/Fail. The Pass/Fail Form is available on the website under ‘Current Students’.

The following courses cannot be selected as Pass/Fail courses:

- ⊘ General Education Core requirements
- ⊘ BIB 410 Unique Women in Tanach
- ⊘ Courses in the major (except Jewish Studies courses)
- ⊘ Courses in the minor (except for the Jewish Studies minor)

It is not recommended that students select the Pass/Fail option for any graduate school prerequisites as grades are typically preferred on

transcripts.

Grades

WITS uses a letter system for grading as follows:

LETTER GRADE	PERCENTAGE	GRADE VALUE
A	93 - 100 %	4.00
A-	90 - 92 %	3.70
B+	87 - 89 %	3.33
B	83 - 86 %	3.00
B-	80 - 82 %	2.67
C+	77 - 79 %	2.33
C	73 - 76 %	2.00
C-	70 - 72 %	1.67
D	60 - 69 %	1.00
F	0 - 59 %	0

The final grade for each course is determined by a combination of assessments throughout the semester. All courses given at WITS require a grade of “D” or higher to receive credit. WITS accepts a grade of “C” or higher for transfer credit.

To fulfill the English Composition requirement, an average grade of “C” is needed. To fulfill the mathematics requirement, a minimum grade of “C” is needed. Courses in the major must average a GPA of at least 2.5. Students are required to maintain an overall GPA of 2.0 or higher to remain in good academic standing.

All matriculated students pursuing an approved program at WITS are required to maintain satisfactory academic progress (SAP) toward graduation, which is defined as maintaining a minimum cumulative GPA of 2.0 and progressing towards degree completion at a reasonable pace. A detailed chart defining reasonable pace is available in the Academic Catalog. Failure to maintain SAP will impact a student’s eligibility to receive financial aid.

Grade Point Average

The Grade Point Average (GPA) is calculated using the following

formula:

1. multiplying the credit hours by the grade value, which determines quality points for each course
2. adding the total number of quality points
3. adding the total number of credit hours
4. dividing the quality points by the credit hours

The GPA on the WITS transcript is calculated for WITS and Inter-Institution Contracted Courses only.

Expediting Grades

Students who are in the process of finishing coursework that is needed to complete the application process for graduate schools should consult with their Academic Advisor to request that their grades be expedited to meet the required deadlines. Requests for grade expedition should be made six weeks before the end of the semester.

Incomplete Grades

If a student has not completed all required coursework but has completed at least 50%, a grade of Incomplete (“INC”) may be requested for the course. Granting an INC is at the discretion of the faculty member and the Menahelas for Kodesh courses and Academic Dean for General Studies courses. If granted an INC, a student will have until that semester’s deadline to complete all missing requirements. The deadline for Fall Semester courses is May 15. The deadline for Spring and Summer semester courses is December 1. Beyond the deadline, a student must petition in writing to the Menahelas/Academic Dean for a further extension. Faculty are not authorized to grant individual extensions beyond the deadline. If no written request is submitted by the deadline, a student who has not completed all missing requirements will receive a grade of “F” for the course.

Changes of grade or adjustments to INC grades after the conclusion of the semester for Inter-Institution Contracted Courses are in accordance with the policies of the contracting institution.

Repeating Courses

A student who wishes to improve the grade of a specific course may repeat the same course. Both courses and grades will appear on all official transcripts. However, credit will be awarded earned once. The lower grade will not be calculated as part of the semester's GPA nor the overall GPA.

Class Performance

Class performance is considered in determining a student's final grade in a course. Attendance is an integral element of course performance. The instruction and guidance offered in the classroom is the cornerstone of a student's education. While there is no formal attendance policy at WITS, students are expected to attend all class and laboratory sessions. Faculty factor attendance into the class performance element of the final grade. Classroom participation, another aspect of class performance, is expected and encouraged in order to facilitate the integration of independently prepared assignments with the subject matter covered in the classroom. Specific grading and class performance guidelines are found in the syllabus of each course.

Students are responsible for all material, assignments or exams missed during absences. Students who anticipate prolonged absences should inform their respective faculty member(s) and the Menahel for Kodesh courses and Academic Dean for General Studies courses.

Missed Exams and Late Assignments

All assignments must be submitted by the due date and all exams must be taken as scheduled. Advanced permission and approval is required for extensions or accommodations. In the case of a last-minute emergency, a student must contact the respective faculty member as soon as possible and receive confirmation from the faculty of extension/accommodation.

The late exam policy is as follows:

- Faculty must approve all requests to take an exam late. Faculty have the right to deduct points or otherwise penalize late exams.
- If a student arrives late to any exam without a valid excuse for the lateness, the exam must be completed in the remainder of the allotted time.
- All make-up exams must be scheduled with the Office of Academic and Student Affairs and taken in the WITS Testing Center. The cost for make-up exams is \$10 per exam within the first week. After the first week, the cost is \$25 per exam.
- Proctor fees will go to the Menacheles Discretionary Fund.

Students should consult each course syllabus for the particulars of that course's late work and exam policy.

Final Exams

Final exams must be taken as scheduled. Finals will be scheduled throughout the week, including Sunday and Friday. Work schedules or other commitments must be adjusted to conform to the final exam schedule. Students should plan accordingly. Any student who fails to take a final as scheduled will receive a grade of "0" for the final. Students who have emergency or extenuating circumstances must submit a Request for Rescheduling a Final Exam Form, available on the WITS website. If approved, the make-up final must be taken at a designated time. The cost for the make-up final is \$35.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

WITS adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA), also referred to as the Buckley Amendment. This act is designed to protect the privacy of educational records, to establish the right of students to inspect their records, to provide guidelines for the correction of inaccurate data and to establish the right of students to file complaints with the FERPA office, United States Department of Education, in cases of alleged failures in compliance.

WITS does not publicize a student directory. Information that is deemed “public information” including name, contact information, area of study and degrees conferred may be released at the discretion of the institution. Students may request in writing that this information be withheld. The institution limits the release of other identifiable personal information. Students have the right to inspect and review their records in the presence of the Student Services Coordinator. WITS transcripts do not contain the student’s full social security number. Students may elect to sign release forms to release personal or educational records to a third party.

The administrative staff and faculty who have a valid, legitimate educational interest for review may gain access to student records, provided that the purpose is to fulfill professional responsibility on behalf of the institution. Students may elect to sign release forms to allow office personnel to access their academic or other information from other academic sources.

The full FERPA policy is provided in the Academic Catalog.

Public Relations Materials

WITS may use written comments, letters and/or essays written by students and photographs/videos of students taken at WITS functions for publicity, illustration, advertising and website content.

STUDENTS WITH DISABILITIES

WITS adheres to the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). WITS provides reasonable accommodations for otherwise qualified students who disclose and verify disability. Students who wish to discuss reasonable accommodations for verifiable disabilities are responsible for identifying themselves to the Student Services Coordinator and providing the required verification of disability documents.

To receive reasonable accommodations, students are required to provide diagnostic documentation from a licensed clinical professional

familiar with the history and functional implications of the impairment(s). Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques and must clearly substantiate the need for all the student's specific accommodation requests.

All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated and include the signature, name, title, contact information, email address and professional credentials of the evaluator. This information will not be accepted if it is completed and/or signed by the student.

Documentation must include the following information:

- Name of student (patient)
- Diagnostic statement identifying the disability
- Description of current functional limitations
- Expected progression or stability of the disability
- Recommendation for accommodations, adaptive services, assistive services and/or support services
- Medication prescribed, including possible side effects

If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, WITS has the discretion to require additional documentation. A diagnosis or test performed by a member of the student's family is not acceptable documentation. Additionally, students requesting accommodations for the manifestations of multiple disabilities must provide evidence of all such conditions. All Verification of Disability documents, including Individualized Education Programs (IEP), should be submitted to the Student Services Coordinator no later than the first week of the student's first semester at WITS.

The building and classrooms are handicap accessible.

Gratz Application

All students who are planning to graduate through Gratz College must

apply to Gratz College at the start of the fall semester using this link:
https://gratzcollege.formstack.com/forms/wits_maalot_application.

There is a \$50 application fee paid online directly to Gratz College. For program of interest, select undergraduate. For start term, choose Fall 2019. Select the appropriate major and minor as per advisement session. This can be updated, if necessary.

Gratz Graduation

All students must apply for graduation during the semester they plan to graduate using this link:

<https://gratzcollege.formstack.com/forms/applicationtograduate>.

Gratz College graduation application deadlines can be found on the WITS website under 'Current Students'. There is a \$125 graduation fee paid online directly to Gratz College. For program of study, select BA in Jewish Studies, BA in Psychology, or BA in Liberal Studies (Post-Seminary only).

Degrees are granted upon successful completion of all academic requirements. All financial obligations must be met for diplomas to be issued.

Gratz Transcripts

For official Gratz transcripts, requests must be submitted online at

<https://www.parchment.com/u/registration/33080/account>

Unofficial Gratz transcripts may be requested by sending an email to studentrecords@gratz.edu. Students can view their Gratz records on NetClassroom using this link:

<https://student.gratz.edu/NetClassroom7/Forms/login.aspx?ReturnUrl=%2fNetClassroom7%2fForms%2fNCShell.aspx>.

All financial obligations must be met before transcripts will be issued.

FEDERAL AND STATE FUNDING

Students at WITS may be eligible for Federal and State of Maryland financial aid programs. The first step in applying for any financial aid is completing the FAFSA application. By filing FAFSA, one can be considered for federal financial aid, such as Pell grants, as well as state financial aid. To learn more about the FAFSA application process, or to complete the FAFSA application, visit <https://fafsa.ed.gov/>. The WITS code is 042652. A FAFSA application should be completed and filed as soon as possible as there are application deadlines for these awards.

The State of Maryland offers need-based and academic scholarships, grants and awards. March 1 is the deadline for filing FAFSA in order to be considered for State of Maryland financial aid for the following academic year. To learn more about Maryland state scholarships, students should visit <http://mhec.maryland.gov/preparing/Pages/FinancialAid/index.aspx>.

Legislative awards have a separate application process. Students should contact the office of the state senator and/or delegate of the respective state. To learn more, students should visit <http://mhec.maryland.gov/preparing/Pages/FinancialAid/descriptions.aspx>.

For more information of all forms of financial aid, students should contact the WITS Office of Financial Aid. Mrs. Rappaport, Financial Aid Administrator, can be reached at trappaport@wits.edu.

TUITION AND FEES

2019-2020 Tuition

Fall and Spring Tuition - Plan A - \$11,959.00 Kodesh Courses (21 - 33 credits) plus General Studies Courses (3 - 6 credits per semester)	Fall Tuition: \$4,983.00 \$ 996.50 (Degree Processing Fee)	Fall Total: \$5,979.50
	Spring Tuition: \$4,983.00 \$ 996.50 (Degree Processing Fee)	Spring Total: \$5,979.50
Fall and Spring Tuition - Plan B - \$14,750.00 Kodesh Courses (21 - 33 credits) plus General Studies Courses (7 - 12 credits per semester)	Fall Tuition: \$6,146.00 \$1,229.00 (Degree Processing Fee)	Fall Total: \$7,375.00
	Spring Tuition: \$6,146.00 \$1,229.00 (Degree Processing Fee)	Spring Total: \$7,375.00
Courses on per credit basis	\$230 per credit \$46 per credit (Degree Processing Fee)	Total: \$276 per credit
FEES		
WITS Application Fee (ISRAEL STUDY ABROAD & SEMINARY PROGRAMS) (one-time non-refundable fee)	\$150 if submitted by deadline \$175 if submitted after deadline	
WITS Application Fee (TRANSFER STUDENTS) (one-time non-refundable fee)	\$150	
Gratz Application Fee (one-time fee)	\$50	
WITS Registration Fee	\$50 per semester	
WITS Technology Fee	\$35 per semester	

WITS Lab/Materials Fee (when applicable)	\$50 per course (Art, Computer Science, Science, Speech-Language Pathology)
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ADDITIONAL FEES	
WITS Late Registration Fee	\$25 per course (when applicable)
WITS Late Add/Drop Fee	\$50 per course (when applicable)
Transcript Fees	\$10 Gratz \$15 Maalot Educational Network \$10 WITS
GRADUATION FEES	
Gratz Degree Processing Fee (one-time only) ⌘ Most students graduate through Gratz College	\$125
NOTES	
<p>⌘ Kodesh only tuition plan available.</p> <p>⌘ Courses may require purchase of Mekoros books, Seforim, textbooks and other supplies.</p> <p>⌘ Tuition/fees are subject to change.</p> <p>⌘ The total cost of the degree varies from student to student.</p> <p>For most students, the total cost of the degree ranges between \$18,000 and \$20,000.</p>	

Tuition Refund Schedule

FALL 2019	
September 10, 2019	Deadline to withdraw from WITS with full tuition refund. No fees refunded.
September 17, 2019	Deadline to withdraw from WITS with 50% tuition refund. No fees refunded.
September 24, 2019	Deadline to withdraw from WITS with 25% tuition refund. No refunds after this date.
SPRING 2020	
January 28, 2020	Deadline to withdraw from WITS with full tuition refund. No fees refunded.
February 4, 2020	Deadline to withdraw from WITS with 50% tuition refund. No fees refunded.
February 11, 2020	Deadline to withdraw from WITS with 25% tuition refund. No refunds after this date.

Tuition Adjustment Schedule

FALL 2019 INDIVIDUAL COURSES REGISTERED ON PER CREDIT BASIS	
September 10, 2019	Deadline to drop courses registered on per credit basis with full tuition refund. No fees refunded.
September 17, 2019	Deadline to drop courses registered on per credit basis with 50% tuition refund. Deadline to drop courses without "W."
September 24, 2019	Deadline to drop courses registered on per credit basis with 25% tuition refund. No refunds after this date.
November 12, 2019	Last day to drop General Studies courses without "F." \$50 drop fee.

SPRING 2020 INDIVIDUAL COURSES REGISTERED ON PER CREDIT BASIS	
January 28, 2020	Deadline to drop courses registered on per credit basis with full tuition refund. No fees refunded.
February 4, 2020	Deadline to drop courses registered on per credit basis with 50% tuition refund. Deadline to drop courses without "W."
February 11, 2020	Deadline to drop courses registered on per credit basis with 25% tuition refund. No refunds after this date
March 3, 2020	Last day to drop General Studies courses without "F." \$50 drop fee.

Ancillary Costs

A student may incur additional fees for academic credit earned outside of WITS and/or for exams-for-credit.

GRIEVANCE POLICY AND PROCEDURE

WITS seeks to foster the values of respect, fairness, integrity, and transparency among faculty, staff and students. When a conflict arises that requires resolution, students are expected to attempt to resolve the matter directly with the faculty or staff member. In cases where direct communication proves unsuccessful or unsatisfactory, a student has the right to file a formal grievance using the following procedures.

Academic Grievance

The procedure for filing a formal academic grievance, such as believing a semester grade is unjustified, is as follows:

1. The student should initially confer with the respective faculty, informing the faculty of her concerns and seeking clarification. The aim of this is to reach a mutual understanding and resolve the issue.
2. If, after consultation with the faculty, the student is unsatisfied, she may appeal the matter by submitting an Academic Grievance Form to the Menahelas for grievances related to Kodesh courses or the

Academic Dean for grievances related to General Studies courses. The Menahelas or Academic Dean will attempt to resolve the matter via consultation with both the faculty and student.

3. Should no agreeable resolution be reached, the complaint will be referred to the Academic Advisory Board. The student will be informed of the resolution in a timely fashion. Decisions of the Academic Advisory Board are final.

Non-Academic Grievance

The procedure for filing a formal non-academic grievance, such as an allegation of physical abuse or lack of accommodations for physical handicaps, is as follows:

1. The student should initially confer with the immediate party.
2. If the student is not comfortable addressing the immediate party or, if after consultation with the immediate party no resolution is reached, the student may appeal the matter by submitting a Non-Academic Grievance Form to the Grievance Committee. The Grievance Committee will investigate the grievance with all affected persons.
3. The student will be provided a response within two weeks of the formal request for consideration, unless more time for investigation is needed.

Academic and non-academic grievance forms are available on the website under ‘Current Students’.

CODES OF CONDUCT

Personal Conduct

Students at WITS are expected to reflect the ethical values and personal conduct required of a Bas Yisroel. This includes showing the proper Derech Eretz in speech and demeanor due to all Jewish Studies and General Studies faculty members and administrative personnel. Any questions or clarifications regarding these values and standards may be

discussed with the Menacheles.

Guidelines for Appropriate Dress

Proper respect for WITS and Bnai Jacob Shaarei Zion is expected and required. Adherence to the following criteria and attire is required:

- Appropriate skirt lengths (not too short, not too long)
- Socks or stockings must be worn at all times; no bare legs
- Shirts, blouses and tops that do not tend to ride up
- Elbows should be covered
- Acceptable necklines
- No slits in skirts
- No tight-fitting tops or skirts
- No denim
- No leggings
- No sweatshirts with bold writing or pictures
- Neutral or light-colored nail polish only

Academic Honesty

Academic dishonesty is a very serious offense and is k'neged halacha. All work is expected to be the result of the student's own efforts unless properly acknowledged as the work of someone else. All primary and secondary source materials, whether quoted or paraphrased, must be cited in accordance with accepted style guidelines and appropriately credited. It is also unacceptable to submit another individual's work or ideas as one's own, cheat on exams and/or plagiarize in any form. A student who cheats or plagiarizes will automatically receive a grade of "F" for the assignment. Violations will be further addressed by the Academic Affairs Committee.

All information submitted by students to the institution must be true, accurate and complete to the best of the student's knowledge. Any falsification, misrepresentation or omission of fact will be cause for denial of admission or immediate dismissal, regardless of when or how the violation was discovered.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the

copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Safeguards are in place to prevent unauthorized distribution of copyrighted materials. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, see the website of the U.S. Copyright Office at www.copyright.gov.

Academic Performance

Students are expected to maintain a record of academic performance that indicates successful learning. Papers, exams and written or email correspondence should be written in standard, college-level English. Tutorial services are available to help students throughout their academic experience.

Cell Phone Usage

Cell phone usage is absolutely prohibited in the classroom and on the entire second floor of the building. Cell phones must be turned off during class. A student who uses a cell phone in any way during a class, including texting, will be marked absent for that day and may be withdrawn from that course. The student may not be allowed to return to the class, and no credit or refund will be given for the course.

Classroom Conduct

Students are expected to arrive promptly to all class sessions and remain for the full duration of the session. Students should not daven during class sessions, nor arrive late due to davening.

Disturbing or distracting behavior will not be tolerated. Students who disturb the classroom learning environment will be excused from the session and it will be considered an absence.

IMPORTANT INFORMATION

Textbooks

Jewish Studies

Mekoros books are required for specific classes. Order forms are available on the WITS website under 'Current Students'. Additional seforim and books may be required for specific courses. This information will be provided by the faculty and posted on the website. Students are responsible for acquiring mekoros books in a timely fashion.

General Studies

Textbook lists are posted on the WITS website prior to the start of each semester. Students are responsible for acquiring assigned textbooks in a timely fashion.

Library

The Snyderman-Klein Library provides a valuable collection of Judaic studies and secular reference materials. Available resources include Biblical literature, rabbinic literature, commentaries, and historical references. The library also contains Jewish philosophical works; Jewish Code of Law books with accompanying interpretations and commentators; Talmudic and Midrashic sources and reference guides to Biblical and Talmudic sources. In addition to hardcopies, the library provides a comprehensive, digital collection of Judaic books (Bar Ilan software), as well as a selection of popular Judaic works and novels. Each year the library is expanded with additional texts.

WITS subscribes to the Maryland Digital Library, which utilizes the EBSCO Host Research Databases. To use the database, students should visit the following:

User ID: witsresearch
Password: WITSstudents2019!
Institutional Name: Women's Institute of Torah

The databases include the following research resources:

- Academic Search Premier
- Business Source Premier
- ERIC, the Education Resource Information Center
- Funk & Wagnalls New World Encyclopedia
- GreenFILE
- Health Source: Consumer Edition
- Health Source: Nursing/Academic Edition
- Library, Information Science & Technology Abstracts
- MAS Ultra - School Edition
- MasterFILE Premier
- MEDLINE
- Military & Government Collection
- Primary Search
- Regional Business News
- Teacher Reference Center

Additionally, students may access the following outside resources:

- Council of Jewish Education (CJE) Library
- Gratz College library
- Ner Israel Rabbinical College library
- Numerous library facilities in Greater Baltimore

The WITS librarian, Mrs. Elaine Mael, is available is available to assist students with research. Her email is emael@wits.edu. General sessions on research will be held during the fall semester.

Computers in the Student Lounge and Library

The computers in the student lounge and library are available for the

following purposes: writing papers, printing papers, Internet research and email usage. The following guidelines apply regarding computer usage in the student lounge and library:

- The computers have 'Kosher Blocks' (Internet filters) and are monitored. It is expected that the Internet will be used in a responsible and productive manner.
- No food or drinks are allowed near computer stations.
- Students should inform the Office of Administrative Affairs if any of the computers are malfunctioning.
- Students must not remove or disconnect computer equipment and/or parts.
- All student files will be deleted at the end of each semester.
- Students may use personal flash drives and/or CDs on these computers.
- Care must be taken not to infect these computers with viruses.

Any inappropriate use or abuse will bear administrative consequences and a \$25 fine.

Computers in the Computer Lab (Room 209)

The computers in the computer lab are networked for computer science and graphic design students only. The following guidelines apply regarding computer usage in the computer lab:

- Internet is available and monitored by faculty.
- Limited use of flash drives is permitted under supervision of the faculty.
- No food or drinks are allowed in the computer lab.
- Students should inform the Office of Administrative Affairs of any computer malfunctions.
- Students may not remove or disconnect computer equipment and/or parts.
- All student files will be deleted at the end of each semester.

Students will be charged a \$25 penalty for each infraction regarding the rules listed above.

Student Email Accounts

Students are assigned a wits.edu email account upon admission. These accounts will be available for up to one year after the completion of the course of study at WITS. All communication is sent to the assigned email address. It is the students' responsibility to check their wits.edu email on a daily basis for important updates and miscellaneous information.

Student Lounge Digital Board

Important information, including changes to class schedules, upcoming deadlines, special Shiurim, Y'mei Iyun, and events, etc. will appear on the digital information board in the student lounge. It is the student's responsibility to check the digital board throughout the day.

Updates to Personal Information

Students should use their legal name on official documents. It is the student's responsibility to notify the Office of Academic and Student Affairs of any changes to student contact information.

Lectures and Y'mei Iyun

Throughout the year, world-renowned lecturers are invited to speak at WITS. These speakers add depth to the learning experience. Attendance at these events is required for all students in the Seminary Program. Y'mei Iyun dates are available on the academic calendar and posted on the digital board. Special lectures will be posted on the digital board.

Career Day/Resume Writing & Interview Seminar/ Women in the Workplace

These special programs provide students with crucial hashkafic and practical information and help to prepare students for their future experiences. Attendance is required for all students. Dates are posted on the academic calendar and digital board.

Ask the Rav

Every Thursday morning, Rabbi Heber, Rav, Khal Ahavas Yisroel Tzemach Tzedek and WITS faculty member, is available to meet with students to

discuss halachic issues and offer guidance. To schedule an appointment, students should call 443-610-7535 or email rabbi.heber@wits.edu.

Personal Articles

Any seforim or personal articles left after the end of each semester will be considered hefker.

Class Dismissal and Cancellation

In cases of inclement weather or other circumstances where safety could potentially be compromised, classes at WITS may be dismissed, cancelled or delayed. Students will be notified through e-mail, text message and/or telephone. Notices are also posted on the digital board. It is the student's responsibility to check for these important updates. If there are severe weather conditions outdoors, students should remain inside the building and await instructions.

Emergency Procedures

- In a medical emergency:
 - call Hatzaloh 410-358-0000
 - OR
 - call 911
 - notify the WITS office 410-358-3144
- If someone is the victim of a crime or abuse:
 - call 911
 - call the Menacheles and/or Chana helpline 410-234-0023
- If someone sees something suspicious or criminal on campus:
 - call 911
 - call Shomrim 410-358-9999
 - notify the WITS office 410-358-3144
- If someone is in need of counseling:
 - Speak with the Menacheles
 - OR
 - Speak with Rabbi Hochberg 410-764-2029 for a referral

- If the office is closed, in case of emergency, call:
 - Rebbetzin Rosenbaum 443-955-1463
 - Dr. Klein 347-262-8000
 - Mrs. Glazer 443-844-7709

Safety of Campus Facilities

Safety is everyone's responsibility. The facilities and grounds are protected and receive constant attention. Any student or faculty member who sees a potential safety hazard should report the matter immediately to the Office of Administrative Affairs. As the common safety message instructs, "See something? Say something."

CONCLUSION

WITS is committed to helping each student reach her ruchnius, academic, personal and professional potential in a positive, supportive environment. Reading and following the information detailed within this Student Handbook will help ensure success at WITS and help students achieve their goals. The Menacheles, Academic Dean, Academic Advisors, faculty and staff are always available to meet with students to discuss any issues that a student may be confronting.

DIRECTORY

6602 Park Heights Avenue, Baltimore, MD 21215

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Menaheltes/Executive Dean

ebrosenbaum@wits.edu

ext. 17

Dr. Klein

Academic Dean/Chief Academic Officer

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ext. 14

Ms. Austen

Executive Assistant to the Dean

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ext. 20

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ext. 12

Mrs. Brody

Director of Marketing and Development

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Office Administrator

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Mrs. Mael

Librarian

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Mrs. Oratz

Bursar

Office of the Bursar

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Financial Aid Administrator

Office of Financial Aid

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ext. 35

Mrs. Ring

Registrar and Academic Advisor

Office of the Registrar

cring@wits.edu

ext. 15

Mrs. Wainhaus

Special Projects Coordinator

rwainhaus@wits.edu

Mrs. Weill

Student Services Coordinator

Office of Academic and Student Affairs

mweill@wits.edu

ext. 13

Appointments with your advisor can be scheduled online at

<https://go.oncehub.com/wits>

IMPORTANT DATES

2019-2020 | תש"פ

Wednesday September 18	Introduction to Research Seminar Attendance required
Wednesday September 25	Rosh Hashana Yom Iyun Attendance required
Monday October 7	Yom Kippur Yom Iyun Attendance required
Sunday November 17	Career Day Attendance required
Motzoei Shabbos November 23	Hebrew Language Exam
Tuesday November 26	Resume Writing & Interview Skills Seminar I Attendance required
Wednesday December 4	Resume Writing & Interview Skills Seminar II Attendance required
Motzoei Shabbos February 8	Hebrew Language Exam
Wednesday May 27	End of Year Banquet Attendance required