

ASSOCIATED BETH RIVKAH  
SCHOOLS

DIVISION OF HIGHER LEARNING

Policies & Procedures

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## **THE ACADEMIC CALENDAR**

The academic year is determined in accordance with the Jewish calendar. It is modified, published and distributed before the start of each academic year. Additional copies are available in the Registrar's office throughout the year.

DHL's administrative offices are closed on all Jewish Holidays and Fast Days.

## **EDUCATIONAL MISSION**

The goal of the Division of Higher Learning is to offer qualified enrollees superior teacher-training programs within the framework of a well-rounded, high caliber Judaic educational experience. Its raison d'être is to provide quality Jewish education to every student who wishes to pursue a teaching career and who can demonstrate qualification and a desire to learn.

Based on a commitment to make Jewish education available and accessible to Jewish students everywhere, and recognition of the inalienable right of every Jewish student to a Jewish education, DHL has assumed a leadership role in guaranteeing this right to Jewish girls, regardless of background or birthplace. Through training qualified teachers, DHL's professed goal is to cultivate generations of Jewish women who are both well-versed in their culture and heritage and dedicated to preserving and promoting these assets within their communities and institutions.

Emerging as a leading educational center, the Division of Higher Learning offers young women an opportunity to dedicate themselves to the pursuit of intensive postsecondary Judaic courses for periods ranging from two to four semesters, in preparation for a teaching career. In accordance with time-honored Jewish advocacy of knowledge-sharing as both a privilege and an obligation, DHL students are taught to develop teaching skills and are trained in methods of communicating the information which they gain at DHL to other populations.

## **NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following: a) Name and location of the ACCET institution; b) A detailed description of the alleged problem(s); c) The approximate date(s) that the problem(s) occurred; d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students; e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET; f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

#### 4. **SEND TO:** ACCET

CHAIR, COMPLAINT REVIEW COMMITTEE

1722 N Street, NW Washington, DC 20036

Telephone: (202) 955-1113

Fax: (202) 955-1118 or (202) 955-5306

Email: [complaints@accet.org](mailto:complaints@accet.org) Website:

[www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

#### **Employee Grievance:**

Employees who wish to register dissatisfaction with either an academic or administrative service rendered by the institution shall have the right to do so according to the following procedure:

Step 1. The employee should take up the problem with his/her supervisor within a reasonable time. The employee will receive an answer within 5 working days.

Step 2. If the grievance is not settled in Step 1, the grievance may, within five working days after the answer to Step 1, be presented to the Board of Directors. The grievance, at this time, shall be presented in writing and signed by the employee. As in Step 1, the employee shall receive a written answer within five working days.

Step 3. Should the grievance still remain unresolved after completion of Step 2, it may be referred to an outside arbitrator for an impartial and binding decision. The costs of arbitration will be borne equally by the parties. All other costs will be borne by the party incurring them. The employee may have another institutional employee or choose counsel, at his or her own expense, to represent him at any of the grievance procedure steps if he or she desires. The award of the arbitrator in all cases is final, and binding upon the institution and the employee:

In lieu of arbitration, both the employee and the institution may agree to resolve the dispute through a Din Torah (outside rabbinic mediator).

## **POLICY ON ADMISSIONS**

It is the policy of the Division of Higher Learning of Associated Beth Rivkah Schools to admit to its teacher-training Certificate programs qualified students with varied backgrounds. While academic competence is the major consideration in student selection, students' personal qualities, abilities, and contributions to school life are also considered.

Accordingly:

1. DHL admits as regular students, applicants who certify that they have earned a high school diploma.
- 2a. Applicants must present proof of their high school graduation. Such proof may consist of either a copy of a high school diploma, or an official final high school transcript.
- 2b. Applicants who are unable to present either of these documents must certify that they have graduated high school.
3. Prior to being considered for admission, every applicant must undergo an interview conducted by the Office of the Dean. The purpose of the interview is to assess the applicant's prior academic achievements as well as her character and personality.
4. Following the review of the applicant's credentials and the results of her interview, the Dean shall decide whether to accept or reject the candidate.
5. The decision to accept or reject shall be made solely by the Dean who shall communicate it to the applicant in writing.
6. DHL admits applicants as either: full-time students (12 a.u. or more), part-time students (less than 12 a.u.), or non-matriculating students (attending courses as regular students, with full responsibilities and privileges, but not intending to earn a Certificate).

### **Procedure:**

1. Upon inquiry by a student, parent, or school, an application and current bulletin shall be sent by the Office of the Registrar.

2. Completed applications shall be received by the Office of the Registrar, and reviewed for completion and accuracy.
3. At least once a week, applications and support materials shall be given to the Dean for evaluation.
4. The applicant shall be invited for an Admissions Interview with the dean. This interview may be scheduled for any mutually convenient time.
  - 4a. The Dean may appoint a competent representative to interview admissions candidates. The Dean may thus base her decision to accept or reject an applicant based on the recommendation of her representative.
  - 4b. For students residing out of town, the Dean may permit a telephone interview at a mutually convenient time.
  - 4c. The Dean may require an applicant to undergo a follow-up interview to confirm a recommendation/observation by her representative.
5. The Dean and the Registrar shall ascertain that the applicant has complied with all Admissions requirements, and has submitted the necessary documentation.
6. The Dean's decision to accept/reject the student shall be communicated to the applicant in writing.
  - 7a. Within the week prior to the start of the semester, the Registrar shall submit to the Dean an alphabetized listing of all students who were admitted to DHL.
  - 7b. The Dean shall review the list for accuracy and coordinate with the Registrar any discrepancy which may occur.

## **ADMISSIONS INTERVIEW**

1. Prior to having her admissions application considered, every applicant is required to schedule a mutually convenient interview with the Dean or with a designated representative.
2. During the interview, the applicant shall be asked about her interest in pursuing a teacher-training program. In this connection, the applicant shall receive an explanation of the scope and requirements of the Certificate programs offered at DHL.
3. The applicant shall be asked to read and interpret sample texts, to discuss orally issues pertaining to Jewish heritage, as well as to describe any topic of personal interest which she would like to pursue while at DHL.
4. The interviewer shall ascertain the applicant's ability to articulate intelligently her interest in teaching Judaic Studies and her ability to benefit from the program of her choice.
5. Following each interview, the interviewer shall complete a summary report of the impressions gathered during the interview.

## **APPROPRIATE DRESS**

Employees and enrollees are expected to be attired according to the guidelines defined by Halacha, and in a modest manner. Anyone who deliberately violates the dress code, or shows undisciplined, provocative behavior will be asked to leave the school.

**POLICY ON ASSESSING, DOCUMENTING  
AND VALIDATING STUDENT SATISFACTION**

DHL is concerned with the level of student satisfaction throughout the period of enrollment as well as upon graduation. Feedback is gathered both through questionnaires as well as through personal communication with the student. The questionnaires are in the form of student evaluations of the caliber and quality of their specific studies and instructors. The data gathered from the questionnaires is reviewed by the Dean, and serves as an important resource for monitoring the quality of delivery of academic services at DHL.

Students are encouraged to discuss their feelings and assessment of the program, suggestions or complaints with the Dean or members of the Administration. If they prefer to air their suggestions or complaints in a confidential manner, they are encouraged to do so.

## **ATTENDANCE POLICY**

A large part of the learning that takes place in our courses is based on what transpires in the classroom. Attendance is therefore a crucial part of the learning process and absence from class diminishes the progress that a student can make. Attendance is mandatory in all classes and is recorded. Students who are absent from class must make up the work they have missed. While it is in the instructor's discretion to take absences into account in arriving at a final grade, a student who is absent from class more than fifteen per cent of scheduled class meetings will be given a penalty failing grade of F for the course. Tardiness is also recorded and considered. A student who is more than ten minutes late will be barred from class for that day and marked absent. Under extenuating circumstances a student who is given a penalty grade of F for absence may appeal the grade to the Dean. A student who is absent for 10 consecutive days will be automatically withdrawn from DHL. Students must receive special permission to enroll after the semester begins.

### **Procedure**

1. Attendance shall be taken during each class session.
2. Class attendance shall be recorded on a separate Roster provided through the Dean's Office.
3. Completed attendance rosters shall be returned to the Dean's Office at the end of the class session.
4. Daily attendance rosters shall be reviewed by the Dean for accuracy and completeness, as well as for internal monitoring of student attendance throughout the school day.
5. Class attendance rosters shall be maintained by the Dean, who may compile her own ongoing monitoring record of class attendance.
6. During the final week of each term, the Dean shall oversee the transcription of the class attendance records into a cumulative Attendance Log.
7. The Dean shall inform instructors of any/all students who have not complied with DHL minimum attendance policy. Such students will be required to

consult with the Dean regarding make-up possibilities. Otherwise, student may be denied full\partial units for the course(s).

8. The Cumulative Log and supporting records shall remain in the Dean's Office.

## **CANCELLATION AND REFUND POLICY**

### **Refunds**

Any enrollee who never attends class (no show), voluntarily cancels enrollment within three days of signing the enrollment agreement, or at any time prior to the first day of the semester, is eligible for a full tuition refund minus an administrative charge of \$100. Refunds will be made within thirty days of the first scheduled day of class or the date of cancellation, whichever is earlier.

If an applicant is rejected for enrollment by the Division of Higher Learning of Associated Beth Rivkah Schools, or if an international student is rejected by INS, a full refund of all monies will be made to the applicant.

In case of a program cancellation by the Division of Higher Learning of Associated Beth Rivkah Schools, every enrollee will be eligible for a full tuition refund.

For students who withdraw during the semester, refunds of tuition charges will be calculated using the following institutional refund policy:

During the first week of classes, tuition charges retained by Division of Higher Learning of Associated Beth Rivkah Schools will be ten percent of the stated tuition but not more than \$500.

After the first week and through fifty percent of the semester, tuition charges retained will be a pro rata portion of tuition charges for the semester, based on the number of weeks completed, plus ten percent of the tuition charges for the portion of the semester that was not completed.

After 50% of the term has passed there will be no refunds issued.

### **Return to Title IV Funds:**

To calculate the amount of Title IV to be returned, the institution utilizes the Return to Title IV software provided by the U.S. Department of Education. This refund calculation is based on the number of days a student was in attendance for the term and is calculated on a pro rata basis, up until 60% of the term. Generally, if a student attended at least 60% of the term she will retain all her Title IV awards for that term.

If the calculation on the U.S. Department of Education's R2T4 system results in the need to return funds to the Title IV programs, funds will be returned to the various federal financial aid programs according to the following order: (At this time ABRS does not participate in any of the Federal Loan Programs.)

- (i) Unsubsidized Federal Direct Stafford loans
- (ii) Subsidized Federal Direct Stafford loans
- (iii) Federal Perkins loans
- (iv) Federal Direct PLUS received on behalf of the student

Any funds that need to be returned to a lender will be returned by the school on behalf of the student. If unearned funds remain to be returned after repayment of outstanding loan amounts, the remaining excess will be returned in the following order:

- (i) Federal Pell Grants.
- (ii) FSEOG

All refund calculations will be calculated using the last date of attendance and will be done within thirty days of the documented date of determination. Refunds will be made within 45 days of the date of determination of withdrawal.

When a student withdraws in mid-semester institutional charges that were previously paid by FSA funds might become a debit that the student will be responsible to pay.

All refunds due to the student shall be made by check and mailed to the student's address. Students have the right to appeal all refund determinations by contacting the Financial Aid Officer.

**POLICY FOR THE COLLECTION, REVIEW AND REPORTING  
OF NON-IMMIGRANT STATUS**

Associated Beth Rivkah Schools, DHL, maintains a file for each foreign student. This file is updated whenever any change occurs. SEVIS is notified of any changes as necessary.

The student record includes the following information:

1. Copy of Student's Application
2. Verification of Academic Registration
3. Verification of Financial Registration
4. Copy of SEVIS I-20
5. Student's initial enrollment date at the school
6. End date of the first term
7. Start date of the next term
8. Student's address and any change to that address – Student is required to provide DSO Mrs. Shaindel Akselrod, address in the U.S. and any change of address in order to update student's record.
9. Course Registration
10. Student's Program Completion
11. Registrar will notify DSO of changes in enrollment status or program including:
  - any failure to enroll, maintain status or complete the program - If student does not enroll at the beginning of the school year, or is absent for 10 consecutive days, or does not maintain satisfactory progress- this information is be entered on SEVIS student record.
  - Date of termination of enrollment and reason for termination - If /when student terminates enrollment , the date of termination will be entered on student's record..
  - Student transfer to another school
  - Student and student's parent (if applicable) sign SEVIS STUDENT REPORTING REQUIREMENTS FORM confirming that the student has read and understood all the requirements and agrees to report any changes of address, or any change in enrollment status to the Designated School Official, Mrs. Shaindel Akselrod.

## **POLICY RELATING TO STUDENT CONDUCT AND TERMINATION**

The Division of Higher Learning considers, as part of its mission, the development of character. The Board of Directors, administration and faculty consider the study of ethics to be not only on the theoretical level but also governing student conduct as well. All members of the Division of Higher Learning family are bound by municipal, state, and Federal laws as well as those prescribed by the Code of Jewish Law.

Institutional discipline is aimed at conduct which directly and significantly impairs the opportunities of students of the Division of Higher Learning to pursue their educational objectives.

### **Offenses**

Reprimand, sanctions, and/or dismissal can result from the commission of any of the following offenses

1. Cheating
2. Knowingly furnishing false information
3. Use or sales of unlawful drugs, on or off campus
4. Theft
5. Gambling
6. Physical or verbal abuse or harassment of any person on the Division of Higher Learning premises.

## **COPYRIGHT COMPLIANCE POLICY**

Associated Beth Rivkah Schools – Division of Higher Learning maintains the following policy on copyright issues:

Copyright holders have certain rights under the US Copyright Act. You must obtain permission from copyright holders prior to reusing or reproducing works that are copyrighted. These works include literary, dramatic, musical, sculptural, and audiovisual creations. However, there are exceptions to the Copyright Act.

Reading or borrowing original literary works or photographs from a library collection are always permitted.

The following actions fall under the category of fair use and are permitted:

- Quotation of short passages in a scholarly work for illustration and clarification of the author's observation.
- Reproduction of material for classroom use where the use is unexpected and spontaneous i.e. one time use in only one semester
- A summary of an address or article which may include short passages of copyright-protected work.

If you would like to obtain permission from a copyright holder the following information should be forwarded to the copyright holder. The copyright holder is generally listed on the materials:

- Title of material
- Author of material
- Publisher of material
- Description of material
- ISBN, if applicable
- Date of publication, if applicable
- Purpose of using the material
- How the material is to be reproduced
- Where the material will be used and for how long

Penalties for copyright infringement are stringent. A copyright holder whose copyright privileges have been infringed upon may sue for damages and those fees may range from \$250 to \$150,000, plus attorney's fees. If the infringement

was committed willfully higher damages may be assessed by the court. Criminal liabilities may also include a jail sentence of one year if the copied work has a value of more than \$1000 and a jail sentence of five years if the copied work has a value of more than \$2500.

**POLICY TO ENSURE THAT CURRICULA ARE FOLLOWED AND  
CONSISTENLY APPLIED BY ALL INSTRUCTIONAL STAFF**

- When an Instructor is hired, the course syllabus is reviewed and discussed. The required syllabus outlines the material to be covered in each class as well as the methodologies that are used
- Prior to the beginning of the semester, instructors whose courses are taught by Team Teaching meet . Each instructor is advised of his/her units of instruction. At this meeting they have an opportunity to realize how their unit contributes to the objective of the course and may compare the sources that they will be using in their unit.
- Observations by supervisors allow the administration to keep tabs on “what and how” is actually being taught in the classroom; Final examinations in courses are checked by the Dean and this gives further control over what is being covered and examined; Annual review of the faculty provides opportunity to discuss with individual instructors the methodology used in their classes and to review outcomes.

## **POLICY AND PROCEDURES FOR CURRICULAR REVIEW**

1. It is the responsibility of the Dean and the Heads of Department to solicit feedback from faculty, students, graduates and employees. The discussions of curricular review are an ongoing process. However, decisions affecting any changes must be made at least two months prior to the beginning of the semester.
2. The Dean meets with the faculty members of each department – Biblical Literature, Education, Jewish Philosophy and Codes.
3. The Dean and faculty members of each department are to be on the lookout for personnel, additional courses and suitable texts which may be an asset to their respective fields.
4. To gain perspective on curricular review , we network with Deans/Faculty involved in similar programs and review and compare their materials and methodologies.
5. There are constant new trends and currents in the field of Education. The DHL Education Department should be aware of current developments.
6. Students Questionnaires are completed per term per course. This feedback is analyzed during the course of the curricular review.

## **POLICY FOR GUIDING DAY TO DAY OPERATIONS OF THE INSITUTION**

The chief administrative officer of the school assumes responsibility for overseeing the day to day operation and systematic management of all non classroom functions. He works closely with the Board of Directors in implementing and developing institutional fiscal policies. The chief administrative officer oversees the entire administrative staff in tuition collection, financial aid supervision, record keeping for accounts payable and receivable and the like. Fundraising activities will be developed and directed by the chief administrative officer. Budget control and personnel management are also obligations of the chief administrative officer, as well as salary negotiation and payroll preparation. These processes are all operated in accordance with institutional guidelines.

## **POLICY ON DOCUMENTATION OF STUDENT FINANCIAL RECORDS**

The different processes for receiving student funds are: The student and/or her parents can pay their tuition by checks, credit card or bank transfer. Bank transfers are wired to our bank accounts; checks can be mailed to the Financial office or paid in person during regular business hours. Credit Cards transactions can be paid in person or by phone. All transactions are immediately posted to student's Tuition Profile. We have a computerized tuition record system which records each student's current tuition status. It is maintained in the Business Office. Each record shows the total charge for tuition and fees, the payments and dates of payment, and the balance due after each payment. Records are maintained electronically and in hardcopy.

## **DRUG AND ALCOHOL ABUSE POLICY**

According to a policy statement issued by a former Secretary of Education, “the biggest threat that now stands in the way of achieving the kind of educational system we know is needed is the widespread use of illegal drugs by our nation’s young people.”

Similarly, the Division of Higher Learning recognizes that substances such as alcohol, illegal drugs, prescription drugs, or controlled substances are used by individuals, sometimes to an extent that their abilities and senses are impaired. “Impaired” means that the individual’s normal physical or mental abilities or faculties are, temporarily or permanently, detrimentally affected by the use of such substances.

Moreover, in accordance with the findings of the Surgeon General of the United States, the use of any drug involves risk, and the consumption of even small amounts of some drugs may pose hazards to one’s health and well-being. Therefore, it is the unequivocal position of the Division of Higher Learning that illegal drug use is wrong, dangerous and harmful for everyone.

### **Policy Rationale:**

Beyond its concern with the criminality and misconduct resulting from drug abuse and their disruption to the institution’s orderly and safe atmosphere conducive to learning, the Division of Higher Learning foremost concern is with direct effect of such abuse on the academic achievement of its participants.

Thus, the implementation of this institutional Substance Abuse Policy is a result of the Division of Higher Learning’s concern that the impairment of any enrollee and/or employee due to her abuse of such substances is likely to result in the risk of injury to the impaired individual, and/or to third parties such as faculty members, administrative personnel, registered participants or guests.

Moreover, the implementation of this policy is in compliance with the Drug-Free Schools and Community Act Amendments *of 1989*, Public Law 101226.

### **Policy Guidelines**

The Division of Higher Learning is aware that substance abuse is a complex health problem that has both a physical and an emotional impact on the

individual, her family, and social relationships. The institution defines a substance abuser as:

1. any person who uses substances as defined above, for non-medical reasons, and
2. this use detrimentally affects her academic or job performance, or interferes with normal social adjustments at DHL

**Preventative Measures:**

The Division of Higher Learning urges everyone affiliated with the institution who suspects a substance abuse case to discuss the situation immediately with the Administrator. Some symptoms of drug and alcohol abuse which may be observed are:

- \* Possession of drug-related paraphernalia such as pipes, rolling papers, small decongestant bottles, or small butane torches
- \* Possession of drugs or evidence of drugs, peculiar plants, or butts, seeds, or leaves in ashtrays or clothing pockets
- \* Odor of drugs, smell of incense or other “cover-up” scents
- \* Possession of drug-related publications
- \* Conversation and jokes that are preoccupied with drugs
- \* Hostility in discussing drugs
- \* Neglected appearance, impaired muscle coordination, excess irritability and nervousness, drowsiness, impaired judgment, slurred or incoherent speech, needle marks, bloodshot eyes, constricted pupils, and mood swings.

The common hazards of drug and alcohol abuse include:

- \* Intense psychological dependence,
- \* Memory lapses, short attention span, difficulty in concentration
- \* Damage to internal organs, heart disease, drastic weight loss, and death from overdose.

In upholding federal requirements to prevent the illicit use of drugs and the abuse of alcohol, and as an act of loving-kindness to one’s peers and colleagues, enrollees, administrators, and faculty are urged to report immediately to the Dean’s Office any drug or alcohol abuse problem. The Division of Higher Learning has resources available to assist any individual who requests or accepts help with substance abuse.

In fact, any member of the DHL community who is experiencing difficulty with alcohol or chemical dependency can be referred for counseling services or rehabilitation programs that will help her with the problem

## **DRUG AND ALCOHOL ABUSE — PREVENTION & TREATMENT SERVICES**

The following programs and services are available in Kings County to provide assistance with any substance abuse related problems or questions:

New York State Substance Abuse Information Hotline 1-800-522-5353

MASK 718-758-0400  
1431 E. 12<sup>TH</sup> Street  
Brooklyn, NY 11230

Operation Survival                      718-735-0200  
824 Eastern Parkway  
Brooklyn, N.Y. 11213

Counter Force                            718-787-4412  
813 Quentin Road  
Brooklyn, N.Y. 11215

### **Policy Enforcement:**

Any enrollee or employee who possesses or traffics illicit drugs or alcohol is impaired or who becomes impaired while on the premises of the Division of Higher Learning or its branch sites, is guilty of a major violation of institutional rules and is subject to severe disciplinary action. “Severe disciplinary action” may include: reprimand, academic termination, employment suspension or termination, or any other penalty appropriate under the circumstances.

Likewise, the use, possession, transfer, or sale of any substance on institutional premises is prohibited. Violators are subject to sanctions consistent with City, State, and Federal law.

Thus, in the event that an enrollee or employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, the Division of Higher Learning shall notify the appropriate authorities. Such notice will be given after the incident has been investigated and reviewed by the Office of the Dean/Administrator.

**Procedural Guidelines:**

Participants facing suspension or expulsion are entitled under the United States Constitution to the basic due process protections of notice and an opportunity to be heard. Therefore, the Division of Higher Learning has adopted the following procedural guidelines for suspension and expulsion:

1. the Division of Higher Learning will notify the participant in writing of the charges brought against her which, if proven, would justify expulsion.
2. the Division of Higher Learning will inform the participant of the names of the witnesses against her and will provide her with an oral or written report of the facts to which each witness will testify.
3. the Division of Higher Learning will provide the participant the opportunity to present a defense against the charges and to produce witnesses or testimony on her behalf.

## **EMERGENCY PREPAREDNESS, SAFETY AND SECURITY**

### **Class Dismissal and Cancellation**

Classes at Associated Beth Rivkah, DHL may be dismissed for inclement weather, national disaster, or other unavoidable circumstances. If classes are in session when such a situation arises, the dean, upon receiving authorization from the administrator, will notify the instructors and students of class cancellations. Should these extraordinary situations occur prior to the beginning of an instructional day, the decision to suspend classes is typically made between 5:30 a.m. and 6:00 a.m. for day classes and by 3:00 p.m. for evening classes.

Notification is made through email, text message or phone calls.

If classes are suspended, faculty members are not required to report to their respective classes but are considered to be on call and available. If classes are not suspended but a faculty member is unable to reach his/her teaching assignment due to inclement weather, the instructor should immediately advise the dean. Faculty members do not have the authority to cancel classes. The decision to cancel classes must be made with the approval of the Administrator.

### **Medical Emergencies**

In the case of severe bleeding, breathing problems, or chest pains, call Hatzolah, 718-387-1750.

### **Severe Weather/Outdoor Hazards**

In cases of sudden severe weather or other dangerous conditions outdoors, students, faculty and staff will be directed to shelter-in-place inside the buildings. Do not go outside.

### **Evacuation due to fire or other emergency**

Upon hearing a continuous alarm or verbal warning, students should evacuate the building as directed by a faculty member.

- Do not run.
- Leave the building as directed.

- Take personal belongings if they are in the same room
- Close all doors behind you.
- Do not lock doors.
- Report to designated evacuation staging areas.

Students and staff will be permitted to re-enter buildings when the faculty member in charge gives an “all clear” signal.

## **EMPLOYEE PERFORMANCE EVALUATION**

The purpose of the performance appraisal is to establish goals to improve job performance both through maximizing job strengths and stressing improvement of job weaknesses.

Newly appointed faculty shall be observed at least once per semester, or as deemed necessary by the Dean/Administrator for the duration of their first year at the institution. Thereafter, all employees will receive a performance appraisal annually.

Whenever necessary, the administrative supervisor may initiate corrective counseling and performance improvement, utilizing the following steps:

1. Verbal counseling — As the first step in correcting unacceptable performance or behavior, the supervisor should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. If the problem continues, in the second step the supervisor should define the problem in more specific terms and work with the employee to identify the requirements for performance improvement or change of conduct serve as a solution to the problem. The seriousness of the performance or misconduct should be indicated by stating that probation or possible termination could result if the problem is not resolved. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. Immediately after the second step in verbal counseling, the supervisor should document the verbal counseling for future reference.
2. Written counseling — If the unacceptable performance or behavior continues, the next step should be a written warning. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both, may result if improvement is not observed.

Written counseling becomes part of the employee's personnel file, although the Board may direct that the written warning be removed after a period of time, under appropriate circumstances.

3. Probation — Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period.

The employee's supervisor will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances.

4. Suspension — A limited suspension period may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. In implementing a suspension, a written counseling report should set forth the circumstance justifying the suspension. Such a report may become part of the employee's personnel file.
5. Involuntary Termination — The involuntary termination notice is prepared by the supervisor. The employee is notified of the termination by the supervisor. Involuntary termination is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred that cannot be tolerated.

## **POLICY FOR ENROLLING NON-IMMIGRANT FOREIGN STUDENT (I-20)**

A student residing outside the United States, who is neither a US citizen nor possessing a “Green Card” should apply to the school to receive an I-20 Student Visa. The application should be made well in advance of the student’s contemplated departure to the United States.

The student should observe the following procedures:

- Complete and sign a Division of Higher Learning Admission Application.
- Provide copies of High School transcript and diploma, immunization record and letters of recommendation.
- After the Dean has reviewed the application package, a personal interview with the Dean must be arranged.
- After the student has been accepted, the following items should be submitted:
  - Full tuition obligation
  - Copy of student’s passport
  - “Letter of Support” indicating the name of the person who will be financially responsible for the student while the student is attending Associated Beth Rivkah Schools, Division of Higher Learning
  - “SEVIS STUDENT REPORTING REQUIREMENTS” letter signed by student and parent
- Once all of the above is received, the I-20 will be issued

Upon arrival in the United States, the student must submit a copy of the I-20, stamped by the INS, to the Division of Higher Learning SEVIS DSO (Designated School Official), Mrs. Sheindel Akselrod.

## **EQUAL OPPORTUNITY POLICY**

The Division of Higher Learning abides by the Equal Opportunity policy. Furthermore, it is the Division of Higher Learning policy to select the best qualified person for each position in the organization.

1. No employee of the Division of Higher Learning shall discriminate against an applicant for admission or employment or against a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, or age.
2. No employee of the Division of Higher Learning shall discriminate against any applicant for admission or employment or against a fellow employee because of physical or mental handicap or because of the person's veteran status.
3. This policy applies to all admission and employment practices and personnel actions.
4. Anyone concerned about alleged discrimination practices at the Division of Higher Learning should bring the matter immediately to the attention of the Administrator.
5. If the complaint did not receive a satisfactory response, it may be forwarded in writing to the Chairman of the Board of Directors.

## **EXTENDED LEAVE POLICY**

The Division of Higher Learning offers its participants an option to interrupt their studies in order to respond to personal or professional needs which may impact upon their ability to pursue their Certificate program. An Extended Leave shall not be considered termination of enrollment, and shall therefore not require a new application for admission.

### **Procedure**

1. Any student who needs to interrupt her study shall apply for it in writing and submit the request to the Office of the Registrar. The request shall explain the extenuating circumstance which requires such a leave.
2. The request form shall be reviewed by the Dean, who may require additional information for the request.
3. Based upon the Dean's authorization, the student shall be granted a one semester extended leave from the institution.
- 4a. Should circumstances require an extension of the leave for a second semester, the student shall notify the Office of the Dean prior to the first day of the second term.
- 4b. The Dean shall have the final discretion to approve the extension for an additional term.
5. In case an initial or subsequent request shall be denied, the student may appeal the decision to the Dean. The response to such appeal shall be final.
6. The Office of the Registrar shall maintain the request for an extended leave, and the determination, in the student's academic file.

## **POLICY ON FINANCIAL PRACTICES**

In its intent to regulate the administrative policies of the institution, the Board of Directors has seen fit to formulate the following guidelines of financial practices, which it has adopted as its institutional policy. The aim of this policy is to minimize and even eliminate any potential errors which may cause unnecessary fiscal discrepancies:

- 1a. Tuition is payable by check, credit card or bank transfer.
- 1b. Tuition payments are posted to the student account by the bookkeeper.
2. Grants and/or scholarships shall not be disbursed to student accounts prior to confirmation by the Registrar's office of student's enrollment status and Satisfactory Academic Progress.
3. The Administrator shall ultimately be responsible for the proper management of these activities, to ensure an added measure of fiscal control.
4. Payment authorization by the Administrator must be obtained prior to the bookkeeper's processing of any bill.
5. Bank deposits are prepared by the Bookkeeper, and presented to the Administrator for review. Upon his approval, the deposits are made by Administrator or his designee.
- 6a. With the exception of petty-cash, no cash transactions are permitted within the administration.
- 6b. Petty cash shall not exceed \$500.00.
- 6c. Administrator is authorized to approve payments which do not exceed \$5,000.00. Larger expenditures require the approval of the Board of Directors.
7. All checks shall be endorsed by the Administrator and the Bookkeeper, or a designated member of the Board of Directors.

## GRADING POLICY

At the end of each semester, final grades are recorded on each student's transcript, based on the following grading system:

Our grading scale used is as follows:

<b>Letter</b>	<b>Grade</b>		<b>Point Value</b>
A	90-100	Excellent	4.0
B	80-89	Good	3.0
C	70-79	Fair	2.0
D	60-69	Poor	1.0
F	0-59	Fail	

\* A grade of Incomplete will automatically turn into an "F" if course work will not be completed within one semester of its assignment.

### Grade Point Average

Enrollees may calculate their Grade Point Average (GPA) in the following manner:

Letter Grade:	A	B	C	D	F	I
Point Value:	4	3	2	1	0	0

For example — a student who took:

	<b>Academic Units</b>	<b>Grade</b>	
Course 1	3	A	$3 \times 4 = 12$
Course 2	3	C	$3 \times 2 = 6$
Course 3	3	B	$3 \times 3 = 9$
Course 4	3	A	$3 \times 4 = 12$
	<b>Total 12</b>		<b>39</b>

$$\text{GPA: } 39/12 = 3.25$$

Students are informed of their grades and GPA through an updated academic transcript.

### **Withdrawals and Incompletes**

Any student who does not notify the instructor before withdrawing from a course will receive an “F” (Failure) grade. However, a student who has made arrangements with the instructor to complete all unfinished course requirements within one semester of the withdrawal will be assigned an “I” (Incomplete). The instructor will replace the “I” with a grade upon timely make-up of all course requirements. If after such an extension the student will not complete the requirements, the “I” will be changed to an “F” (which will be calculated in the GPA).

## GRADUATION REQUIREMENTS POLICY

DHL's graduation policy establishes clear completion guidelines with specific consideration given to each of target population attending DHL...

1. Each DHL program has its own core requirements, and expected duration for completion by full-time students. They are:

- 3     A.     Overview of Jewish Studies Certificate  
          1 year = 24 academic units
- B.     Advanced Jewish Learning Certificate  
          1 year = 24 academic units
- C.     Applied Hebraic and Judaic Studies Certificate  
          1 year = 18 academic units

NOTE: The Division of Higher Learning of Associated Beth Rivkah Schools defines an academic unit as the equivalent of 37.5 academic clock-hours per semester.

The core academic unit requirements are:

Advanced Jewish Learning:

Bible = 6 academic units  
Philosophy/Ethics = 3 academic units  
Language = 3 academic units  
Legal Codes = 2 academic units  
Education = 6 academic units

Overview of Jewish Studies:

Bible = 3 academic units  
Philosophy/Ethics = 3 academic units  
Legal Codes = 2 academic units  
Education = 6 academic units

Applied Hebraic and Judaic Studies:

Education = 6 academic units  
Philosophy = 3 academic units

Graduation requirements also include the successful attainment and maintenance of a minimum cumulative Grade Point Average *of 2.0*.

Program completion and certification is achieved in accordance with DHL's bulletin. Each student is therefore urged to study the requirements set forth in this document and to register accordingly. All students are to assume the final responsibility for adhering to rules and regulations set forth by DHL.

## **GRIEVANCE POLICY**

Students or employees, who may encounter administrative or academic problems which require formal resolution, should follow the following procedures:

Students who wish to register dissatisfaction with either an academic or administrative service rendered by the institution shall have the right to do so according to the following procedure:

### **Academic Problems:**

1. Academic issues involving student/faculty or relationships should be discussed in person with the faculty member, in an attempt to resolve the perceived problem.
2. If the student is unable to meet with the faculty member, or is unable to resolve the grievance satisfactorily, the grievance may be discussed in a meeting with the Dean.
3. The Dean shall endeavor to reconcile the problem(s) by contacting both the faculty member and the student and arbitrating the matter(s) in an amicable manner.
4. If after meeting with the faculty member's supervisor the problem has not been resolved to everyone's satisfaction, the student may follow the procedures outlined by DHL's accrediting agency (ACCET Document 49).

### **Administrative Problems:**

1. Administrative issues involving the student with any administrative division shall be presented to the officer in charge of the division, and resolved within the division.
2. If such an effort shall be unsuccessful, the student may present the complaint in writing to the Administrator.
3. The Administrator shall endeavor to reconcile the problem(s) by contacting both the student and the staff member, and arbitrating the matter(s) in an amicable manner. The decision of the Administrator shall be final.

Appeals of the Dean's or the Administrator's decision may be made to the Chairman of the Board of Directors who shall decide whether the matter merits his intervention.

**POLICY TO ENSURE THAT INSTRUCTIONAL MATERIALS  
ARE UP TO DATE AND READILY AVAILABLE**

DHL policy on ensuring that texts, required readings and audio visual materials are up to date and readily available is: Before the start of each semester, faculty in each department are required to present texts and materials to Dean/Head of Department to ensure that all materials are up to date, readily available and valuable to the Syllabus.

## **POLICY ON TEACHER MADE INSTRUCTIONAL MATERIALS**

At DHL we are proud of the instructional materials that our instructors have created and integrate into the lesson plans and are utilized to support the curriculum. Our policy is that these materials are reviewed for suitability and compatibility with the Department Heads/Teams — for Education with Mrs. Hindy Gurwitz, and for Judaic Studies with Mrs. Chana Gorowitz.

## **POLICY ON INSTRUCTOR QUALIFICATIONS**

The minimum qualifications required to be hired by DHL are as follows:

- 1) An advanced degree or certificate in one of the following fields: Hebrew Studies, Judaic Studies and/or Rabbinics
- 2) Past experience in Seminary, adult education or advanced Judaic studies teaching.
- 3) Skills in effective communication with post-secondary learners
- 4) A commitment to the advancement of the institutional objectives of the Division of Higher Learning.
- 5) A record of publication or demonstrated excellence in teaching or scholarship is a significant plus. Many of our teachers have completed in addition to their general high school curriculum, a minimum of thirteen years of specialized Jewish studies education and an average of 3.5 years of specialized training in Hebraics, Judaic, and/or Rabbinics.

## **POLICY ON ORIENTATION OF NEW PERSONNEL**

### **Instructional Personnel**

The Dean meets with new appointees individually prior to the start of the semester for the purpose of reviewing the educational objectives of the Division of Higher Learning of Associated Beth Rivkah Schools. The Dean orients them to the mission, policies, curricular philosophy and academic guidelines. New staff are assigned a master teacher and work with the master teacher for the first four weeks after appointment. Thereafter for the rest of the year the new instructor and more experienced faculty member meet periodically to discuss progress and issues as they arise in order to provide peer support and guidance.

During the first semester of employment the new faculty appointee is observed in class at least once per semester, or as many times as deemed necessary by the Dean, to help set the new instructor on DHL's instructional path.

### **Administrative and Office Personnel**

Administrative staff members are oriented to the Mission of DHL by his/her supervisor.

As part of the introduction the supervisor reviews relevant policies and procedures pertaining to the specific appointment such as office procedures, attendance, and performance requirements. For Financial Aid staff, special training is provided either by the financial aid processor or by the supervisor for Financial Aid Counselor.

All new Personnel and Faculty are provided with the school catalog, Personnel Manual and Policy and Procedures handbook which discuss the mission, policies and procedures of the school

## **POLICY ON PLACEMENT**

The following Placement Policy has been adopted by the Division of Higher Learning (DHL) of Associated Beth Rivkah Schools to outline and regulate the institution's Placement services to its students:

1. As a postsecondary institution offering Education-related Certificate training programs, the Division of Higher Learning is committed to guiding its students in pursuit of education-related positions. The fulfillment of this commitment is the successful culmination of the overall goals of the institution as a resource for teacher preparation for the Jewish Day School system and Supplementary School system.

2a. Through the Office of the Dean, the Placement Office shall prepare all the necessary forms for student guidance in pursuit of job placement.

2b. Through the Office of the Dean, the Placement Coordinator shall develop relationships with potential employers in Jewish Education and related job areas in preparation for candidate referrals.

3a. During the Spring semester prior to the student's graduation, the Placement Office shall provide each student with information regarding job openings and availabilities.

3b. Pre-placement intake forms shall be distributed and subsequent interviews shall be scheduled with the Dean or her appointed representative.

4. The Placement Coordinator, in conjunction with the Dean shall maintain a record of job offers.

5. The Placement Office shall post periodic updates of job availabilities and encourage students to review all pertinent materials regarding such jobs.

6. The Placement Office shall assist students in preparation of resumes and/or other support job application materials for presentation to employers.

7. Upon student request and consent, the Placement Office shall provide potential employers with appropriate materials reflecting the student's educational achievement.

8. The Placement Office shall confirm that sponsoring organizations and employers are satisfied with DHL graduates whom they have hired. Examples of employer satisfaction include:

- (A) Letters from employers
- (B) Telephone calls to employers and educational institutions to which former students transferred.

9. The Placement Office shall validate the effectiveness of the training provided by DHL. Placement records exhibit an understanding and ability to successfully keep the student's best interest in mind for placement.

10. The Placement Office shall calculate the placement rate between 30-120 days after the start of employment and ascertain that Placement is training-related.

11. The Placement Office shall maintain full responsibility for the accurate recordkeeping of ACCET's "Completion and Placement Policy" as it relates to the annual report of Document 28.1.

## **POLICY ON PROFESSIONAL GROWTH AND DEVELOPMENT**

DHL subscribes to the ideal that self-directed, life-long learning is a co-requisite of good teaching.

All faculty members and instructors are required to be involved in ongoing professional growth and development on an annual basis and to submit documentation of such to be filed in his/her personnel file.

The following are ways of fulfilling the requirement of Professional Growth and Development:

1. attending classes, workshops, in-service courses, academic conventions, scholarly meetings in subject matter relevant to classroom teaching assignments or teaching methodology
2. demonstrating original contributions to scholarship either through published material or oral presentations before professional meetings, or other suitable audiences
3. active involvement in furthering scholarly dialogue
4. providing services to the educational community
5. systematic study in a specified discipline

## **POLICY ON RECORDKEEPING SYSTEM**

All Financial aid and academic records are kept up to date by the various officials who are responsible for them.

The Bookkeeper maintains and balances all accounts which are periodically reviewed by the accountant. The Administrator is responsible for these records. The Financial Aid processor at HECM works with our Financial Aid Office to prepare the records and necessary paperwork for the disbursement of student grants. An auditor performs an annual audit and review financial records.

Academic records are reviewed by HECM prior to disbursement.

## **POLICY FOR RECRUITING, SELECTING, HIRING AND RETAINING PERSONNEL**

When a new position is created, or an existing position becomes vacant, job specifications serve as the guidelines for the recruiting and interviewing of candidates. The job descriptions describe the characteristics, abilities, and skills needed for the duties, responsibilities, and authority of the position. The search and interview for a particular position is conducted by the supervising officer for the position, with representatives of the Board interviewing for the positions of Dean and Administrator. In most cases, the interview includes assessment of the candidate's compatibility with the rest of the colleague group within the Division of Higher Learning of Associated Beth Rivkah Schools. We also look for commitment. Our Board as well as administrators look for employees they can count on not only for their ability but for their intention and interest to strengthen the institution. It is the policy of the Division of Higher Learning of Associated Beth Rivkah Schools to provide equal opportunity to all job applicants on the basis of qualifications for the job and to make appointments based on overall merit, without regard to race, sex, religion, age, handicap or national origin.

1. All applications and/or resumes received shall be forwarded to the appropriate hiring administrator (Dean/ or Administrator).
2. The hiring supervisor will screen the applications, select those to be interviewed, and will be responsible for conducting the interview.
3. During the interview, only job-related questions or ones which assess the candidate's experience, skill, and training will be asked. Definite salary commitments will be avoided during the initial interview.
4. Some positions will require skills for which a known level of competence must exist; for example, Microsoft Word, Access and Excel. Under these circumstances, the Administrator may request applicants to demonstrate these skills by completing an exercise involving a job-related work sample. All applicants must be given the same exercise.
5. The hiring administrator will be responsible for verification of employment information provided by the applicant if the information is needed in making a candidate selection.

6. The only information to be verified from prior employers will be the following:

1. Dates of employment;
2. Positions held; and
3. Salary at time of termination.

7a. The applicant should be advised that this information will be verified.

7b. Information should not be requested from prior employers, unless the applicant agrees in writing, because it may violate the applicant's privacy.

7c. All such verification and information should be documented and will become part of the data used in the selection process.

8. Every newly hired employee must verify her eligibility for employment within three (3) business days of being notified of her appointment. The Division of Higher Learning will not notify other candidates that the position has been filled until the new employee has complied with this requirement.

9. Once the candidate has accepted the employment offer, he/she will be required to provide documentation of identity and employment eligibility in accordance with federal law.

## **REGISTRATION POLICY**

All DHL students are required to register for courses prior to each semester, and to enroll in courses which will advance them towards earning the Certificate of their choice.

- A. The Office of the Registrar is in charge of all Registration procedures.
- B. Specific registration periods shall be designated prior to each semester.
- C. Students are notified of the registration schedule both in the annual calendar, as well as through administrative notices. Students are urged to register within the designated period in order to facilitate timely processing of their programs.

### **Procedures:**

1. The Registrar, Dean and Administrator shall work out an annual calendar including dates of Registration. This calendar shall be issued to all current and new students prior to the start of the academic year.
2. The Dean shall provide the Registrar with names of faculty members who will be available to advise students at Registration, in conformity with a pre-arranged schedule of Registration.
3. The Registrar shall prepare all necessary forms and documents for Registration, and in cooperation with the Administrator and Dean, shall plan the set-up for the entire Registration process.
4. The Dean shall inform the Registrar of the course offerings for the upcoming semester, as well as any changes in the faculty.
5. The Registrar shall coordinate with the Administrator and Financial Aid Officer the procedure for controlling all financial arrangements prior to final Registration.
6. Students shall arrive at Registration in accordance with the pre-arranged calendar.

7. At Registration, the Dean and/or faculty advisors shall guide and inform students of course selections for which they may sign up. All Registration forms shall be signed by student.
8. Students who wish to complete their Registration must complete their financial obligations with the Administrator and/or Financial Aid Office.
9. At the close of Registration, the Registrar shall prepare individualized rosters for each faculty member informing him/her of the students who will be in his/her class(s).
10. Copies of these rosters, as well as a master roster shall be maintained by the Registrar, and provided to the Administrator, Dean, and Financial Office.

## **RELIGIOUS BELIEFS AND NON-ATTENDANCE POLICY**

The Division of Higher Learning is in full compliance with Article 224A of the New York State Education Law. These states:

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that she is unable because of her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work assignments.

## **POLICY ON RETENTION OF STUDENT RECORDS**

Cumulative academic transcripts are maintained indefinitely. Financial aid records are maintained for a minimum of five years, in compliance with federal regulations.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

In order to maintain eligibility for Title IV Aid programs, students must meet the following Satisfactory Progress standards.

All matriculated students pursuing an approved program at the Division of Higher Learning are required to maintain satisfactory academic progress toward graduation, which in this institution is defined as being in good academic standing as detailed below.

The SAP standards required for students receiving Title IV federal financial aid are one and the same for all matriculated students at the Division of Higher Learning. Satisfactory academic progress at the Division of Higher Learning has two principal components: a qualitative standard and a quantitative standard:

### **Qualitative Standard**

In pursuit of graduation, the student must achieve a cumulative grade point average (GPA) of 2.0 (the equivalent of a “C” average) or better. Students’ records are evaluated at the end of each semester and are expected to maintain a minimum cumulative GPA of at least 2.0.

Semester grade point averages shall be calculated according to the following numerical equivalents:

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	1.0
W	Withdrawal
I	Incomplete
F	0.0

## Quantitative Standard

### Maximum Timeframe

A full time student must make sufficient progress through the academic program to complete the one year certificate program(s), within a time period of not more than one and a half years (3 semesters), which is 150% of the published length.

### Pace of Completion

Students must successfully complete 67% of their attempted credits per semester.

Students in the Overview of Jewish Studies or Advanced Jewish Learning programs must complete the 24 credit program with a maximum of 36 credits attempted.

Students in the Applied Hebrew and Judaic Studies program must complete the 18 credit program with a maximum of 27 credits attempted.

Below are sample charts illustrating how maximum time frame and pace of completion are applied for a full time student. The number of credits an individual student must earn at each evaluation point may vary from what is depicted in the chart based on his enrollment schedule.

#### ADVANCED JEWISH LEARNING & OVERVIEW OF JEWISH STUDIES:

Semester:	1	2	3
Credits Completed:	8	16	24
Max Credits Attempted	12	24	36

#### APPLIED HEBRAIC & JUDAIC STUDIES:

Semester:	1	2	3
Credits Completed:	6	12	18
Max Credits Attempted	9	18	27

At the end of each semester, students' academic files are evaluated to determine if the students are making satisfactory academic progress. As part of the evaluation the students earned credits are divided by the student's attempted credits to determine if the student is progressing through the program at a pace sufficient to complete the program within the maximum time frame. If the number of credits earned divided by the number of credits attempted is 67% or she is determined to be making satisfactory progress.

### **Academic Probation**

For continued eligibility for federal financial aid program, if a student who had been making satisfactory progress, falls below the satisfactory progress standards, the student will be notified that she will be terminated from financial aid. She will be notified that she has the option of appealing her lack of satisfactory academic progress. Procedures for filing an appeal are described in the section below. If the student successfully appeals the lack of satisfactory progress she will be placed on academic probation for one semester.

The Dean will monitor the student during the period of probation and will devise a study plan, if necessary, to enable the student to improve her academic standing. This may involve conferences with the student and her instructors. If during the probation period the student's academic performance improves and the student's progress is within satisfactory academic progress standards, the probationary status will terminate.

If after the period of probation, the student's academic performance still fails to meet the academic progress standards of the institution, she will be subject to academic discipline, which may include expulsion or suspension from the institution, and will be ineligible to receive Title IV federal financial aid.

### **Reinstatement**

When it is determined, by examining his progress for the semester, that a student who was not making satisfactory progress has improved his average and attained sufficient credits to bring his total to the appropriate number for the semesters completed, the student will be notified that he may once again receive aid from Title IV programs. The Dean will notify the Financial Aid Office of each student's status at the start of each semester.

To re-establish good standing, students must consult with the Dean, who will design a study plan to assist the student in raising his grades. The Dean will

inform the Financial Aid Office when he determines that the student is successfully implementing the study plan. Such notifications will allow the student to again participate in the aid programs until the completion of the semester. Students who do not take advantage of the Dean's program shall continue to have their financial aid eligibility suspended until the time they can establish satisfactory progress.

### **Incompletes And Withdrawals**

If a student has not completed all required course work, she will have one semester, at the discretion of the instructor, to complete the work. If it can be determined that, without passing this course, the student will be in compliance with Satisfactory Progress standards, the incomplete will not be considered to affect her average or her satisfactory progress in that interim. If it is determined that, without passing this course the student will not be in compliance with satisfactory progress standards, the student will not be disbursed any additional Financial Aid until after the incompletes have been addressed.

Students who withdraw or fail to complete a course, and obtain the Dean's approval for the withdrawal may have the course recorded as Withdrawn Without Penalty. This grade will not be counted in the student's GPA. However, the course(s) will be counted towards the student's number of credits attempted. Students who withdraw or fail to complete a course without the Dean's approval will receive a failing grade for the course and the grade will be counted in the student's GPA. The course credits will also be counted as credits attempted.

### **Transfer Credits And Satisfactory Progress**

Transfer credits are not included in the GPA calculation. However the credits accepted are counted toward both the number of attempted credits and the number of credits earned by the student.

### **Appeals Process; Mitigating Circumstances**

A student who wishes to appeal a determination of probationary status, lack of satisfactory progress, or similar issues may appeal in writing to the Dean. The Dean will consider all relevant information i.e. mitigating circumstances such as illness or death in the immediate family or other unusual situations such as divorce or unemployment. The student must also explain how his situation has changed to allow him to make satisfactory progress. The Dean will consult with faculty members as appropriate.

The Dean's decision will be conveyed to the student in writing within thirty days of filing a written appeal.

### **Repetitions**

A student who fails a course may repeat the course. If the student then passes, the failing grade will be deleted from her average. However, both the failing grade and the retake will be counted as credits attempted while only the passing grade will be counted as credits completed. If the course is not offered again before the student's scheduled date of graduation, the student may opt to delay receiving her certificate until the course will be re-offered.

No ESL or non-credit remedial courses are currently being offered in the Division of Higher Learning.

## **STUDENT RECORDS AND TRANSCRIPTS POLICY**

The privacy of students, as it relates to their educational and financial records maintained by the Division of Higher Learning are outlined in the federal Family Education Rights and Privacy Act of 1974 (20 USC 1232g).

Written consent of the student must be received prior to releasing personally identifiable data about the student to other than a specified list of exceptions. In addition, the institution allows students access to official records which are directly related to them. Enrollees also have an opportunity to challenge these records on the assumption that they are incorrect, misleading or otherwise inappropriate.

## **POLICY FOR RECRUITING, ADVERTISING AND PROMOTIONAL PRACTICES**

The following policies regarding recruitment, advertising and promotional practices have been formulated in order to ensure that the Associated Beth Rivkah, Division of Higher Learning (ABRS, DHL) programs –offerings and services are accurately described in an ethical manner as befitting a Torah schools.

1. ABRS, DHL should restrain from using superlatives which create a factual impression which may be misleading.
2. The ABRS, DHL website, advertising and promotional materials, must clearly state that education rather than employment is being offered.
3. The promotional material and advertising may not create the slightest impression that a participant will be paid for enrolling or attending the institution.
4. All advertising must use the name of the institution, Associated Beth Rivkah Schools, Division of Higher Learning as appearing in ACCET's directory of accredited institutions.
5. Endorsement letters, commendations or recommendations must be factual and portray ABRS, DHL current conditions and circumstances. Such letters may be used only with consent of the author and, provided that, no compensation is given for the consent.
6. References to financial aid availability must include the disclaimer "for those who qualify" .
7. When an external agency is used for advertising and promotional materials, the administrator or his designee, are responsible to monitor and control the institution's representations made on its behalf.

## **RIGHTS OF STUDENT POLICY**

According to a policy adopted by the Board of Directors, every enrollee has the right to know:

- \* All financial assistance programs available, including Federal, State and institutional aid alternatives.
- \* All applicable deadlines for filing applications for financial aid programs.
- \* Total cost of attending the Division of Higher Learning program and administrative fees.
- \* Method by which financial need is determined and resources used in student's needs calculation (includes assets, parental assets, etc.)
- \* How much of the enrollee's financial obligation, according to the institution's standards, has been met.
- \* Process by which academic process and Grade Point Average is calculated.
- \* How to decide whether satisfactory academic progress is being made.
- \* The identity of recipients of all personal and transcript information.
- \* The request process for reconsideration of the financial award, if it does not seem to have been determined fairly.

## **SAFETY OF CAMPUS FACILITIES**

The facilities and grounds, of ABRS, DHL are maintained for use by students, faculty and staff. Their maintenance receives constant attention. Safety is everyone's responsibility. If any student or faculty member identifies a safety hazard, then it is her responsibility to report it immediately to the Administrator (718-735-0400 ext. 1101) the Dean ext. 1133 or a faculty member.

## **POLICY ON SECURITY AND CRIME PREVENTION**

Whether on campus or off, the Division of Higher Learning is concerned with the safety and security of its students and staff. Furthermore, the Personal Safety legislation of the New York State Education Law of 1990 requires that all New York State Institutions of Higher Learning provide information to their students regarding the legal and disciplinary consequences of committing an offense while on school premises.

It is the policy of the Division of Higher Learning to maintain the safe environment of the institution, and to make every effort to keep it that way. The Division of Higher Learning solicits the cooperation of every enrollee and employee in reporting to the Administrator all incidents involving criminal offense.

Criminal offenses include the following: theft, drug and/or alcohol misuse, the threat of or actual commission of bodily harm to another, the pronouncement of ethnic slurs or epithets, and any further actions which endanger an individual's safety.

In accordance with its legal responsibilities, the DHL is committed to apprise its student body of the services available to the victim of such campus crime.

Employees and enrollees should immediately report all incidents involving criminal actions to Mr. Benzion Stock, Administrator, who serves as the school's liaison to the Police. The Administrator will:

- Assist in making reports to the local police precinct
- Contact family members
- Arrange for medical care, when needed
- Maximize the use of institutional resources to offer assistance and support.
- Follow up oral reports with written documentation to the New York City Police Department when indicated.

It is the intent of the Division of Higher Learning to terminate the employment or enrollment of any individual who shall be found guilty of disrupting the safety and security of the institution. An appeal of such termination may be submitted to the Dean in writing. The Dean shall review the merit of the Appeal and decide whether to enforce or overturn it. The decision of the Dean shall be final.

During the last academic year, no murders, robberies, aggravated assaults, burglaries, gender related crimes, auto thefts were reported to the police by the students, faculty or administration of DHL. Neither were there any recorded cases of illegal drugs, alcohol or weapon on the premises or nearby.

## **POLICY ON SEXUAL HARASSMENT**

The Division of Higher Learning endeavors to provide its entire academic community with the optimum learning conditions possible. Accordingly, the safety and security of those attending and administering our programs is a primary commitment of our institution.

The Division of Higher Learning views sexual harassment, whether verbal or physical, as an act of aggression. Moreover, in compliance with Federal Laws (Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and State Laws (NYS Education Law of 1990), the Division of Higher Learning views this aggression as an unlawful violation of another's human rights and urges the immediate reporting of such actions to the Administrator.

This policy defines sexual harassment as any unwanted verbal or physical advance, sexually explicit derogatory statements, or discriminatory remarks that are offensive or objectionable to the recipient. For the purpose of this policy, unwelcome physical advances, requests for sexual favors and other verbal or written communications or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's academic standing or employment.
2. Submission to or rejection of such conduct is used as a basis for an academic or employment decision.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive learning or working environment.

Any member of the DHL academic or administrative community who may feel victimized in any of the ways mentioned above, should immediately report such behavior to the Dean or the Administrator. The report should be as specific and complete as possible, and include dates, times, direct quotes and names of witnesses when available. These details will help in identifying the perpetrator and hopefully will result in the cessation of such abuse to you and others.

As part of this policy, the Division of Higher Learning affirms the following:

- \* Nobody has the right to cause another to feel harassed.
- \* Every member of the Division of Higher Learning community has immediate recourse in such cases of harassment to mentors, deans and administrators.
- \* No one shall be penalized for reporting harassment.
- \* An immediate and complete report will be instrumental in eliminating similar painful encounters in the future.
- \* Every case will be handled in the strictest confidence by DHL

## **POLICY ON TRACKING, DOCUMENTING AND VALIDATING COMPLETION RATES**

At DHL, we define a "completer" as someone who has fulfilled the requirements of the course of study for which they were enrolled, including attendance requirements, maintaining satisfactory progress, etc. All students who are enrolled in one of the programs for a given school semester and actually begin to attend classes (excluding those who withdraw and are entitled to a full refund) form the "enrollment/start" cohort for that program. This start cohort may be changed by the addition or subtraction of students who transfer into or out of the program from or to another DHL program. Thus, enrollment/start = (enrollees who attend classes)+(eligible transfers in)- (withdrawers receiving full refund +transfers out)

Students who drop out of the program after this period form the "withdrawal" cohort. All students in the program who complete the course of study at the time of the scheduled date of graduation forth given program form the "completion" cohort. This cohort is adjusted by

- A. the inclusion of students who have taken more than the optimal time for the completion of their program, but are still within the maximum time frame allowed.
- B. students who have been placed in training related positions, even if they dropped the program.

Thus, completion = (all who complete course of study at scheduled time) + (all who complete within maximum timeframe) + b. (all who have been placed in training related positions even if they have dropped out of the program or did not receive a passing grade.)

To arrive at the percentage of placements we take the completions and subtract from this figure the total number of students who have signed waivers of placement assistance. This gives us the figure for eligible completions. Then we compile the number of students who have been placed in training related positions of employment and divide that figure by the eligible number of completions. This figure is converted into a percentage by multiplying it by 100. Thus, placement rate = (total number of placements)/(total number of completions) – (number of waivers) x 100.

## **POLICY ON TRACKING PLACEMENT DATA AND EMPLOYER SATISFACTION**

In order to provide our graduates a chance to secure positions, we send out an employment follow-up questionnaire after the start of the school year. It is emailed to each graduate and inquiries about their present status, if employed and name and contact information of their employer. Graduates who do not respond to the questionnaire are contacted by text or a follow up phone call.

We keep track of students through a computer collections and tracking program that is fed the following data upon the student's enrollment: name, personal information, program, expected date of graduation. During the course of the year this file is expanded to include information on withdrawals, drops and transfers in/out as appropriate. At the end of the year we enter graduate information, waivers and, later on, placement. This file together with the information received from the Employment follow up form or phone call, provide data for ACCET Document 28.1

After the graduate notifies us of her place of employment, Our Placement Office contacts the employer and solicits their assessment of our graduates who have been placed with them. The assessment is based on employer observations of in-class teaching as well as evaluating the discharge of administrative responsibilities. Employers are asked to offer any suggestions where they feel training might be more extensive in a given area or if there might be some other observation they wish to make regarding our preparing teachers. In addition to these oral discussions we solicit written comments from the employers either by completing our "Employer's Assessment of DHL Graduate" Form, or letters of Employer Satisfaction. .

## **TRANSFER CREDITS POLICY**

Students who have completed post secondary Seminary level course work at an educational institution at a level equivalent to that of the Beth Rivkah DHL program for which they are applying, may apply for Transfer Credit approval. For a course to be accepted it must:

- have been completed with a grade of “C” or above
- be substantially similar in content and coverage to a course offered and credited towards the completion of the certificate by the DHL program for which the student is applying
- have been completed in a traditional school setting
- be listed on the official student transcript from the issuing institution with a credit value and a grade signifying completion

Applicants who seek transfer credit must first be accepted for enrollment and may then submit their request along with supporting documentation to the Registrar. If completed courses meet the established criteria for transfer, the student will receive the lower credit value of either of the following (a) the credit value granted by the issuing institution (b) the credit value offered for the course in the DHL program in which the student is enrolled. Applicants, who wish to transfer credit from a non-accredited seminary, will be required to take an entrance exam to ensure the comparable quality of credits being accepted.

A student seeking a certificate in one of the DHL programs can receive transfer credit for no more than half (50%) of the credits required for the completion of the certificate.

If, as a result of the transfer of credit, a student does not need to enroll for a full program, her tuition obligation will be pro-rated to the portion of the program for which she is enrolling. Financial aid eligibility will be determined according to the student’s enrollment status.

If a student wishes to appeal any of the decisions regarding transfer policy, she may apply to the Dean for a review of her case and a review will be carried out within 30 days of the submitted appeal. All appeals must be made in writing to the office of the Dean. The written appeal shall contain all the relevant reasons that the student believes the determination to have been wrong and why the student believes that the determination should be reversed.

Following a review of the appeal and all relevant records, the student shall be invited to meet with the Dean in the presence of the Registrar. At that meeting the student will have an opportunity to make an oral presentation elaborating on the basis for her appeal before the officials arrive at a final determination. The final decision will be sent to the student in writing within thirty business days.

There are no fees assessed for testing, evaluating, or granting transfer of credit.

ABRS, DHL assists students who seek to transfer to other institutions, by providing guidance and counseling, and providing official transcripts, syllabi and course outlines upon request.