



# ACADEMIC CATALOG

**2020-2021**  
**תשפ"א**

**T 410.358.3144**

**WWW.WITS.EDU**

**6602 PARK HEIGHTS AVE | BALTIMORE, MD 21215**

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## **DISCLAIMER**

This Academic Catalog is a comprehensive guide to the academic programs, policies, and regulations for Women's Institute of Torah Seminary & College (WITS). The catalog is the primary resource for academic information and related policies. WITS reserves the right to change any provision, offering, requirement, or fee at any time. WITS further reserves the right to require a student to withdraw from the institution for cause at any time, suspend or expel a student, and/or restrict campus privileges of a student in accordance with institutional policy, Student Code of Conduct, and Student Handbook.

## **WELCOME**

Dear Student,

It is our pleasure to welcome our new and returning students to Women's Institute of Torah Seminary & College (WITS).

WITS combines a beautiful, frum environment with stimulating kodesh and general studies courses. Our dual program has enabled students to expediently and affordably attain their undergraduate degrees and pursue careers in the most sought-after professions. WITS is currently in its third decade, with over 1,000 successful graduates.

Located in the heart of the Baltimore Jewish community, the WITS campus features a beautiful, welcoming, and comfortable learning environment, magnificently designed with ample space for classrooms, science and computer labs, library facilities, administrative offices, and an inviting student lounge.

This Academic Catalog is designed to provide an overview of the WITS experience highlighting our mission while presenting the details of our degree options, graduation requirements, courses, policies, and extracurricular offerings. However, to truly comprehend what it means to earn your degree through WITS you need to factor in other components, including the accessibility, caring, and quality of the faculty and staff; the comradery and caliber of the student body; the long-lasting and life-enhancing impacts of the classes; the inspiring Y'mei Iyun and the motivating, informative professional workshops, such as resume writing, interview skills, and annual Career Day. It is not surprising that our students find the WITS program to be of the finest, challenging, and most inspiring academic opportunities they have ever experienced.

The faculty, administrative staff, and academic advisors strive to make themselves available to each student. We look forward to greeting you and helping you become part of the WITS family as we share the upcoming year.

Sincerely,

Rebbetzin Ettie Rosenbaum  
Executive Dean/Menacheles

Dr. Leslie G. Klein  
Academic Dean



## Women's Institute of Torah Seminary & College

6602 Park Heights Avenue • Baltimore, Maryland 21215

T 410-358-3144 • F 866-990-1983 • info@wits.edu

# 2020-2021 ACADEMIC CALENDAR

AUGUST		COMMENTS
26: Wednesday		Deadline to apply for Fall Semester internships
SEPTEMBER		COMMENTS
01: Tuesday	10:00 am - 3:00 pm	Registration by appointment only
02: Wednesday	12:00 pm	Welcome and Orientation Lunch <b>All students are invited and encouraged to attend - New students are required to attend</b>
02: Wednesday		Fall Semester begins at 2:30 pm
09: Wednesday		Deadline to withdraw from WITS with full tuition refund Deadline to drop courses registered on per credit basis with full tuition refund No fees refunded
15: Tuesday		Rosh Hashanah Yom Iyun - <b>Attendance required for all seminary students</b>
15: Tuesday		Constitution Day Program
16: Wednesday		Deadline to add a course Deadline to withdraw from WITS with 50% tuition refund Deadline to drop courses registered on per credit basis with 50% tuition refund Deadline to drop courses without "W" - General Studies courses only
16: Wednesday	4:30 pm - 5:30 pm	Introduction to Research Seminar - <b>Attendance required for ALL students</b>
17-20: Thursday-Sunday		Rosh Hashanah Break
21: Monday		Tzom Gedaliah / No Kodesh Classes / Regular General Studies Classes
23: Wednesday		Yom Kippur Yom Iyun - <b>Attendance required for all seminary students</b> All classes resume at 2:30 pm
24: Thursday		Deadline to withdraw from WITS with 25% tuition refund Deadline to drop courses registered on per credit basis with 25% tuition refund No refunds after this date
25: Friday		General Studies classes meeting remotely today
27-30: Sunday-Wednesday		Yom Kippur / Succos Break
OCTOBER		COMMENTS
01-12: Thursday-Monday		Yom Kippur / Succos Break
13: Tuesday		No Kodesh Day Classes / Regular Kodesh Evening Classes Regular General Studies Classes
16: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
22: Tuesday	4:30 pm - 5:30 pm	Introduction to Research Seminar - <b>Attendance required for ALL students</b>
23: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
30: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
NOVEMBER		COMMENTS
06: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
08: Sunday (TENTATIVE DATE)	9:00 am - 12:30 pm	Career Day - <b>Attendance required for all seminary students</b>
11: Wednesday		Last day to drop a course without "F" - General Studies courses only \$50 drop fee
13: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
14: Motzoei Shabbos	7:30 pm - 10:30 pm	Hebrew Language Exam
17: Tuesday (TENTATIVE DATE)	2:30 pm - 5:00 pm	Resume Writing and Interview Seminar (Part I) - <b>Attendance required for all seminary students</b>
25: Wednesday (TENTATIVE DATE)	2:30 pm - 5:00 pm	Resume Writing and Interview Seminar (Part II) - <b>Attendance required for all seminary students</b>
25: Wednesday		Pass/Fail deadline
DECEMBER		COMMENTS
10-13: Thursday-Sunday		Chanukah Break
14: Monday		No Kodesh Day Classes / Regular Kodesh Evening Classes Regular General Studies Classes
17-31: Thursday-Thursday		Kodesh Finals / Kodesh and General Studies Regular Classes No General Studies Assignments due





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# 2020-2021 ACADEMIC CALENDAR

JANUARY		COMMENTS
01-03: Friday-Sunday		Kodesh Finals / Kodesh and General Studies Regular Classes No General Studies Assignments due
04: Monday		General Studies Sunday schedule of classes / Kodesh and General Studies Finals
05-11: Tuesday-Monday		Kodesh and General Studies Finals / No Regular Scheduled Classes
12: Tuesday		Final Exam Make-Up Day
12-22: Tuesday-Friday		Winter Break
17: Sunday		Deadline to apply for Spring Semester Internships
24: Sunday		Spring Semester begins
29: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
FEBRUARY		COMMENTS
02: Tuesday		Deadline to withdraw from WITS with full tuition refund Deadline to drop courses registered on per credit basis with full tuition refund No fees refunded
03: Wednesday	4:30 pm - 5:30 pm	Introduction to Research Seminar - <b>Attendance required for ALL students</b>
05: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
09: Tuesday		Deadline to add a course Deadline to withdraw from WITS with 50% tuition refund Deadline to drop courses registered on per credit basis with 50% tuition refund Deadline to drop courses without "W" - General Studies courses only
12: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
16: Tuesday		Deadline to withdraw from WITS with 25% tuition refund Deadline to drop courses registered on per credit basis with 25% tuition refund No refunds after this date
19: Friday		Hebrew Language Exam Review- Level I (Intermediate); subject to enrollment Hebrew Language Exam Review- Level II (Honors); subject to enrollment
20: Motzoei Shabbos	8:15 pm - 11:15 pm	Hebrew Language Exam
25-26: Thursday-Friday		Purim Break
MARCH		COMMENTS
09: Tuesday		Last day to drop a course without "F" - General Studies courses only \$50 drop fee
17-31: Wednesday-Wednesday		Pesach Break
APRIL		COMMENTS
01-05: Thursday-Monday		Pesach Break
06: Tuesday		No Kodesh Day Classes / Regular Kodesh Evening Classes Regular General Studies Classes
19: Monday		Pass/Fail deadline
MAY		COMMENTS
TBA		Women in the Workplace: Opportunities and Challenges
16-18: Sunday-Tuesday		Shavuot Break
19: Wednesday		No Kodesh Day Classes / Regular Kodesh Evening Classes Regular General Studies Classes
20-21: Thursday-Friday		Kodesh Finals / Kodesh and General Studies Regular Classes No General Studies Assignments due
23: Sunday		Kodesh Finals / Kodesh and General Studies Regular Classes No General Studies Assignments due
24: Monday		Kodesh Finals / General Studies Regular Classes No General Studies Assignments due
25-31: Tuesday-Monday		Kodesh and General Studies Finals / No Regular Scheduled Classes
JUNE		COMMENTS
01: Tuesday		Kodesh and General Studies Finals / No Regular Scheduled Classes
01: Tuesday	6:00 pm - 8:00 pm	<b>END OF YEAR BANQUET</b> <b>(please plan your travel arrangements for Wednesday, June 2)</b>

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# OVERVIEW OF THE INSTITUTION

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## History

The vision for Women's Institute of Torah Seminary & College (WITS) began in the mid-1990s with a desire to create a learning environment to fulfill the educational and professional needs of the region's Orthodox Jewish women. The founders recognized a need to provide young women with a sophisticated and inspiring limudei kodesh (Jewish studies) program accompanied by a comprehensive, secular studies curriculum.

The formation of WITS stemmed from the founders' deep understanding of the complex reality of issues and responsibilities facing contemporary Orthodox Jewish women. While being the mainstay of the Jewish home, these women also strive to be active participants in the workforce and contributors to the community. Thus, WITS was created to provide a foundation and space for the women to grow in Torah, acquire the education and skills to become accomplished professionals, learn the importance of contributing to the community, and thrive amongst a population that shares and respects Jewish traditions and faith.

In 1998, WITS was formally established as a non-profit, tax-exempt 501(c) organization within the state of Maryland and welcomed its first students. The first degrees were awarded in 2006. To date, over 500 women have graduated with degrees from WITS, and over 1000 WITS students have graduated with regionally accredited degrees from other institutions offered in conjunction with WITS. WITS graduates have pursued advanced study at some the most prestigious graduate programs in their fields and gone on to achieve considerable success in the education and professional world.

## Institutional Mission and Vision

All WITS programs and initiatives are designed to support and advance the institutional mission and vision. The institutional mission and vision are as follows:

### *Mission*

*The mission of Women's Institute of Torah Seminary & College (WITS) is to provide Orthodox Jewish women with an in-depth, values-centered, academic experience, in both Judaic and general studies.*

### *Vision*

*WITS is a premier institution for Orthodox Jewish women that offers rigorous study of classical and contemporary Jewish schools of thought and in-depth analysis of text and literature. WITS 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. Via a distinctive values-centered approach to learning, academic programs promote traditional Jewish standards and prepare graduates for professional and Torah life.*

## **Institutional Learning Goals**

WITS adheres to a set of overarching institutional learning goals that are reflective of the mission. The institutional learning goals are as follows:

*Upon completion of a degree from Women's Institute of Torah Seminary & College, a graduate will be able to demonstrate achievement of the following goals:*

- Jewish Knowledge and Values – Exercise Jewish law, tradition, and wisdom in personal and professional decision-making and leadership practices.*
- Ethical Behavior – Make informed choices that reflect personal and professional ethics and respect for diverse views.*
- Critical and Creative Thinking – Evaluate information based on skills of reasoning, problem solving, and analysis.*
- Written and Oral Communication – Convey ideas effectively across diverse audiences and settings.*
- Information and Technology Literacy – Utilize appropriate technology and research skills to locate and critically evaluate information from a variety of sources.*
- Professional/General Skills and Knowledge – Apply understanding of the major conceptual, theoretical, and methodological foundations related to general education and the professional field.*

## **Accreditation and Licensure**

WITS is nationally accredited by the Association of Institutions of Jewish Studies (AIJS). AIJS, an accrediting agency recognized by the US 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 (MHEC) to offer 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.

## **Non-Discrimination Policy**

WITS prohibits discrimination in educational policies, employment, campus services, and activities on the basis of age, color, creed, disability, gender identity, national/ethnic origin, race, religion, sex, sexual orientation, veteran/uniform status, and all other classifications protected by law.

With respect to admission, WITS admits qualified women of the Orthodox Jewish faith without regard to age, color, creed, disability, national/ethnic origin, race, religion, sexual orientation, or veteran/uniform status.

A complaint concerning discrimination is to be submitted to:

Office for Civil Rights  
Philadelphia Office US Department of Education  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Telephone: 215-656-8541

### **Diversity Statement**

Consonant with the institutional mission, the WITS student body is composed of a community of women learners committed to the Orthodox Jewish faith. While these commonalities form the core identity, the institution embraces individual differences and respects diversity of thought, ideologies, beliefs, and backgrounds.

WITS is committed to creating an inclusive institutional culture that embodies and demonstrates the unifying power of Torah study. This commitment is illustrated by the following guiding principles:

- The learning experience at WITS prepares students to live and work in a diverse and global society. Academic discourse is expected to raise awareness of bias and promote practices that foster kavod ha'briyos of all persons and groups.
- Faculty and staff create a welcoming and accepting academic experience. Hiring practices aim to reflect an intentional and inclusive work and learning environment.
- In all interactions, WITS expects faculty, staff, and students to model behaviors and attitudes that value mutual respect, fairness, and acceptance of characteristics different from one's self.

### **Campus and Facilities**

WITS' recently renovated campus, located in the heart of Baltimore's Jewish Community, consists of spacious and attractive classrooms equipped with up-to-date audio-visual equipment for an interactive learning experience.

The science lab, currently undergoing renovation, enhances the academic experience in the study of physics, biology, and anatomy and physiology. In the computer lab, computer science students learn the most current programming languages and graphic arts students gain expertise while developing professional-level portfolios.

The Snyderman-Klein Library, housing sefarim (Judaic texts) and secular reference materials, is conducive to study and research. Students can be found there at all hours of the day, preparing for classes, writing assignments, studying for exams, researching projects and utilizing the computers. The lending library is also a popular resource for leisure reading.

Students relax, socialize and enjoy their meals in the welcoming and comfortable student lounge. A kitchen area, complete with microwaves, refrigerator, vending machines and drinks is available for their use.

The Executive Dean/Menacheles, Academic Dean, Registrar, Academic Advisors, Bursar, and Financial Aid Administrator are readily available to meet with students. Students are always welcome and warmly greeted by the administrative staff.

The campus is handicap accessible. Fire escape maps are clearly displayed in classrooms and offices.

## **Alumnae**

The growing fellowship of WITS alumnae advances and promotes WITS. The involvement and support of WITS alumnae is encouraged and valued as contributions to the success and continued growth of WITS.

The WITS Alumnae Association, headed by WITS alumnae co-chairs, was established in January 2005. The goals of this association are as follows:

- Maintain contact with faculty and continue to benefit from the relationships formed;
- Establish an up-to-date alumnae database;
- Plan and execute fundraising events;
- Serve as a medium for public relations;
- Contribute to the WITS newsletter highlighting alumnae activities and achievements; and
- Provide lecture-based events to promote and continue lifetime learning and social networking.

WITS takes great pride in the successes of alumnae. In addition to being highly valued in the workforce, many have continued their education on a graduate level. They have been accepted to graduate programs in a variety of institutions, including: Adelphi College, Argosy University, California State University at Northridge, Catholic University, College of New Rochelle, Columbia University, DeVry University, Fordham University, Fairleigh Dickenson University, Gallaudet University, George Washington University, Goucher College, Grand Canyon University, Hofstra University, Howard University, Johns Hopkins University, Kean College, Long Island University, Loyola University-Maryland, Loyola University-Illinois, McDaniel College, New York University, New York School of Interior Design, Nova Southeastern University, Rutgers University, Salisbury University, St. John's University, SUNY-Downstate Medical Center, Temple University, Touro College, Towson University, University of Baltimore, University of Chicago, University of Pennsylvania, University of Maryland, University of South Carolina, Wayne State University, Western Governor's University, Western

Kentucky University, Widener University, Yeshiva University, and Xavier College, among others.

Alumnae have pursued fields, such as accounting, computer science, education (including early childhood education, special education, reading, curriculum and instruction, and supervision and administration), negotiation and conflict management, occupational therapy, physical therapy, physician assistant, psychology, public policy, speech-language pathology, social work, and tax law. Others have continued in specialized fields, including nursing, clinical nurse leadership, corporate communications, culinary arts, court recording, graphic arts, interior design, esthetics, and sonography.

### **Misrepresentation Policy**

WITS pledges that the institution does not provide false, erroneous, or misleading statements concerning the institution or nature of programs and services, including types of courses offered; nature and extent of accreditation; transfer credit policy; whether successful completion of a course qualifies a student for acceptance into a labor union or to receive a local, state, or federal license, or a nongovernmental certification required as a prerequisite for employment, or to perform certain functions in the conditions that the institution recognizes are generally necessary to secure employment in a recognized occupation for which the program is represented to prepare students; requirements for completing a course of study or program; conditions that would constitute grounds for termination of student enrollment; whether courses are endorsed by governmental officials or others; size, location, facilities, or equipment of the facility; availability of courses; number, accessibility, and qualifications of the faculty or other personnel; nature of prerequisites for enrollment in any course; any facts related to the degree, diploma, or certification that a student may be awarded at the end of a course of study; and whether a degree that the institution provides is authorized by the appropriate state educational agency.

WITS assures that information regarding the nature of financial charges that is provided to students is correct. This includes information, such as offers of scholarships for courses; cost of a program; refund policy; availability and nature of any financial assistance offered; a student's responsibility to repay any loans; and a student's right to reject any type of financial aid.

WITS further assures that all information regarding employability of graduates is true. This includes information of whether the institution is connected with any organization that is providing training leading directly to employment and whether employment is being offered by the institution.

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# ADMISSION REQUIREMENTS AND PROCEDURES

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WITS is an academically challenging institution that seeks applicants interested in pursuing a liberal arts education with an Orthodox Jewish foundation. The educational experience at WITS focuses on the development of Jewish educators, Jewish communal leaders, and professionally accomplished Jewish women who are committed to the perpetuation of Jewish ideals and mesorah (Jewish tradition). The overarching academic Torah-based framework and extracurricular programs are designed to cultivate social awareness, build professional knowledge and career skills, and enhance spiritual growth and development.

## General Admission Requirements

Acceptance to WITS demonstrates the institution's confidence in an applicant's readiness to maximize her personal and academic growth. Applications are accepted throughout the year and evaluated on a rolling basis. The application form is available on the institutional website. Requirements for admission are as follows:

1. An applicant must demonstrate commitment to Orthodox Jewish lifestyle and practices.
2. An applicant must be a high school graduate and provide evidence of high school graduation or equivalent. Recognized equivalents of high school graduation are as follows:
  - Successful completion General Educational Development (GED); or
  - Successful completion of an associate degree; or
  - Successful completion of at least 60 semester or trimester credits or 72 quarter credits that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a baccalaureate degree at any institution; or
  - Enrollment in a baccalaureate degree program where at least 60 semester or trimester credits or 72 quarter credits have been successfully completed, including credits transferred into a baccalaureate degree program; or
  - Completion of a homeschooling program as per the requirements of the state of residence.
3. An applicant must have extensive knowledge of the Hebrew language.
4. An applicant must demonstrate the potential for academic success in college-level coursework in Jewish studies and general studies. An applicant who demonstrates a need for remediation may be accepted on a probationary basis. If admitted on a probationary basis, continued enrollment will be dependent upon the successful completion of remedial course(s) as articulated in the acceptance letter.
5. An applicant may be required to schedule a personal interview with the Executive Dean/Menacheles.

Application procedures and other requirements are dependent upon the selected enrollment status according to the following:

### **Seminary and College Student**

Traditional-aged applicants who have either 1) graduated high school or 2) graduated high school and completed one year of post-high school study in an institution of Jewish studies may apply for submission as follows:

- Submit an online application, which includes the following:
  - \$150 non-refundable application fee
  - Recent photograph
  - Personal statement
- Submit two letters of reference
- Provide official high school transcript (with degree date) or equivalent
- Provide official transcripts from seminary and study abroad programs, if applicable
- Provide official transcripts from all previously attended colleges/universities, if applicable
- Provide official SAT Score Report (Code 5491) and/or ACT Score Report (Code 7796) or request a waiver

High school graduates attending a college-level seminary program during their freshman year may earn up to 30 credits as part of the Israel Study Abroad Program (ISAP). Requirements for participation in ISAP are as follows:

- Acceptance as a WITS student; and
- Acceptance to a WITS-approved seminary program; and
- Commitment to attend WITS following completion of the first year of the WITS-approved seminary program

### **Degree Completion Student**

Non-traditional aged applicants who have either 1) completed two years of college-level study in an institution of Jewish studies or 2) graduated high school more than four years ago may apply for submission as follows:

- Submit an online application, which includes the following:
  - \$150 non-refundable application fee
  - Recent photograph
  - Personal statement
- Submit names of two references
- Provide official high school transcript (with degree date) or equivalent
- Provide official transcripts from seminary and study abroad programs, if applicable
- Provide official transcripts from all colleges previously attended, if applicable
- Provide official SAT Score Report (Code 5491) and/or ACT Score Report (Code 7796) or request a waiver



### **Non-Degree Seeking Student (Non-Matriculating Student)**

Applicants seeking to enroll in coursework without earning a degree may apply for admission by submitting an online application and recent photograph.

### **International Applicants**

WITS welcomes international applicants. International applicants should begin the admission process at least six months in advance of the intended semester of enrollment. In addition to the general admissions requirements for all students, international students requiring I-20 or IAP-66 forms for student visas must also submit the following:

- Proof of English proficiency; and
- Written documentation showing sufficient financial support and resources to cover educational, living, and miscellaneous expenses.

### **Student Health Insurance**

WITS does not provide health insurance or medical care. Costs of health insurance and medical expenses are the sole responsibility of each student. Upon acceptance, all students must provide proof of health insurance.

# TUITION, FEES, AND FINANCIAL AID

## Current Tuition and Fees

WITS offers two payment plans for full-time students admitted as seminary and college students. Degree completion students and non-degree seeking students must pay on a per-credit basis. The payment options are provided below, along with information about all associated fees. Tuition and fees are billed through the Bursar's Office.

TUITION AND FEES FOR ACADEMIC YEAR 2020-2021		
TUITION		
Fall and Spring Tuition Plan A - \$12,318 up to 16.5 credits per semester	Fall Tuition: \$5,133 Degree Processing Fee: \$1,026	Fall Total: \$6,159
	Spring Tuition: \$5,133 Degree Processing Fee: \$1,026	Spring Total: \$6,159
Fall and Spring Tuition Plan B - \$15,192 up to 22.5 credits per semester	Fall Tuition: \$6,330 Degree Processing Fee: \$1,266	Fall Total: \$7,596
	Spring Tuition: \$6,330 Degree Processing Fee: \$1,266	Spring Total: \$7,596
ISAP Tuition \$13,000	Fall Tuition: \$6,500	Fall Total: \$6,500
	Spring Tuition: \$6,500	Spring Total: \$6,500
Courses on Per Credit Basis	Tuition Per Credit: \$240 Degree Processing Fee Per Credit: \$48	Total: \$288 per credit
FEES		
Application Fee for degree-seeking students (One-time non-refundable fee)	\$150	
Program Fee (ISAP Students only)	\$1,700 (Includes a \$500 tuition credit applied to first fall or spring semester of enrollment at the WITS campus in Baltimore)	
Registration Fee	\$50 per semester	
Technology Fee	\$75 per semester	
Lab/Materials Fee, when applicable	\$50 per course (All courses with prefix ART, CIS, CSD, and lab sciences)	
ADDITIONAL FEES (when applicable)		
Late Registration Fee	\$25	
Late Drop Fee	\$50 (when applicable)	
Transcript Fees	\$12 Gratz \$15 Maalot Educational Network \$10 WITS	
GRADUATION FEE		
Gratz Graduation Fee (One-time only)	\$125	
NOTES:		
<ul style="list-style-type: none"><li>- Tuition/fees are subject to change.</li><li>- Seminary and degree completion students may overload up to 6 credits of kodesh (above the 21 credit Jewish studies residency requirement) over the year at no additional tuition charge.</li><li>- Courses may require purchase of Mekoros books, Seforim, textbooks, and other supplies.</li><li>- The total cost of the degree varies from student to student. For most students, the estimated total cost of tuition and fees over the course of the degree ranges between \$19,000 and \$23,000. This does not include ISAP tuition or other study abroad expenses.</li></ul>		

## **Payment Procedures**

Upon acceptance to WITS, a student must submit a non-refundable deposit of \$750 (seminary students) or \$300 (degree completion students), which is credited toward tuition.

A student will not be eligible for graduation nor will official transcripts be issued until all financial obligations have been met.

## **Financial Aid and Scholarship Opportunities**

Applicants who meet the admissions criteria will not be denied admission because of financial need. Every effort is made to ensure that eligible applicants are able to receive the financial aid needed to attend WITS.

Financial aid resources and options include the following:

- Federal Student Aid (FSA) – WITS is recognized by the US Department of Education as a Title IV institution. To receive federal Pell Grants, a student must complete and submit the Free Application for Federal Student Aid (FAFSA) by the published deadline. A student must reapply for financial aid each academic year. The WITS school code is 042652. WITS does not participate in federal loan programs.
- WITS Scholarship – WITS awards partial scholarships based on financial need. Once accepted, a student may request an Application for Institutional Scholarship Form.
- Lola Singer Memorial Award – Lola Singer, late mother of Dean Emerita Judy Gross, valued the benefits of a formal education to enhance the growth and development necessary for personal success and advancement. In view of these values, this memorial award is offered to eligible WITS students during their last semester of study. Three grants of \$1000 each are awarded each year to eligible and selected students. The grant is awarded based upon the following:
  - Academic excellence
  - Record of class performance
  - Evidence of success in terms of personal effort and purpose
  - Completion of degree by the end of the current summer semester
  - Financial need (i.e., where this award would ease the final financial expenses towards completing the degree)
- Maryland State Scholarships and Aid – 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. The WITS school code is 042652. Information about Maryland state scholarships is available at <http://mhec.maryland.gov/preparing/Pages/FinancialAid/index.aspx>. Legislative awards have a separate application process. Interested students should contact their state senators and

delegates. More information is available at <https://mhec.maryland.gov/preparing/Pages/FinancialAid/descriptions.aspx>.

More detailed information about financial aid options and procedures are provided in the Financial Aid Handbook, which is accessible at [wits.edu/financial-aid](https://wits.edu/financial-aid).

## **Refunds and Withdrawals Policy**

### **Notification of Withdrawal**

Any student who must leave during the academic year should inform the Registrar in writing. The Request to Withdraw form is available on the institutional website. The official date of withdrawal is the date that the student indicates in her notice, or the date of notification, whichever is earlier.

### **Unofficial Withdrawal**

Over the course of the semester, an enrollment confirmation roster is completed by faculty to ascertain that the registered student has been in attendance for 60% of the semester. A student who is not in attendance at the 60% point is determined to have withdrawn.

### **Return to Title IV (R2T4)**

For all students who withdraw during the semester, the institution performs an R2T4 calculation utilizing the Return to Title IV software provided by the US Department of Education.

The withdrawal date used to calculate the Title IV refund will be determined as follows: for a student who gives official notification, the date of withdrawal is the date that the student indicates in her notice or the date of notification, whichever is earlier.

Generally, if a student officially withdraws before 60% of the semester has passed, the student will be able to retain a pro-rated portion of the awarded financial aid. If a student withdraws after 60% of the semester has passed, the student will be able to retain all of the awarded financial aid. The institution will perform Return to Title IV calculations for all students who withdraw, even for those who withdraw after the 60% point, to determine if they qualify for post-withdrawal disbursements.

If the R2T4 calculation results in a refund to Title IV programs, funds will be returned in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Perkins Loans
4. Federal Direct PLUS received on behalf of the student

Any funds that need to be returned to a lender will be returned by the institution 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:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grant (FSEOG)

Refunds and returns of Title IV funds will be made within 45 days of the date of determination that a student has withdrawn. The withdrawing student may be responsible to pay any institutional charges that were previously paid with FSA funds.

### **Tuition Refund and Adjustment Schedule**

The schedule for refunding tuition and adjustments is provided in the following table.

<b>Tuition Refund Schedule for Academic Year 2020-2021</b>	
<b>Fall 2020 Tuition Plan</b>	
September 9, 2020	Deadline to withdraw from WITS with full tuition refund; No fees refunded
September 16, 2020	Deadline to withdraw from WITS with 50% tuition refund; No fees refunded
September 24, 2020	Deadline to withdraw from WITS with 25% tuition refund; No refunds after this date
<b>Spring 2021 Tuition Plan</b>	
February 2, 2021	Deadline to withdraw from WITS with full tuition refund; No fees refunded
February 9, 2021	Deadline to withdraw from WITS with 50% tuition refund; No fees refunded
February 16, 2021	Deadline to withdraw from WITS with 25% tuition refund; No refunds after this date
<b>Tuition Adjustment Schedule for Academic Year 2020-2021</b>	
<b>Fall 2020 Individual Courses Registered on Per Credit Basis</b>	
September 9, 2020	Deadline to drop courses registered on per credit basis with full tuition refund; No fees refunded
September 16, 2020	Deadline to drop courses registered on per credit basis with 50% tuition refund; Deadline to drop courses without earning a W
September 24, 2020	Deadline to drop courses registered on per credit basis with 25% tuition refund; No refunds after this date
November 11, 2020	Last day to drop general studies courses without earning an F grade; \$50 drop fee
<b>Spring 2021 Individual Courses Registered on Per Credit Basis</b>	
February 2, 2021	Deadline to drop courses registered on per credit basis with full tuition refund; No fees refunded
February 9, 2021	Deadline to drop courses registered on per credit basis with 50% tuition refund; Deadline to drop courses without earning a W
February 16, 2021	Deadline to drop courses registered on per credit basis with 25% tuition refund; No refunds after this date
March 9, 2021	Last day to drop general studies courses without earning an F grade; \$50 drop fee

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# TRANSFER OF CREDIT

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## Transfer of Credit Policy

Courses taken at another higher education institution may be approved and accepted for transfer credit toward a degree or certification at WITS. Transfer credits are not included in the calculation of grade point average. However, credits accepted in transfer are counted toward the number of credits earned by a student.

Official transcripts from each institution where college-level courses were taken must be submitted. Course descriptions and/or syllabi are also required. Courses earning a grade 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.

WITS accepts credit from the following:

- Regionally accredited institutions
- AIJS accredited institutions
- Select nationally accredited institutions
- Select National College Credit Recommendation Service (NCCRS)
- Foreign credit evaluations that have been evaluated by a service, such as WES, ECE, AACRO, SILNY
- Credit by exam
  - Advanced Placement (AP) – Minimum score of 4 is required
  - College Level Examination Program (CLEP) – May earn up to 12 credits; May be combined with foreign language exams and/or Connecticut Credit Assessment Program (CCAP) credits for a cap of 30 credits; CLEP credit may not be accepted for courses in the major or minor; CLEP credit may not be granted for courses offered that semester
  - New York University (NYU) Foreign Language Exam
  - CompTIA certifications for credit

## Inter-Institution Contracted Credits

WITS has partnered with certain institutions to offer courses. Enrollment in courses delivered via any partnership agreement requires a separate registration process. Furthermore, in addition to fulfillment of academic and institutional policies of WITS, students enrolled in courses delivered by an institutional must also abide by the established policies of the partnering institution. These courses fulfill WITS residency requirements and grades are calculated into the cumulative institutional grade point average (GPA). Courses earning a grade of “D” and above earn credit.

Guidelines related to specific partnerships are as follows:

## **Gratz College**

WITS has an inter-institutional agreement with Gratz College whereby WITS students who complete stipulated Gratz College degree requirements can earn a regionally accredited degree from Gratz College in addition to earning the nationally accredited degree from WITS. A student interested in this partnership must indicate such interest at the time of application to WITS. Upon acceptance to the program, a student is required to register for Gratz courses through Gratz College. Academic Advisors will assist a student with fulfillment of Gratz registration requirements.

## **Community College of Baltimore County (CCBC)**

WITS has an inter-institutional agreement with CCBC whereby CCBC offers selected courses for WITS students. A student may register for additional CCBC courses offered on the CCBC campus. Permission from the Academic Dean to enroll in additional courses is required. The student must be concurrently enrolled at WITS. All changes to CCBC registration, including add/drop changes, must be processed through the WITS Student Services Coordinator.

## **Approval for 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 any partnering institution) must fill out the Request to Take Outside Courses Form. The form must be completed online and approved by the Academic Dean. The request is not confirmed until the student receives notice of approval via email. The Request to Take Outside Courses Form must be submitted before the start of the semester in which the course will be taken. The form is available on the institutional website.

WITS does not guarantee credit will be granted for any course taken at another institution that has not received pre-approval. To earn credit, students must achieve a grade of “C” in the course and submit official transcripts (other than courses taken at a partnering institution and registered through WITS as discussed under Inter-Institution Contracted Credits).

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

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# ACADEMIC RECORDS

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## Confidentiality and Notice of FERPA Rights

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 education records and establish the rights of eligible students to inspect their records, correct inaccurate data, and file complaints with the FERPA office, US Department of Education, in cases of alleged failures in compliance. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. The rights under this policy include the following:

- The right to inspect and review one’s education records within 45 days after the day WITS receives a request for access. A student must submit to the Registrar, Executive Dean/Menacheles, Academic Dean, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The institutional official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institutional official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request amendment to one’s education records that a student believes information contained therein is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the institution to amend an education record must request such in writing to the institutional official responsible for the record. The written request must clearly identify the part of the record the student wants changed and specify why the information should be changed.

If WITS chooses not to amend the education record as requested, the student will be notified in writing of the decision and advised of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

WITS discloses education records without a student’s prior written consent under the FERPA exception for disclosure to institutional officials with legitimate educational interests. An institutional official typically includes a person employed by WITS in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Directors; or a person serving on an official committee. An institutional official also may include a volunteer or contractor outside of WITS who performs an institutional service or function for which the institution



would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another institutional official in performing his or her tasks. An institutional official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

- The right to file a complaint with the US Department of Education concerning alleged failures by WITS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to institutional officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student as follows:

- To other institutional officials, including faculty, within WITS whom the institution has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the institution has outsourced institutional services or functions, provided that the conditions listed in FERPA regulation §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1)).
- To officials of another institution where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)(2)).
- To authorized representatives of the US Comptroller General, US Attorney General, t US Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the institution's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf (§99.31(a)(3) and §99.35).

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4).
- To organizations conducting studies for, or on behalf of, the institution, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction (§99.31(a)(6).
- To accrediting organizations to carry out their accrediting functions (§99.31(a)(7).
- To parents of an eligible student if the student is a dependent for IRS tax purposes (§99.31(a)(8).
- To comply with a judicial order or lawfully issued subpoena (§99.31(a)(9).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36 (§99.31(a)(10).
- Information the institution has designated as “directory information” under §99.37. (§99.31(a)(11), such as student name, status, marital status, spouse's name, telephone number, address, date of birth, place of birth, dates of attendance, degrees granted, dates degrees granted, names of prior institutions attended, photos, parents' and parents in-law's names, addresses, occupations, congregations, and similar background information. Note: Students have the right to restrict the sharing of directory information. Students who wish to make such a request must contact the Office of the Registrar, and submit the request in writing within 90 days from the beginning of the semester. Once a student requests that the institution not disclose directory information, this hold on sharing directory information will remain in place until revoked by the student in writing. Requests cannot be put into effect retroactively.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding (§99.31(a)(13).
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the institution determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the institution’s rules or policies with respect to the allegation made against him or her (§99.31(a)(14).
- To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the institution determines the student committed a disciplinary violation and the student is under the age of 21 (§99.31(a)(15).

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.

### **Review of Academic Records**

The official academic records of all students, past and present, are maintained in the Office of the Registrar. The official transcript contains identifying information, a complete record of all coursework, transfer credits, academic status, and any degrees or certificates granted. The transcript is retained as a permanent record of WITS.

A hard copy and digital academic folder are maintained for each student, and includes the Personal Program Plan, application for admission, high school transcripts, standardized test scores reports, and transcripts from colleges attended. These files are open for student review upon request. All information in a student's file is confidential.

### **Review of Transcripts**

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

Students may request an official WITS transcript to be sent to a designated recipient. This request must be submitted online with the required transcript fee. Transcript Request Forms are available on the institutional website. Students should allow two weeks from the date of submission of the transcript request for processing. Telephone requests cannot be honored. Students may receive unofficial copies of their transcript at no charge. All financial obligations must be met before transcripts will be issued.

### **Change of Name or Address**

If a student experiences a name or address change during enrollment at WITS, the student is responsible for updating all academic records by notifying the Registrar of such changes.

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## DEGREE REQUIREMENTS

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All WITS degree programs require successful completion of 120 credits. Degree requirements encompass coursework across general education (general studies), the chosen degree program (major), Jewish studies, and free electives.

A broad summary of degree requirements is provided in this section. Specific details and requirements for each individual degree program (or major) are provided in the section titled Major Areas of Study.

Students are required to maintain an overall grade point average of 2.0 or higher. Academic progress is monitored. Counseling, advisement, and tutorial referrals are made available.

### **General Education Requirements**

A general education program serves as the foundation and course of all degree programs. The goals of the general education core are as follows:

Upon completion of the general education requirements, students will demonstrate the ability to:

- English Composition and Rhetoric – Communicate effectively in standard English, both verbally and in writing.
- Mathematics – Employ quantitative reasoning skills necessary for informed judgement and decision-making.
- Diversity – Describe the contributions of diverse groups to culture, society, and understanding of the world.
- Technology – Utilize technology to share information and solve problems.
- Natural Science – Apply broad understanding of the principles of the natural world and scientific reasoning to personal and professional lives.
- Social Sciences – Utilize social science and historical concepts in understanding human behavior, events, and differences.
- Humanities – Describe the impact and relevance of literature, arts, culture, religion, and philosophy on the development of global and Jewish society.

Regardless of the chosen degree program, all students must complete the 60-credit general education program as follows:

General Education Area	Specifications	Required Credits
English Composition/Rhetoric	<ul style="list-style-type: none"> <li>- All students are required to take ENG 101. Students will be exempt from ENG 101 only if they have official documentation of successful completion of an equivalent course or an AP score of at least 4. Other exams for credit, including CLEP, will not fulfill the ENG 101 requirement.</li> <li>- The remaining 3 credits in English Composition/Rhetoric can be satisfied with an additional course in English composition (e.g., ENG 102), COM 101, or an equivalent.</li> <li>- For all degree programs, a minimum grade of C in each course is required to fulfill the English Composition/Rhetoric requirement.</li> </ul>	6 credits
Humanities	<ul style="list-style-type: none"> <li>- For all degree programs, the Humanities credit must include coursework from at least two different subject areas.</li> </ul>	12 credits
Social Sciences	<ul style="list-style-type: none"> <li>- For all degree programs, the Social Sciences credit must include coursework from at least two different subject areas.</li> </ul>	6 credits
Mathematics	<ul style="list-style-type: none"> <li>- For all degree programs, a minimum grade of C in the course is required to fulfill the Mathematics requirement.</li> </ul>	3 credits
Natural Sciences	<ul style="list-style-type: none"> <li>- For all degree programs, the Natural Sciences credit may be fulfilled with any natural sciences course.</li> </ul>	3 credits
Technology	<ul style="list-style-type: none"> <li>- For all degree programs, the Technology credit may be fulfilled with any technology course.</li> </ul>	3 credits
Diversity	<ul style="list-style-type: none"> <li>- For all degree programs, students must select 3 credits from a list of approved Diversity electives. The list of approved Diversity electives is available from an Academic Advisor.</li> </ul>	3 credits
Electives	<ul style="list-style-type: none"> <li>- Elective credit should be selected to align with professional and career goals.</li> </ul>	24 credits

## **Major Requirements**

All degree programs require successful completion of 36 credits in the major area of study as follows:

- Bachelor of Arts in Judaic Studies – Requires 36 credits in Jewish studies. A maximum of 6 credits in Hebrew Language may be applied to the major.
- Bachelor of Science in Jewish Education – Requires 21 credits in education and 15 credits in Jewish studies. Two courses (PSY 280 and COM 101) must be taken as part of the general education requirements.
- Bachelor of Arts in Computer Science – Requires 27 credits in computer science and 9 credits in advanced mathematics. STA 201 must be taken to fulfill the math requirement.

For all degree programs, a minimum of 30 credits, of which 15 credits must be upper-level, must be taken at WITS to establish residency.

Courses in the major must carry a cumulative grade point average of at least 2.5. 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. This is particularly relevant for technology-based courses.

## **Jewish Studies Requirements**

All WITS degree programs require successful completion of 36 credits of Jewish studies. Students may complete the 36 credits in Jewish studies in combination with the completion of requirements across the general core requirements, major requirements, and free elective requirements.

## **Free Electives Requirements**

All WITS degree programs require successful completion of 24 credits in free electives. Free elective credit should be selected to align with professional and career goals.

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## MAJOR AREAS OF STUDY

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### **Bachelor of Arts in Judaic Studies**

The Bachelor of Arts in Judaic Studies is designed to prepare students to become successful, Jewishly informed professionals. Students engage in high level studies of Jewish texts, thought and culture, that is designed to build critical and analytic thinking skills and foundation of Jewish ethics and values. The coursework trains women to become effective professional leaders within the Jewish communal world or greater professional world, and contributors to their communities. The Bachelor of Arts in Judaic Studies provides a solid foundation in Jewish studies along with a liberal arts education and elective courses where students can pursue additional professional interests.

#### Program Goals

Upon completion of the Bachelor of Arts in Judaic Studies, graduates will demonstrate the ability to:

- Utilize effective oral and written communication, quantitative, technology, and research skills in the study of Jewish text, thought and culture, and in professional studies.
- Employ critical and analytical thinking to analyze and apply principles of Jewish and general studies to professional and religious life.
- Exhibit a level of Jewish literacy necessary to serve as an effective contributor across diverse communities.
- Utilize Jewish ethics and values as a guide in personal and professional endeavors.

#### Program of Study

The program of study for the Bachelor of Arts in Judaic Studies consists of 120 credits as follows:

General Education Requirements	60 credits
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Major Requirements	36 credits
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- Requires a minimum of 3 credits in Bible from the following: BIB 102, BIB 325, BIB 360, BIB 375, BIB 395, BIB 400, BIB 410, BIB 420
- Requires a minimum of 3 credits in Jewish law from the following: JLW 331, JLW 332, JLW 337, JLW 390, JLW 415, JLW 466

- Requires a minimum of 3 credits in Jewish studies from the following: Any JST, ETH, JLT, or JPH course; or HIS 315, HIS 337, or HIS 340
- Requires a minimum of 27 credits from the following subject areas: BIB, JLW, JST, ETH, JLT, JPH, JST, HIS (Jewish history only), and up to a maximum of 6 credits in Hebrew language.

Free Electives

24 credits

A minimum of 30 credits must be taken at WITS, of which at least 15 credits must be at the 300/400 level.

A minor in another discipline may be completed in conjunction with the Bachelor of Arts in Judaic Studies.

### **Bachelor of Science in Jewish Education**

The Bachelor of Science in Jewish Education is designed to prepare students to become established, professional educators across the Jewish educational spectrum. The program is focused on equipping Orthodox Jewish women with the pedagogic, curriculum development, classroom management, Jewish content, and leadership skills necessary to be successful in the field. The coursework trains women to become effective Jewish educational leaders who successfully serve, perpetuate, and enrich the Jewish community. The Bachelor of Science in Jewish Education provides a solid foundation in education along with a liberal arts education and high-level Jewish studies coursework.

#### Program Goals

Upon completion of the Bachelor of Science in Jewish Education, graduates will demonstrate the ability to:

- Utilize effective oral and written communication, quantitative, technology, and research skills in the classroom and broader school community.
- Apply research-based teaching strategies, instructional techniques, and curriculum design in ways that strengthen the learning and religious development of Jewish students.
- Employ critical and analytical thinking in addressing the diverse needs of learners in Jewish educational and communal settings.
- Exhibit a level of Jewish literacy required to serve as teachers in a Jewish education setting.
- Utilize Jewish ethics and values to serve as a role model and mentor for students.



- Serve as an educator, professional, and leader in ways that strengthen and enrich students, families, communities, and society.

### Program of Study

The program of study for the Bachelor of Science in Jewish Education consists of 120 credits as follows:

General Education Requirements	60 credits
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- Requires completion of COM 101 and PSY 280 within the general education requirements

Major Requirements	36 credits
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- Requires 21 credits in education from the following:  
EDU 101, EDU 265, EDU 270, EDU 360, EDU 320, EDU 490, PSY 230, PSY 383
- Requires 15 credits in Jewish studies that include the following:
  - A minimum of 3 credits in Bible from the following: BIB 102, BIB 325, BIB 360, BIB 375, BIB 395, BIB 400, BIB 410, BIB 420
  - A minimum of 3 credits in Jewish law from the following: JLW 331, JLW 332, JLW 337, JLW 390, JLW 415, JLW 466
  - A minimum of 3 credits in Jewish studies from the following: Any JST, ETH, JLT, or JPH course; or HIS 315, HIS 337, or HIS 340

Free Electives	24 credits
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The Bachelor of Science in Jewish Education requires a total of 36 credits in Jewish studies. The 21 credits in Jewish studies not completed within the major requirements may be completed as part of the humanities, general education elective or free elective requirements.

A minimum of 30 credits must be taken at WITS, of which at least 15 credits must be at the 300/400 level.

A minor in another discipline may be completed in conjunction with the Bachelor of Science in Jewish Education.

## **Bachelor of Arts in Computer Science**

The Bachelor of Arts in Computer Science is designed to prepare students for positions as computer science professionals in business, industry, or government, as well as for graduate study in computer science. The program is focused on encouraging and supporting Jewish women as they move into careers in technology where women are a vastly underrepresented population. The Bachelor of Arts in Computer Science provides a liberal arts education and high-level Jewish studies coursework combined with a solid foundation in computer science.

### Program Goals

Upon completion of the Bachelor of Arts in Computer Science, graduates will demonstrate the ability to:

- Apply an understanding of major concepts, theoretical perspectives, empirical findings, and historical trends for resolving real computer science problems.
- Apply algorithmic, mathematical, and scientific reasoning to a variety of computational problems.
- Implement software systems that meet specified design and performance requirements.
- Use critical and creative thinking skills to analyze and solve computational problems and address issues in the communal and professional world.
- Work effectively with technical and non-technical team members, clients, and customers, while meeting the social and ethical responsibilities of the computer science profession and the professional world.
- Exhibit intercultural competence and attention to diversity, within and beyond the Jewish community, in addressing civic, social, environmental, and economic issues of the computer science field and communal life.
- Use effective oral and written communication skills to present ideas in the workplace and broader community.

### Program of Study

The program of study for the Bachelor of Arts in Computer Science consists of 120 credits as follows:

#### General Education Requirements

60 credits

- Requires completion of STA 201 within the general education requirements

## Major Requirements

36 credits

- Requires the following 18 credits in computer science: CIS 213, CIS 241, CIS 311, CIS 315, CIS 330, CIS 490
- Requires an additional 9 credits in computer science electives
- Requires 9 credits in advanced mathematics

## Free Electives

24 credits

The Bachelor of Arts in Computer Science requires a total of 36 credits in Jewish studies. The required credits in Jewish studies may be completed as part of the humanities, general education elective or free elective requirements.

A minimum of 30 credits must be taken at WITS, of which at least 15 credits must be at the 300/400 level.

A double major in Judaic Studies or a minor in another discipline may be completed in conjunction with the Bachelor of Arts in Computer Science.

## Minor Areas of Study

WITS currently offers the following minor areas of study:

- Minor in Business
- Minor in Communication Sciences and Disorders
- Minor in Computer Science
- Minor in Education
- Minor in Graphic Design
- Minor in Jewish Studies
- Minor in Pre-Health Sciences
- Minor in Psychology

All minors, with the exception of Pre-Health Sciences, require a minimum of 6 credits at the 300/400 course level.

A student may not CLEP any minor requirements. A student may not elect the pass/fail option for any courses in a chosen minor.

Requirements for all minors are provided in the following chart.

<b>Minor Area</b>	<b>Required Courses</b>
Business  Requires 24 credits	<ul style="list-style-type: none"> <li>– ACC 101</li> <li>– ACC 102</li> <li>– ECO 112</li> <li>– LAW 201</li> <li>– MAR 301</li> <li>– MGT 301</li> <li>– ETH 337</li> <li>– MAT 121 or MAT 231 or STA 201</li> </ul>
Communication Sciences and Disorders  Requires 21 credits	<ul style="list-style-type: none"> <li>– CSD 222</li> <li>– STA 201</li> <li>– Additional 15 credits in CSD electives</li> </ul>
Computer Science  Requires 18 credits	<ul style="list-style-type: none"> <li>– CIS 213</li> <li>– CIS 241</li> <li>– CIS 315</li> <li>– Additional 9 credits in CIS electives</li> </ul>
Education  Requires 21 credits	<ul style="list-style-type: none"> <li>– COM 101</li> <li>– EDU 101</li> <li>– Additional 15 credits in EDU electives</li> </ul>
Graphic Design  Requires 25 credits	<ul style="list-style-type: none"> <li>– ART 120</li> <li>– ART 150</li> <li>– ART 220</li> <li>– ART 230</li> <li>– ART 320</li> <li>– ART 330</li> <li>– ART 420</li> <li>– ART 440</li> <li>– ART 466</li> </ul>
Jewish Studies  Requires 18 credits	<ul style="list-style-type: none"> <li>– 18 credits in at least two subject areas from the following: BIB, ETH, HIS (Jewish history only), JLT, JLW, JPH, JST</li> </ul>
Pre-Health Sciences  Requires 18 credits	<ul style="list-style-type: none"> <li>– BIO 110</li> <li>– BIO 220</li> <li>– BIO 221</li> <li>– Additional science course</li> <li>– One of the following: BIO 115, BIO 301, BIO 265, PSY 280, PSY 360, STA 201</li> </ul>
Psychology  Requires 24 credits	<ul style="list-style-type: none"> <li>– PSY 101</li> <li>– PSY 322</li> <li>– STA 201</li> <li>– ETH 325 or ETH 337 or ETH 390 or ETH 466</li> <li>– Additional 12 credits in PSY electives</li> </ul>

## **Certificate in Jewish Education and Leadership**

The Certificate in Jewish Education and Leadership supports Orthodox Jewish women as they seek to become established, professional educators across the Jewish educational spectrum and within Jewish organizations. The certificate program equips educators with skills of effective leadership and training necessary to become effective Jewish educational leaders who successfully serve, perpetuate, and enrich the Jewish community. The certificate program is designed for those currently working in chinuch and seeking a first credential in the field of Jewish education.

### Program Goals

Upon completion of the Certificate in Jewish Education and Leadership, graduates will demonstrate the ability to:

- Apply ethical principles of effective leadership that are reflective of Jewish traditions and contemporary leadership theory.
- Serve as a leader, educator, and professional in ways that strengthen and enrich individuals, families, communities, and society.
- Exhibit an understanding of basic teaching strategies, instructional techniques, and curriculum design that draws from Jewish traditions and culture.
- Apply instructional techniques and skills in order to strengthen the learning and religious development of Jewish students

### Program of Study

The program of study for the Certificate in Jewish Education and Leadership consists of 18 credits as follows:

- Requires 6 credits in education methodology from the following: EDU 101, EDU 265, EDU 270, EDU 360, or other appropriate course preapproved by the Academic Dean.
- Requires the following 6 credits in education practicum: EDU 450, EDU 451
- Requires 3 credits in Jewish studies from the following: BIB 102, BIB 395, BIB 410, BIB 420, JST 420, JST 478 or other appropriate course preapproved by the Academic Dean.
- Requires PSY 331

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# ACADEMIC POLICIES AND PROCEDURES

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## Academic Honesty Policy

Academic dishonesty is a very serious offense and is k'neged halacha. WITS students are expected to bear individual responsibility for their work, understand the practice of academic integrity, and maintain honesty and independence in all academic work. The expectation of academic honesty applies to all academic-related tasks, including take-home tests, comprehensive examinations, papers, and projects.

### Definitions of Dishonest Activity

WITS considers cheating, plagiarism, collusion, copyright infringement, or any related activities to be acts of dishonesty that undermine the integrity of the academic process and which contradict the mission of the institution and the values of Orthodox Jewish faith. Certain acts of dishonesty are defined as follows:

Cheating is defined as the improper use of information to gain an academic advantage or credit, including the attempted or unauthorized use of materials, information, notes, study aids, devices, or communication in relation to the completion of an academic exercise. Examples of cheating include, but are not limited to, the following:

- a. Copying from another student during an exam or allowing another student to copy;
- b. Using, attempting to use, or improperly possessing unauthorized aids during any exam, such as notes, texts, texts, etc.;
- c. Engaging in unauthorized collaboration on an open book or take home assignment or exam;
- d. Taking an exam for completing an assignment for another student;
- e. Submitting an assignment or substantial portions of an assignment for more than one class without permission of the faculty member;
- f. Obtaining and/or using copies of exams in order to gain academic advantage;
- g. Allowing others to complete assignments/papers, including the use of commercial writing services;
- h. Practicing any form of deceit related to academic performance; and/or
- i. Falsifying information on an official academic record or document, such as a grade report, letter of permission, or institutional forms.

Plagiarism is defined as the act of presenting ideas, data, illustrations, research, or statements of another as one's own in relation to the completion of an academic exercise. Examples of plagiarism include, but are not limited to, the following:

- a. Copying another person's actual words without the use of quotation marks and footnotes;
- b. Presenting another person's ideas or theories as one's own without acknowledgement;
- c. Failing to acknowledge collaborators on assignments; and/or
- d. Submitting papers from "paper mills," internet vendor sites, or other sources.

Collusion is defined as collaborating with another person in an unauthorized fashion in relation to the completion of an academic exercise. Examples of plagiarism include, but are not limited to, the following:

- a. Allowing another student to look at or copy work;
- b. Preparing an assignment for another student to submit as their own;
- c. Allowing another person to do one's own work;
- d. Communicating exam content to members of other sections of the course; and/or
- e. Assisting others in any form of academic misconduct.

Copyright infringement is defined as 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). Examples of copyright infringement include, but are not limited to, the following:

- a. Downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement; and/or
- b. Scanning or copying pages of text without permission of the copyright owner.

Disciplinary sanctions and the full Academic Honesty Policy are detailed in the Student Handbook.

## **Grading Scale**

WITS uses the following grading scale to determine course and assignment grades:

A	100-93%	Excellent Work
A-	92-90%	Nearly Excellent Work
B+	89-87%	Very Good Work
B	86-83%	Good Work
B-	82-80%	Mostly Good Work
C+	79-77%	Above Average Work
C	76-73%	Average Work
C-	72-70%	Mostly Average Work
D	79-60%	Poor Work
F	Below 60%	Failing Work

## **Satisfactory Academic Progress (SAP) Policy**

All degree seeking (matriculating) students pursuing an approved program at WITS are required to maintain satisfactory academic progress toward graduation, which is defined as being in good academic standing as defined in this policy. The qualitative and quantitative standards required for students receiving federal financial aid are the same for all matriculating students at WITS.

## Qualitative Standard

Students are evaluated at the end of each semester and are expected to maintain a minimum cumulative grade point average of 2.0. The following table shows grade and grade point allocations according to the earned course average score.

Grade	Grade Value	Percentage
A	4.00	93-100
A-	3.70	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73 -76
C-	1.67	70-72
D	1.00	60-69
F	0	59 and below (Failure)
P	0	Pass
W	0	Withdrawal
INC	0	Incomplete

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.

Although no credit is given for failing grades, all grades are recorded and calculated as part of the grade point average.

## Quantitative Standard

**Maximum Time Frame** – A full-time student must make sufficient progress through the academic program to complete the 120-credit program, within a time period of not more than six years (12 semesters), which is 150% of the published length. A part-time student must make sufficient progress through the academic program to complete the 120-credit program, within a time period of not more than nine years (18 semesters), which is 150% of the published length.

**Pace of Completion** – Students must successfully complete 67% of their attempted credits per semester, with a maximum attempted credits ceiling of 180 credits. The following sample chart illustrates how maximum time frame and pace of completion are applied for a full-time student. The number of credits an individual student must earn may vary from what is depicted in the chart based on the enrollment schedule.



Semester	1	2	3	4	5	6	7	8	9	10	11	12
Credits	10	20	30	40	50	60	70	80	90	100	110	120
Maximum Credits Attempted	15	30	45	60	75	90	105	120	135	150	165	180

The following sample chart illustrates how maximum time frame and pace of completion are applied for a part-time student. The number of credits an individual student must earn may vary from what is depicted in the chart based on the enrollment schedule.

Semester	1	2	3	4	5	6	7	8	9	10	11	12
Credits	6	12	18	24	30	36	43	50	57	64	71	78
Maximum Credits Attempted	10	20	30	40	50	60	70	80	90	100	110	120

At the end of each semester, a student's academic files are evaluated to determine if the student is achieving satisfactory academic progress. As part of the evaluation, the student's earned credits are divided by attempted credits to determine if the student is progressing through the academic 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 greater and the student has earned at least the number of credits that appears in the table above that corresponds to the semester of attendance, the student is determined to be making satisfactory academic progress.

### **Federal Financial Aid Warning and Academic Probation**

For continued eligibility for federal financial aid programs, if a student who had been making satisfactory academic progress falls below the satisfactory academic progress standards, the student will be given a financial aid warning during which time the student maintains federal financial aid eligibility. The warning period will last for one semester. During the federal financial aid warning period, the Academic Dean will counsel the student and attempt to improve the student's performance by providing various student services that might include special tutoring, a new study plan, or a scheduling accommodation. If after the federal financial aid warning period, satisfactory academic progress standards are still not met, the student will be notified that she will be terminated from financial aid. The student will be notified of the option of appealing the lack of satisfactory academic progress. Procedures for filing an appeal are described below. If the student successfully appeals the lack of satisfactory academic progress after the financial aid warning, the student will be placed on academic probation for one semester.

The Academic Dean will monitor the student during the period of probation and will devise a study plan to enable the student to improve academic standing. This may involve conferences with the student and the respective faculty member(s). 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, the student will be subject to academic discipline, which may include expulsion or suspension from the institution. The student will be ineligible to receive Title IV federal financial aid.

### **Reinstatement**

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

### **Incomplete Grades**

If a student has not completed all required course work but has completed at least 50%, the student may request an incomplete in the course. Granting an incomplete is at the discretion of the faculty member and the Executive Dean/Menacheles (kodesh courses) or the Academic Dean (general studies courses). If it can be determined that, without passing the course, the student will be in compliance with satisfactory academic progress standards, the incomplete will not be considered to affect the student's average or satisfactory academic progress in that interim. If it is determined that without passing this course the student will not be in compliance with satisfactory academic progress standards, the student's Academic Advisor will meet with the Executive Dean/Menacheles or Academic Dean to discuss the situation. If they are able to determine that the student is making efforts in good faith to complete the missing work, they may allow the student to retain the status of satisfactory academic progress in the interim.

Changes of grade or adjustments to incomplete grades after the conclusion of the semester for contracted courses are in accordance with the policies of the contracting institution.

If granted an incomplete, a student will have until that semester's deadline to complete their missing coursework. Beyond that point, a student must petition in writing to the Executive Dean/Menacheles (kodesh courses) or the Academic Dean (general studies courses) 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 the required coursework will receive a grade of F (Failure) for the course. The deadline for Fall Semester courses is May 15. The deadline for Spring and Summer semester courses is December 1.

## **Withdrawn Courses**

Courses that a student withdraws from before the first drop deadline will not appear on the student's transcript and will not be included in the number of credits attempted. From that point until the second drop deadline, a student dropping a course will receive a grade of W (Withdrawal) for the course and the credits will be included in the number of credits attempted. After the second drop deadline, the student must complete the course or receive a grade of F (Failure). While a W (Withdrawal) does not factor into the GPA, an F (Failure) does. Dropping a course due to health reasons requires documentation from a medical professional and approval from the Executive Dean/Menacheles (kodesh courses) or the Academic Dean (general studies courses). There are no academic or financial penalties. All drop deadlines are noted on the Academic Calendar.

## **Transfer Credits**

Transfer credits are not included in the calculation of the grade point average. However, the credits accepted are counted toward the number of credits earned by the student.

## **Appeal Process and Mitigating Circumstances**

A student who wishes to appeal a determination of probationary status, lack of satisfactory academic progress, or similar issues must submit an appeal in writing to the Executive Dean/Menacheles. The Executive Dean/Menacheles will consider all relevant information, i.e., mitigating circumstances, such as illness or death in the immediate family or other unusual situations. The student must also explain how the situation has changed to allow her to make satisfactory academic progress. The Executive Dean/Menacheles will consult with faculty members as appropriate. The decision of the Executive Dean/Menacheles will be conveyed to the student in writing within ten days of receipt of the student's written appeal.

## **Repeating Courses**

A student who wishes to raise the grade of a specific course may repeat the same course. Both courses and grades will appear on all official transcripts. However, credit is only earned once. The lower grade will not be calculated as part of the semester grade point average nor the overall grade point average. All repeated courses are counted in the number of attempted credits, but cannot be counted toward full-time enrollment status for the semester in which the repeated course is taken, unless the student is retaking a course in which she received a failing grade. A student will be allowed to repeat a course provided the student will then remain within the time frame required for satisfactory academic progress.

## **Add/Drop Policy**

After the initial registration period, a student who wishes to add or drop a course must complete an Add/Drop Form available on the institutional website. Fall and spring deadlines for submitting the Add/Drop Form are provided on the Academic Calendar. Late Drop Forms will

be charged a \$50 late fee, when applicable, as per the fee schedule. The following specific provisions apply for adding and dropping courses.

### **Adding Courses**

- Kodesh courses may be added with the approval of an Academic Advisor and written permission of the Executive Dean/Menacheles. Kodesh courses may be added up until the date designated on the Academic Calendar.
- General studies courses may be added with the approval of an Academic Advisor. Courses may be added up until the date designated on the Academic Calendar.
- A student who joins a course late is responsible for making up all missed work. Missed classes will be considered absences.

### **Dropping Courses**

- Kodesh courses may not be dropped after the start of a semester without written approval of the Executive Dean/Menacheles and proof of extreme circumstances.
- General studies courses dropped before the deadline to drop without a W as designated on the Academic Calendar will not show on transcripts.
- General studies courses dropped before the deadline to drop without an F as designated on the Academic Calendar will show as a W on transcripts.
- After that drop deadline designed on the Academic Calendar, a student must complete the course or receive a grade of F.
- Dropping a course due to health reasons requires documentation and must be approved by the Executive Dean/Menacheles and/or Academic Dean and will have no academic or financial penalty.
- Students who stop attending a course without following the correct procedure will receive a grade of F for the course.

For courses being completed under partnership agreements with other institutions, a student must follow the add/drop policies of the other institution, as well as complete the appropriate paperwork with the Student Services Coordinator. A student may not add or drop such courses directly through the partner institution.

### **Leave of Absence Policy**

Under certain specialized circumstances, and with approval from the Regional Office of the US Department of Education, a student may be granted an approved leave of absence. In order to be granted a leave of absence, a student must follow the following procedures.

A student must request the leave of absence in writing to the Executive Dean/Menacheles. The request must be signed and dated and must include the reason for which the student is requesting a leave of absence. A leave of absence will not be granted if the reason for the request is not included. The Executive Dean/Menacheles will review the request for a leave of absence within 10 days of submission. If approved, the request will be forwarded to the Office of the Registrar

and the decision will be placed in the official academic record. Notification will be sent to the Office of Financial Aid.

A student must submit the request for a leave of absence and must receive the approval prior to beginning the leave of absence. The exception would be for unusual circumstances when it is impossible for the student to do so, i.e. if the student was in an accident or other experienced an unforeseen emergency/disaster.

A student will only be granted a leave of absence if it can be expected that she will return from the leave of absence on time. If it appears that the student may not return after the leave of absence, an approval will not be granted.

The maximum time for an approved leave of absence is 180 days.

A student on an approved leave of absence will not be considered withdrawn from the institution and no refund calculations will be made for Title IV financial aid received. A student who fails to return to school after an approved leave of absence will be considered withdrawn from the institution as of the date of the start of the leave of absence and refunds will be calculated accordingly.

### **Auditing a Course**

Students who wish to attend a course but not receive credit can choose to audit the course. Permission from the Executive Dean/Menahel (kodesh courses) or the Academic Dean (general studies courses) is required in order to audit courses. Students should register for such courses as “auditing” students.

Audited courses do not receive college credit. 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 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.

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

### **Pass/Fail Option**

Students may select the pass/fail option for up to 3 credits per academic year (fall, spring, and summer semesters) for a total of 6 credits over the course of the degree. The pass/fail option must be selected by the deadline as determined by the Academic Dean. No changes will 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 institutional website.

A student cannot select the pass/fail option for any of the following courses:

- General education requirements;
- BIB 410 (Unique Women in Tanach);
- Courses in the major; or
- Courses in the minor

It is not recommended to select the pass/fail option for graduate school prerequisites as grades are preferred on transcripts.

## **Independent Study and Directed Study**

Under certain circumstances, a student may be eligible to receive credit for a course offered as part of the curriculum or not scheduled in a given semester. Such courses are considered either independent study or directed study as defined below.

### **Independent Study**

The purpose of an independent study is to provide upper-level enrichment opportunities beyond the formal curriculum. In order to be considered for an independent study, the following procedure must be followed:

- A student must submit a written proposal to the faculty member with whom the student wishes to undertake the independent study. The proposal must be submitted to the faculty member at least 6 weeks prior to the start of the intended semester.
- Once approved by the faculty member, a student must submit the proposal for independent study to the Academic Dean for consideration and approval. The proposal must be submitted to the Academic Dean at least 4 weeks prior to the start of the intended semester.
- The Academic Dean will make a determination and inform the student of the decision at least 3 weeks prior to the start of the intended semester.

To be considered for approval of an independent study, a student must have a cumulative grade point average of at least 3.0 in the major. In addition, a student is eligible for a maximum of 6 credits of independent study over the course of the degree.

WITS offers no assurance that every independent study proposal will be approved.

### **Directed Study**

The purpose of a directed study is to accommodate a student in the final year of study who requires an unscheduled course for timely completion of the degree. Reasons for requesting a directed study are expected to be one or more of the following: a) the schedule time(s) of the course conflicts with another required course; b) the course will not be offered in the current or subsequent semester; or c) other extenuating circumstances that interfere with timely graduation.

To be considered for a directed study, a student must make a request for a directed study to the Academic Advisor as soon as the need for a modified schedule is known. The Academic Advisor and Academic Dean will review the situation and make a determination.

### **Academic Honors**

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

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

- Cum Laude (With Honor) – Cumulative GPA 3.5 – 3.69
- Magna Cum Laude (With High Honor) – Cumulative GPA 3.7 – 3.89
- Summa Cum Laude (With Highest Honor) – Cumulative GPA 3.9 and higher

### **Attendance**

Class attendance is considered a critical element of student success. Students are expected to attend all class and laboratory sessions. Participation in class discussions and activities is also expected. Attendance is factored into course grades. Specific grading and attendance guidelines are found in the syllabus of each course.

### **Calculation of Grade Point Average**

The grade point average is calculated by (1) multiplying the credits by the grade value which determines quality points; (2) adding the total number of quality points; (3) adding the total number of credits; (4) dividing the quality points by the quality hours. Transfer courses are not calculated in the grade point average, but are calculated in the grade point average for inter-institution courses.

### **Definition of Credit Hour**

WITS offers courses over 15-week spring and fall semesters and two overlapping 8-week summer semesters (Summer Session I and Summer Session II). A student who enrolls in a minimum of 12 credits per a fall or spring semester is considered a full-time student. For the summer semester, full-time status is determined by adding the total number of credits taken in Summer Session I and Summer Session II. A student who enrolls in a minimum of 12 credits per summer semester is considered a full-time student.

WITS defines one credit hour as an amount of work that approximates the following:

1. Not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for 15 weeks or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work (as required in paragraph 1) in courses and academic activities where direct instruction is not the primary mode of learning, such as laboratory work, independent study, internships, practica, or other academic work leading to the award of credit.

### **Make-Up Exams and Late Work**

WITS has a strict policy on the use of make-up exams and acceptance of late work. The policy is designed to promote a consistent and fair procedure for administering exams, quizzes, and related forms of learning assessment to students who were not in attendance at the officially scheduled time. Faculty are expected to inform students of the make-up exam policy at the start of each academic term, orally and in writing. The make-up exam and late work policy is provided in each course syllabus.

### **Final Exams**

Final exams are scheduled Sunday through Friday and must be taken as scheduled. Work schedules or other commitments must be adjusted to conform to the final exam schedule. Any student who fails to take a final exam as scheduled will receive a grade of zero for the exam. Students with documented extenuating circumstances may complete a Request to Reschedule a Final Exam Form and submit the form to the Office of Academic and Student Affairs. Students may request to reschedule only one final exam per semester. Students should not consider their request approved until they receive approval from the Office of Academic and Student Affairs. A rescheduled final exam must be taken during the designated make-up exam slot. The proctor fee for final exams is \$35. Students applying to graduate school and requiring expedited transcripts must be aware that rescheduling a final exam will delay transcripts.

### **Textbooks**

Mekoros textbooks are required for specific Jewish studies courses. Mekoros textbooks and other selected textbooks must be purchased through the institution.

A list of required textbooks and course materials is posted on the institutional website before the start of each semester. Order forms are provided on the institutional website (under Current Students). Students are responsible for acquiring all required textbooks and materials in a timely fashion.

### **Applying for Graduation**

A student who has successfully completed all requirements for the chosen degree is eligible to apply for graduation. The student must submit the Application to Graduate Form by the deadline indicated on the website (under current students) of their last semester at WITS. The Application to Graduate Form is accessible via the institutional website.



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

## **Student Grievance 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 relevant party(ies). In cases where direct communication proves unsuccessful or unsatisfactory, a student has the right to file a formal grievance without fear of coercion or reprisal under the following procedures:

- Informal Dispute Resolution – WITS makes available an Ombudsman who offers a safe opportunity where faculty, staff, and students may discuss problems or issues. The Ombudsman provides confidential, neutral, and informal assistance in navigating options for solving problems, conflicts, and/or disputes that arise across the institution. The Ombudsman is an objective third party who acts as a resource with respect to navigating institutional rules, regulations, policies, procedures, and academic issues. The Ombudsman is dedicated to developing and implementing fair and equitable resolutions to individual or organizational concerns. The Ombudsman reports directly to the Executive Dean/Menacheles and receives support from the Office of Administrative Affairs. Requests for assistance from the Ombudsman are received at [ombudsman@wits.edu](mailto:ombudsman@wits.edu).
- Formal Written Complaint for Academic Grievance – If a student has an academic grievance, such as a grade appeal or allegation of unfair grading practices, the student should confer with the respective faculty and administrator (Executive Dean/Menacheles for kodesh courses; Academic Dean for general studies) regarding the specific issue(s). If the student remains dissatisfied after consultation with the faculty and administrator, the student should submit a formal written grievance via an Academic Grievance Form. The Academic Grievance Form is available in the Office of Administrative Affairs and accessible on the WITS website. The Academic Grievance Form provides instructions on preparation of the written grievance.

The student (grievant) shall submit the Academic Grievance Form to the Office of Administrative Affairs. If the grievant is uncomfortable submitting the form personally, the grievant may submit the completed form to the Ombudsman, who shall forward the complaint to the Office of Administrative Affairs.

The Office of Administrative Affairs shall forward the complaint to the Grievance Committee who will investigate the details of the complaint/grievance.

The Academic Grievance Form shall be reviewed by the Grievance Committee who will investigate the details of the grievance. The Grievance Committee is comprised of the following members: a) Executive Dean/Menacheles, b) Academic Dean, c) President of the Board of Directors, and d) One part-time faculty member. If any of the individuals on the Grievance Committee is a party to the grievance, he or she will recuse himself/herself from the process.

A response to the grievance shall be provided to the grievant within two weeks of the formal request for consideration, unless more time for investigation is needed. Any decision of the Grievance Committee is deemed final.

- Formal Written Complaint for Non-Academic Grievance – If a student has a non-academic grievance, such as an allegation of physical abuse or lack of accommodations for a physical disability, the student should seek clarification and resolution, where appropriate, with the relevant faculty or staff member regarding the specific issue(s). The student should also consult with the Executive Dean/Menacheles and/or Academic Dean. If the student remains dissatisfied, or does not feel comfortable approaching the faculty or staff member directly, the student should submit a formal written grievance via a Non-Academic Grievance Form. The Non-Academic Grievance Form is available in the Office of Administrative Affairs and accessible on the WITS website. The Non-Academic Grievance Form provides instructions on preparation of the written grievance.

The student (grievant) shall submit the Non-Academic Grievance Form to the Office of Administrative Affairs. If the grievant is uncomfortable submitting the form personally, the grievant may submit the completed form to the Ombudsman, who shall forward the complaint to the Office of Administrative Affairs.

The Office of Administrative Affairs shall forward the complaint to the Grievance Committee who will investigate the details of the complaint/grievance. The Grievance Committee is comprised of the following members: a) Executive Dean/Menacheles, b) Academic Dean, c) President of the Board of Directors, and d) One part-time faculty member. If any of the individuals on the Grievance Committee is a party to the grievance, he or she will recuse himself/herself from the process.

A response to the grievance shall be provided to the grievant within two weeks of the formal request for consideration, unless more time for investigation is needed. Any decision of the Grievance Committee is deemed final.

- Complaints Pertaining to Institutional Licensure or State Approval

A complaint pertaining to occupational licensure requirements is to be submitted to the appropriate licensing board or entity. WITS is approved by the Maryland Higher Education Commission (MHEC). For a complaint involving a college or university, MHEC requires that a student must first exhaust the complaint/grievance procedures established by the institution. Complaints can be filed with MHEC using the following procedures shown in the following table.

MHEC Complaint Process
A student or faculty personnel may submit a complaint in writing to MHEC when it involves an alleged violation of the Education Article, COMAR, or college or university policy, but only after the student or faculty member has first exhausted the complaint/grievance procedures established by the institution. Should the opinion of the complainant be that the complaint has not been resolved appropriately by the institution, the complainant may submit an official complaint to the Maryland Higher Education Commission (MHEC) in writing; students should use the College and University Student Complaint Form and faculty personnel

should use the College and University Faculty Complaint Form. The Faculty Complaint Form is not used to make a complaint against a professor or faculty personnel.

To file an official complaint, a signed College and University Student Complaint Form or College and University Faculty Complaint Form must be submitted to MHEC with copies of supporting documentation included. The complaint documents are to be submitted to:

Director of Academic Affairs  
Maryland Higher Education Commission  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201  
Fax: 410-332-0270  
Email: [collegiatecomplaint.mhec@maryland.gov](mailto:collegiatecomplaint.mhec@maryland.gov)

College and University Student & Faculty Complaint Forms can also be retrieved at:  
[https://mhec.maryland.gov/institutions\\_training/Documents/acadaff/MHECStudentComplaintForms.pdf](https://mhec.maryland.gov/institutions_training/Documents/acadaff/MHECStudentComplaintForms.pdf).  
Within 10 business days of receipt of an official complaint, MHEC will acknowledge its receipt and begin investigating for evidence of violation of the Education Article, COMAR, or institutional policy.

A copy of the complaint and supporting documents will be provided to the College or university President. MHEC will require the President to look into the matter and provide a written report back to MHEC within 30 business days of receipt of MHEC notification. MHEC staff may interview the institution employees, students, or the student complainant as part of its investigation.

MHEC may take regulatory action based on its review and in accordance with the Education Article and COMAR Title 13B, and the manner for which the institution is approved to operate.

MHEC will inform the student or faculty complainant and the college or university President in writing of its determination(s).

Complaints pertaining to matters other than those addressed in the Education Article or COMAR Title 13B, or pertaining to the institution's approved policies, will not be entertained by MHEC, nor will it be referred to another agency or organization.

- Complaints Pertaining to Institutional Accreditation

A complaint concerning compliance with the standards of accreditation is to be submitted to the institution's accrediting body. WITS is accredited by the Association of Institutions of Jewish Studies (AIJS). Complaints can be filed with AIJS using the following procedures shown in the following table.

AIJS Complaint Process

Complaints regarding accreditation should be submitted to:

Association of Institutions of Jewish Studies  
500 W. Kennedy Boulevard  
Lakewood, NJ 08701-2620  
Phone: 732-363-7330; Fax: 732-415-8198  
Email: [nlandesman@theaijs.com](mailto:nlandesman@theaijs.com)

Complaints that are received by AIJS concerning an AIJS-accredited institution will be handled according to the following procedures. Within 10 days of receipt by AIJS, the complaint is screened to see if it has any face validity and if it is relevant to AIJS' role in accrediting and overseeing the institution. This generally means that the complaint has to address an institutional issue that bears on compliance with AIJS's Standards for Accreditation.

If AIJS determines that the complaint does not fit into AIJS's responsibilities, the complaint will be acknowledged and replied to as not being within the purview of AIJS. As a courtesy, a copy of the complaint will be forwarded to the institution, and the case will be closed. If AIJS determines that the complaint is relevant to its accreditation Standards or policies, or if it falls within AIJS' oversight responsibilities, AIJS will contact the institution and forward the complaint to the institution. AIJS will then allow 30 days for the institution to respond to AIJS that it has reviewed the matter and either resolved the complaint to the complainant's satisfaction or otherwise dealt with the issue in accordance with the institution's published Grievance Policy. An explanation of its actions is required, as well as a statement that the institution certifies that it followed its own published Grievance Policy. AIJS will then review the institution's response and Grievance Policy.

If the institution informs AIJS in its response that the complainant did not follow the complaint policy of the institution, AIJS will instruct the complainant to follow the complaint policy of the institution. If the complainant claims to have followed the institution's published Complaint Policy, and the matter is not resolved to the satisfaction of the complainant, AIJS will make a determination as to whether the complainant did actually follow the institution's complaint policy. If it is determined by AIJS that the institution did in fact follow its published Complaint Policy, and followed through with a proper disposition, the complainant will be so informed, and that case will be closed.

If AIJS determines that the institutions did not in fact follow its own published Complaint Policy, or if the matter involves issues to substantially question the institution's compliance with AIJS Standards or policies, AIJS will launch an inquiry into the issue within 10 days. AIJS will ask for documentation from the complainant, substantiating the complaint, and an explanation of the disposition from the institution (which should document how the institution followed its own Complaint Policy and procedures).

Within 10 days of the receipt of these above materials, the executive director of AIJS, together with the chairman of the Executive Accrediting Council (EAC), will review the complaint file to determine if the institution complied with AIJS standards and policies. AIJS will contact the institution and allow the institution the opportunity (30 days) to review the matter and provide an explanation and/or additional information to AIJS.

If after receipt of the institutional response and a review of any additional documentation, AIJS makes a final determination that the institution is not in compliance with AIJS standards and/or policies, a formal corrective action plan will be required from the institution within 30 days.

If the response is accepted by AIJS, both the complainant and the institution will be so advised, and the case will be closed. If the corrective action plan is not accepted by AIJS, the matter will be placed on the agenda of the EAC to determine if an adverse action, or other sanction should be initiated against the institution for noncompliance with AIJS Standards of Accreditation.

AIJS will make a good faith effort to address anonymous complaints against an accredited institution or against AIJS itself and treat it in a similar manner to a regular complaint. Obviously, there is no mechanism to respond directly to an anonymous complainant. All complaints received by AIJS regarding an accredited institution will be filed and stored in an easy and accessible manner. Site visitors will be given access to the file of an institution that is being reviewed, and any complaints on file in AIJS will be considered in the final decision of the EAC.

- Complaints Pertaining to Potential Violations of Consumer Protection

A complaint pertaining to potential violations of consumer protection is to be submitted to:

Consumer Protection Division – Office of the Attorney General

200 Saint Paul Place

Baltimore, MD 21202

Telephone: 410-528-8662

More information is available at: [oag.state.md.us/Consumer/complaint.htm](http://oag.state.md.us/Consumer/complaint.htm)

- Complaints Pertaining to Discrimination

A complaint concerning discrimination is to be submitted to:

Office for Civil Rights, Philadelphia Office – US Department of Education

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Telephone: 215-656-8541

More information is available at:

[www2.ed.gov/about/offices/list/ocr/docs/howto.html](http://www2.ed.gov/about/offices/list/ocr/docs/howto.html)

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# ACADEMIC SUPPORT AND LEARNING RESOURCES

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## Academic Advisement

Academic advisement is a vital component in successfully undertaking and completing a degree or course of study. It facilitates academic, career, and personal decision-making toward the development and fulfillment of each student's potential.

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. Personal Program Plans are reviewed and updated on a continual basis. Advising sessions with students are held prior to the registration period and as needed or requested.

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

For prospective students, consultations with Academic Advisors are available to discuss general program information, career interests, and academic expectations.

## Clinical Observations and Internships

Clinical observations and internships are valuable opportunities that allow students to gain experience, build resumes, and explore their intended field of interest. A student may register for the clinical observations and internships during the fall, spring, or summer semester, depending on availability. Upon acceptance/approval, a 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 all course requirements. 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 for clinical observations are available on the institutional website (under Current Students).

### Internships

Students may elect to take internships in applied behavior analysis therapy, 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 institutional 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. The internship in applied behavior analysis therapy has a separate application process as detailed on the institutional website.

### **Personal and Mental Health Counseling**

Students who desire personal or mental health counseling should contact the Executive Dean/Menacheles for referrals to licensed counselors or email ([counseling.services@wits.edu](mailto:counseling.services@wits.edu)) for confidential referrals. A local rabbinic authority, Rabbi Heber, Rav, Khal Ahavas Yisroel Tzemach Tzedek and WITS faculty member, is also available to meet with students by appointment to answer halachic questions and offer personal guidance. To schedule an appointment, students should contact Rabbi Heber by phone (443-610-7535) or email ([rabbi.heber@wits.edu](mailto:rabbi.heber@wits.edu)).

Faculty members are also available to provide guidance in personal growth areas. Discussions between faculty members and students are confidential.

### **Accommodating 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 accommodation(s) for qualified students who disclose and verify disability. Students who wish to discuss reasonable accommodation(s) for verifiable disabilities are responsible for identifying themselves to the Student Services Coordinator and providing the required verification of disability documents.

To receive reasonable accommodation(s), a student is required to provide documentation from a licensed clinical professional familiar with the history and functional implications of the impairment(s). Faculty will be informed if a student in one of their classes requires accommodation(s). Only students approved through this process should receive accommodation(s).

Documentation must include all of 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 educational plans (IEPs), should be submitted to the Student Services Coordinator no later than the first week of the student's first semester at WITS.

## **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. The EBSCO Host Research Databases provide access to the following research resources:

- Academic Search Premier
- APA PsycInfo
- Business Source Premier
- CINAHL Database
- 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:

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

The WITS librarian ([librarian@wits.edu](mailto:librarian@wits.edu)) is available to assist students with research. General sessions on research are held during the fall semester.



## **Tutoring**

WITS offers a subsidized tutorial program to provide assistance in preparation for exams, guidance in writing papers and clarification of Jewish studies texts. Assistance is also available for resume writing and application essays. Students in need of academic support or assistance with their studies should consult an Academic Advisor for tutoring referrals.

## **Computer Resources**

Computers and printers are provided for student use in the student lounge, library, and computer lab (Room 209). Computers and printers are intended to be used for preparing assignments, conducting Internet research, and using email. Use of the computer lab is restricted to when labs are not in use by classes.

All computers are monitored and installed with ‘Kosher Blocks’ (Internet filters). It is expected that the computers and printers will be used in a responsible and productive manner and in accordance with the following guidelines:

- No food or drinks are allowed near computer stations.
- 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 the computers.
- Care must be taken to not infect the computers with viruses.

Students should inform the Office of Administrative Affairs of any computer malfunctions.

In using all computer, students must also abide by the Technology Acceptable Usage Policy, which is detailed in the Student Handbook.

## **Career Services**

WITS provides an annual Career Day that enables students to explore an array of career choices. Students can meet one-on-one with professionals from many fields. Other career services, such as an annual Resume Writing & Interview Seminar and Women in the Workplace event, provide students with crucial hashkafic and practical information for future professional success.

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## STUDENT LIFE

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### Special Programs

World-renowned lecturers are invited to speak to the students on a regular basis. In addition, many community-wide lectures are available for the students to attend. Examples of programs include, but are not limited to the following

- Y'mei Iyun are held before the Yomim Noraim featuring special guest lecturers. These programs add depth to the learning experience at WITS.
- Career Day enables students to explore an array of career choices, meet one-on-one with professionals, and participate in panels in multiple fields.
- Resume Writing and Interview Workshops are delivered by professionals. The workshops give students opportunities to hone their writing and interview skills as they prepare for entrance into graduate school and the job market.
- Women in the Workplace: Opportunities and Challenges is a forum exploring the challenges Orthodox women face in the workplace. The program includes a keynote speaker, workshops with prominent professionals, and a question-and-answer session with noted authorities.

### Extracurricular Activities

Extracurricular activities are an integral part of student life at WITS. They enrich the seminary experience and engender school spirit and enthusiasm within the student body. WITS encourages students to pursue their interests and offers opportunities to explore areas that will enhance personal growth.

WITS organizes social activities, such as a Welcome Dinner, Melava Malka, and Jewish holiday celebrations. An End-of-Year Banquet highlights the academic year. Students also participate in events sponsored by community organizations.

### Community Services

Under the auspices and guidance of the Executive Dean/Menacheles, WITS has instituted a Social Action Committee, wherein the students organize subcommittees for community and outreach projects. Students are introduced to numerous community service opportunities at the Welcome Dinner.

Projects have included the following: hospital visitations; helping the elderly; assisting families who need support during critical times; free tutoring of Jewish and general studies subjects; working with special-needs children in numerous capacities; dedicating service hours to MENUCHA, a local organization that provides support to special needs children and their families; participation in the JEP program, among others. Many students independently elect to further their involvement in community activities and services.

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# STUDENT RESPONSIBILITIES AND CONDUCT

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## Student Code of Conduct

WITS is committed to the creation and maintenance of a learning environment that fosters the intellectual, personal, social, and ethical development of students. In addition to meeting academic challenges, students are expected to develop maturity, self-sufficiency, responsibility, and respect for others.

Enrollment at WITS is construed as acceptance of the policies of the institution and agreement of a student to abide by high standards of personal conduct, which include the following:

- *Model Orthodox Jewish Values and Culture* – Students are expected to demonstrate derech erez (respect) for the Orthodox faith and teachings through behavior, interactions, dialogue, and dress.
- *Respect Others* – Students are expected to treat others with courtesy, respect, and dignity, and exhibit tolerance and openness for diverse opinions and perspectives.
- *Model Academic Honesty* – Students are expected to fulfill their academic obligations through honest and independent effort.
- *Refrain from Disruptive Behavior* – Students are expected to conduct themselves in a manner that ensures an environment conducive to learning and collaboration and which does not infringe on the rights of others.
- *Maintain Safety and Well-being of Self and Others* – Students are expected to refrain from behavior that intentionally or recklessly endangers, threatens, or causes physical or emotional harm to any person.
- *Avoid Possession of Alcohol, Tobacco, Illegal Substances, and Weapons* – Students are expected to adhere to policies and laws that prohibit the possession, consumption, and/or distribution of alcohol, tobacco, illegal substances, and weapons.
- *Respect Institutional Property* – Students are expected to demonstrate respect for institutional property and use institutional technology in an appropriate and ethical manner.
- *Comply with Local, State, or Federal Laws, or Other Rules and Policies* – Students are expected to comply with all institutional rules, regulations, and policies, as well as local, state, or federal law or rule.

The Student Code of Conduct applies to conduct and behavior that occurs on campus premises, as well as conduct and behavior that occurs in the following contexts:

- Via electronic means, including within online classes, via phone/texting, and on social media;
- At designated learning sites, including internships, clinical placements, and field trips;
- At WITS-sponsored events, such as community service trips; and/or
- While utilizing institutional computing or network services.

WITS reserves the right to take any necessary and appropriate steps to protect the safety and well-being of students, faculty, and staff. Any member of the WITS community may submit a report regarding inappropriate or concerning student behavior following the Student Grievance Policy and Procedure outlined within this Student Handbook. Any student found to be in violation of the Student Code of Conduct will be subject to disciplinary sanctions.

Disciplinary sanctions for violations of the Student Code of Conduct are detailed in the Student Handbook.

## **Student Handbook**

At the beginning of the academic year, each student receives a Student Handbook. The Student Handbook clarifies institutional policies and elaborates on student responsibilities. Students are responsible for reviewing and following all policies and practices outlined in the Student Handbook and the Academic Catalog.

## **Email Accounts**

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

## **Digital Board**

Students are responsible to check the digital board in the student lounge on a daily basis for important updates and miscellaneous information.

## **Student Records and Personal Program Plans**

Students are responsible to check records in all institutions where college credit has been earned including WITS contracted courses and college-level courses taken in high school and/or summer school or through sponsored Israel programs. Students are also responsible for reviewing Personal Program Plans for accuracy and taking the required courses and exams necessary for graduation.

## **Student Dress Code**

Students at WITS are expected to reflect the ethical values, personal conduct, and appropriate dress required of an Orthodox Jewish woman. WITS subscribes to the philosophy that the appearance of the student has a direct impact on personal conduct, demeanor, and development.

Proper respect for the institutions of WITS and Bnai Jacob Shaarei Zion is expected. Adherence to the following guidelines is required:

- Appropriate skirt lengths (not too short, not too long)
- Socks or stockings must be worn at all times (no bare legs)
- 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

## **Drugs and Alcohol Policy**

WITS is committed to maintaining a drug-free campus for the benefit and protection of students, faculty, and staff. All policies listed below are strictly enforced.

### Standards of Conduct Regarding Drug and Alcohol Use

- WITS does not tolerate any unlawful use, possession, or distribution of illicit drugs on WITS property or as part of any WITS-sponsored activities.
- Any student found to misusing drugs or alcohol off-campus is subject to the same reprimands and disciplinary sanctions listed for violation on-campus, up to and including suspension and expulsion.
- Responsible use of alcohol on or off premises by students over 21 while not encouraged, will be allowed as part of ritual services and celebrations and under the condition that the student makes no attempt to use a motor vehicle.
- Any student who uses drugs or alcohol in violation of the rules will be held responsible, and censured severely, up to and including a meeting with the student's parents, and/or suspension

### Legal Sanctions (Local, State, and Federal)

- Local, state and federal laws are constantly changing. Every effort is made to distribute current information. Note that the trend in legislation, law enforcement, and the courts is toward harsher penalties, larger fines, and longer periods of incarceration. Any conviction

may result in a permanent criminal record.

- Being in the company of others who are using illegal drugs, even if not participating, may result in arrest.
- Federal penalties are severe for illegal drug trafficking with minimum sentences for many categories.
- State of Maryland statutes provide penalties for a person found to have acted as an organizer, supervisor, manager, or financier of a scheme distributing illegal drugs, and provide that such conduct is a first-degree crime punishable by imprisonment and fines.
- Local ordinances may range from fines for driving with an open container of an alcoholic beverage in the car, regardless of whether the driver has consumed any alcohol, to more severe penalties.

### Health Risks

Studies have shown that all illegal (and many prescription) drugs are, to some extent, physically and/or psychologically addictive. There are no safe drugs. Many drugs are potentially addictive after only one dose. Many drugs can kill with just the smallest amount of overdose. There is no drug experience that is worth risking health of self or future generations.

Marijuana, once considered relatively harmless, has been shown to affect memory and intelligence, most seriously among young people who are at a crucial stage of development. Marijuana may also act as a "gateway" to more dangerous drugs. In the past, marijuana was often of very weak quality. Potency has increased over the years, and many samples have been found to be adulterated with dangerous hallucinogens and other substances.

### Substance Abuse Counseling and Treatment

WITS is committed to helping students deal with issues and problems in a mature, sensible manner focusing on prevention rather than treatment. Specialists are available on a constant basis. In addition, all faculty members have been trained to be sensitive to the physical and emotional well-being of the students and to assist as appropriate.

If assistance is needed, references will be provided for counseling. If a problem is discovered, professional intervention will be required before permission is granted to return to campus.

For drug and alcohol counseling and treatment, students will be referred to CounterForce, which is the counseling and drug abuse prevention and treatment division of the Torah Umesorah National Association of Hebrew Day Schools.

### Disciplinary Sanctions

As an institution firmly opposed to any drug involvement, WITS will deal severely with any

student who misuses controlled substances. The following guidelines serve as warning before sanctions are imposed. Students or employees who become aware of a fellow student or employee who is misusing drugs or alcohol, are expected to bring the problem to the attention of the Executive Dean/Menacheles immediately. Any student or employee who fails to do so will be held responsible and will be censured.

The following guidelines serve as warning before sanctions are imposed.

- First Offense – Students

A student who is reported to have misused drugs or alcohol will be called to the Office of the Executive Dean/Menacheles. The Executive Dean/Menacheles will interview any witnesses and make a determination of the student's culpability. If found at fault, the student will receive a reprimand and the offense will be noted in the permanent record.

At the discretion of the Executive Dean/Menacheles, the student will be suspended, pending discussion with the student's parents and meeting with a health professional to assess the degree of the problem.

If the Executive Dean/Menacheles is fully satisfied that this was a unique occurrence and that the student is sincerely regretful and can be trusted to refrain from any future involvement with drugs, the student may be allowed to return to campus.

The student will be clearly warned that any repeat of the offense will result in immediate suspension pending investigation and ultimately expulsion.

- Second Offense – Students

Any student who is guilty of a second offense as determined by investigation by a faculty board of inquiry will immediately be expelled from the institution. Reinstatement may be considered only after a prolonged period of professional counseling and compliance testing and at the discretion of the Executive Dean/Menacheles.

There is no due process involved, and no appeal will be accepted. Attendance at WITS is a privilege, not a right, and may be withdrawn without notice if the student is deemed a threat to the moral and/or physical integrity of the student body.

- First Offense – Employees

In general, no job applicant who has been convicted of a drug-related offense will be hired as an employee of WITS, although extenuating circumstances may be considered. Any employee who has concealed a past drug-related conviction will be terminated without notice if such offense is discovered. Any employee who is observed to be misusing drugs or engaging in the unlawful possession or sale of drugs will immediately be terminated and referred to appropriate law enforcement officials.

## **Title IX Policy (Sexual Violence and Sexual Misconduct Policy)**

WITS is committed to maintaining an environment where all students are granted equal access to education based on the federal Title IX of the Education Amendments of 1972, and subsequent revisions.

WITS will adhere to a strict policy with regard to sexual violence, which includes any form of sexual assault, domestic violence, dating violence, stalking or any other form of sexual misconduct. WITS has developed a policy to promptly and effectively respond to any incident of sexual violence or sexual misconduct in accordance with the Title IX Final Rule.

WITS takes as a serious responsibility the obligation to address all incidents of sexual misconduct, violence, and offensive or inappropriate demeanor that take place in the educational program or activity. Policies are articulated that address behaviors falling under the following three categories:

- Quid pro quo harassment by an institutional employee;
- Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that the conduct denies a person equal educational access; and
- Instance of sexual assault (as defined in the Clery Act), including dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

WITS strives to go beyond compliance and is dedicated to maintaining a supportive environment for victims of abuse and discrimination. WITS makes available a list of resources and support that are culturally sensitive to Orthodox Jewish victims.

WITS has a designated Title IX Coordinator who is responsible for ensuring that the formal complaint and grievance process is carried out in accordance with the protocol set forth in this policy. A key principle throughout this policy is to ensure the safety and privacy of all parties. Any student who is the victim of sexual misconduct or any person, employee, or student who has witnessed sexual misconduct may report the incident to the Title IX Coordinator. All students, faculty, and staff, as well as applicants for admission and employment, are formally notified of the Title IX Coordinator's name and contact information, which is also available on the institutional website ([www.wits.edu](http://www.wits.edu)) as follows:

Ellyn McLaughlin, EdD  
6602 Park Heights Ave, Baltimore, MD 21209  
[emclaughlin@wits.edu](mailto:emclaughlin@wits.edu)  
Phone: 410-358-3144, Extension 25

### Grievance Process

WITS will adhere to an articulated process when responding to any complaint of sexual violence or harassment. Key participants of the grievance process are defined as follows:



- Complainant – individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- Respondent – An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- Title IX Coordinator – The institutional employee who receives the initial complaint and oversees the grievance process.
- Investigators – Institutional employee(s) who investigate(s) the complaint and produce(s) evidence regarding the alleged incident(s).
- Advocates – Third parties who represent the complainant and respondent in a live hearing.
- Decision Maker – Institutional employee(s) who review(s) evidence, listen(s) to the arguments of the advocates at a live hearing, and determine innocence or guilt.

All Title IX personnel, including the Title IX Coordinator, Investigators, and Decision Makers, must be free from conflict of interest or bias for or against either party. All personnel will receive training on:

- Definition of sexual harassment as per the current federal rules;
- Scope of activities covered (i.e. the institution's education programs, activities, and campus facilities);
- Processes for conducting investigations of grievances and complaints, including hearings, appeals, and informal resolution processes; and
- How to serve impartially, including the avoidance of prejudgment of facts, conflict(s) of interest, and bias.

To begin the process, a document known as a Formal Complaint, which alleges an incident of sexual harassment must be filed by the Complainant and signed by the Title IX Coordinator. Formal Complaints must be filed in writing and may be submitted in-person, by mail, or email. If the allegations in the Formal Complaint are behaviors that do not meet the definition of sexual harassment as defined by Title IX, or the allegations took place outside of the WITS educational program or activity, or were against a person outside of the United States, the Formal Complaint will be dismissed as not being in the jurisdiction of the institution, and the complainant will be referred to other resources, including law enforcement and supportive resources.

If at any point, the Complainant informs the Title IX Coordinator in writing that he/she requests a dismissal, the complaint will be dismissed. If all parties are willing, they may meet with a mediator to try to reach an informal resolution. If all parties are satisfied with the resolution, the complaint may be dismissed. If at any point either party chooses to discontinue mediation, the grievance process will continue. All parties will be notified, in writing, of a dismissal.

If the allegations are behaviors that meet the definition of sexual harassment as defined by Title IX and took place within the WITS educational program or activity against a person inside the United States, the Title IX Coordinator will send the Complainant and Respondent written notice of the complaint and allegations and will proceed to initiate an investigation. The assigned Investigator(s) will be responsible to research the incident and gather evidence. WITS, and not the parties, will bear the primary burden of gathering evidence. To protect the privacy of all parties, and in accordance with HIPPA, WITS will not access or disclose any party's medical,

psychological, or treatment records without voluntary written consent. All parties retain the right to gather evidence independently and discuss the allegations directly with the assigned Investigator(s).

Both the Complainant and Respondent have the right to select an advisor of their choice who may be, but need not be, an attorney. If a party does not have an advisor present at the live hearing, WITS will provide, without fee or charge to that party, an advisor of the institution's choice who is acceptable to that party. This may be, but is not required to be, an attorney. The advisor will be empowered to conduct cross examination during the hearing on behalf of the party they represent.

WITS will provide written advance notice of any investigative interviews, meetings, or hearings. WITS will provide the parties and their advisors a summary of the evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence before a formal hearing.

WITS will schedule a live hearing with the right of cross-examination. At the live hearing, the institutional Decision Maker(s) will allow each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Live hearings may be conducted with all parties physically present in the same geographic location; or at the Complainant's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually (e.g. video, Zoom, etc.). WITS will create a recording or transcript of any live hearing for the record. The Decision Maker(s) will receive proper training on any technology that will be used at the live hearing. The Decision Maker will issue a written determination with conclusions. The determination will employ a clear and convincing standard of evidence regarding culpability. The written determination will detail findings of fact as to whether the alleged conduct occurred, and the rationale for findings as to each allegation. The written determination will describe any disciplinary sanctions imposed on the Respondent and identify whether other specific remedies will be provided to the Complainant. The written determination will be sent to both parties simultaneously, along with information about how to file an appeal.

All parties will have the right to file an appeal on the following basis:

- Procedural irregularity that affected the outcome of the matter;
- Newly discovered evidence that could affect the outcome of the matter and investigation; and/or
- An assertion that institutional Title IX personnel had a conflict of interest or bias that affected the outcome of the matter and investigation.

### Supportive Resources

WITS will inform the Complainant of the following national and regional supportive resources and WILL assist the Complainant in accessing these resources:

National Domestic Violence Hotline (<https://www.thehotline.org>)  
800-799-7233

National Sexual Violence Resource Center (<https://www.nsvrc.org>)  
800-656-4673

RAINN National Sexual Assault Hotline (<https://www.rainn.org/>)  
800-656-4673

Title IX.com (<https://www.titleix.com/campuses/>)  
[admin@titleIX.com](mailto:admin@titleIX.com)

Department of Education – Know Your Rights  
<https://www2.ed.gov/about/offices/list/ocr/docs/know-rights-201404-title-ix.pdf>

Maryland Coalition Against Sexual Assault (<https://mcasa.org/>)

WITS will inform the Complainant of the following additional resources that are bilingual and culturally sensitive to the needs of the Orthodox Jewish community:

Chana (<https://chanabaltimore.org>)  
410-234-0030 (confidential hotline)

Amudim/Project Heal (<http://projecthealusa.org/>)  
929-425-8780 or 646-517-0222 (confidential hotline)

These supportive resources have been determined to be non-punitive, non-disciplinary, and not unreasonably burdensome to the Respondent, while also committed to providing equal access, protecting safety, and deterring sexual harassment. Supportive resources may be advised regardless of whether the Complainant files a Formal Complaint and before the Respondent is found to be responsible.

### Remedies

Remedies will be enforced only after the grievance process is completed and once a Respondent is found to be culpable. Remedies will be designed to maintain the Complainant's equal access to education and may include the same individualized services identified as supportive resources. Remedies may be punitive, disciplinary, and burdensome for the respondent. Remedies will be implemented based on what is reasonable under the circumstances.

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# **SAFETY PROCEDURES AND SECURITY**

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## **Campus Closure and Class Cancellation/Dismissal**

In cases of inclement weather or other circumstances where safety could potentially be compromised, the campus may be closed, delayed, or dismissed and, accordingly, classes at WITS may be delayed, dismissed, or cancelled. Any decision regarding any campus closure, delay, or dismissal will apply to all administrative offices, events, and classes. In some instances, essential personnel may be required to report for duty.

Students will be notified of any dismissal, cancellation, or delay via their wits.edu email address, text message, and/or phone. Notices will also be 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 further instructions.

## **Emergency Procedures, Evacuation, and Contacts**

In the event of a fire or other emergency, the fire alarm will sound throughout the building. If this alarm sounds or there is a verbal warning, all individuals must evacuate the building immediately and observe the following procedures:

- Walk steadily. Do not run.
- Leave the building as directed or as designated in the emergency exit plan that is posted around the building.
- Close all doors as rooms are evacuated.
- Report to the designated evacuation areas.
- Remain in the designated evacuation areas until there is an all-clear signal or report.

Testing of the alarm system and practice drills are periodically performed to assure compliance with safety regulations.

All emergency contact information is as follows:

In a medical emergency:

- Call Hatzalah at 410-358-0000 or call 911
- Notify the WITS main office in person or call 410-358-3144

If someone is the victim of a crime or abuse:

- Call 911
- Call the Executive Dean/Menacheles and/or Chana helpline at 410-234-0023

If someone sees something suspicious or criminal on campus:

- Call 911
- Call Shomrim at 410-358-9999
- Notify the WITS main office in person or call 410-358-3144

If someone is in need of counseling:

- Contact the Executive Dean/Menacheles who will provide referrals to licensed counselors or email [counseling.services@wits.edu](mailto:counseling.services@wits.edu) for confidential referrals

If the WITS main office is closed or in cases of all other emergencies:

- Call Rebbetzin Rosenbaum at 443-955-1463
- Call Dr. Klein at 347-262-8000
- Call Mrs. Glazer at 443-844-7709

## **Campus Security and Crime Prevention**

WITS is concerned with the safety and security of students, faculty, and staff at all times, both on-campus and off-campus. Surveillance cameras are installed across the campus and the Northwest Citizens Patrol (NWCP) is on patrol at late hour dismissal times. Security-related procedures and protocols are as follows:

- **Campus Crime Reporting Procedures** – Immediately after witnessing a crime, a student or employee must notify the nearest police station. In the event of any danger or risk, such as a bomb threat, suspected criminal, or suspicious character on premises, etc., any witness should discreetly and cautiously notify the senior administrative staff member on campus. This individual will provide immediate notification to all students and employees as to precautions to take while avoiding panic. All crimes will be brought to the attention of the Executive Dean/Menacheles, who serves as the liaison with the local police in coordinating information and keeping students informed. Relevant crime information will be publicly announced to the student body within 24 hours of a crime.
- **Access to Facilities** – Access to the campus building is restricted to approved students and employees, as well as authorized visitors. Entry to the building is securely locked at all times. The campus building is secured by electronic door locks and a key fob is used to control the locking mechanism. Key fobs are assigned to employees and students and are non-transferrable. Key fobs cannot be borrowed or loaned and should be kept safely. The loss of a key fob must be immediately reported to the Office of Administrative Affairs, at which time the key fob will be deactivated.
- **Campus Law Enforcement** – WITS maintains no security department of its own. Students and employees must always be mindful of their responsibility for the welfare of themselves, as well as their peers and others. Any student or employee who is witness to a dangerous or suspect situation is expected to immediately communicate with a law enforcement agency.
- **Counseling and Mental Health Services for Crime Victims** – Students who wish to seek counseling or mental health services may contact the Executive Dean/Menacheles who will provide referrals to licensed counselors. Students may also submit confidential requests for counseling or mental health services by emailing [counseling.services@wits.edu](mailto:counseling.services@wits.edu). The counseling email is monitored by a licensed professional who will confidentially work with a student to provide referrals to appropriate services.

- Monitoring of Crime at Off-Campus Organizations – WITS does not authorize off-campus organizations.
- Programs to Educate Students and Employees about Campus Security Procedures and Crime Prevention – Students and employees are expected to review all security materials carefully and strictly adhere to all policies. Students and employees are expected to observe rudimentary safety precautions, such as traveling in groups after dark and in high crime areas. At the beginning of each academic year, security policies and procedures are presented and discussed at the student orientation session. All security policies are also detailed within the Student Handbook.
- Annual Disclosure of Crime Statistics – WITS annually discloses required crime statistics to the Federal Government. Statistics are available to the public at [wits.edu/consumer-information](http://wits.edu/consumer-information).
- Statistics for Most Recent Calendar Year (and last two as available) of Crimes Reported to Police – Statistics are available to the public at [wits.edu/consumer-information](http://wits.edu/consumer-information).
- Statistics on Liquor, Drug and Weapons Abuses – Statistics are available to the public at [wits.edu/consumer-information](http://wits.edu/consumer-information).

### **Firearms and Weapons Policy**

No firearms or ammunition are permitted on campus or in outdoor areas of the campus or in conjunction with any WITS-sponsored activity.

For the purpose of this policy, BB guns, illegal knives, blowguns, swords, slingshots, bows and arrows, crossbows, and similar devices are considered dangerous weapons, and their possession and use are prohibited. Explosives of any type, including fireworks, firecrackers, cherry bombs, bottle rockets, and similar devices are prohibited at all times. Items such as airsoft guns, paint guns, paintballs, darts, knives, mace, pepper spray, or other realistic toys or replicas used inappropriately, or in contexts for which they are not intended, will be treated as dangerous weapons.

All firearms, explosives, and dangerous weapons will be confiscated. The only exception to this policy is the legal possession of firearms or weapons by law enforcement officers in the course of their duty.

### **Missing Student Notification**

Should a student, employee, or any individual become aware of a student missing for 24 hours, he/she must immediately notify the Executive Dean/Menacheles, who will then contact the local police.

If the student is a minor under 18 years of age, the institution will notify the parent or guardian.

If the student is over 18 years of age, the institution will notify the appropriate custodial parent or guardian not later than 24 hours after it is determined that the student is missing.

Upon registration, students are requested to identify a contact person whom the school shall notify. All contact information is registered confidentially and will only be accessible to authorized institutional officials, and will not be disclosed, except to law enforcement personnel in furtherance of the investigation.

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## COURSE DESCRIPTIONS

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***Prerequisite and Corequisite Requirements:** Prerequisite and corequisite courses are courses that need to be successfully completed before (prerequisite) or taken concurrently with (corequisite) the course of interest. Prerequisites and corequisites for some courses may be waived with permission of the Academic Dean and faculty.*

### **BIBLICAL LITERATURE (BIB)**

#### **BIB 102      Textual Studies in Bible (3 credits)**

Focuses on building Jewish studies text analysis skills. Utilizes the chavrusa method of study, where students work in pairs and use guided study sheets to decode texts and generate questions. Explores the text thematically, using relevant commentaries in search of answers to textual and philosophical difficulties. Discusses an analysis of the text's relevance to contemporary Jewish life. May be offered as two courses of 1.5 credit hour each (BIB 102A and BIB 102B).

Prerequisite(s): None

#### **BIB 325      Living Tehillim in Challenging Times (3 credits)**

Discusses the various songs of Tehillim and explores the psychological, theological, and historical elements that are found in each individual psalm/song. Explores how to connect to the diversity of raw emotions portrayed in the text and discover the therapeutic function and tools in the psalm. Discusses the psychological and theological elements of each song and how to integrate them into one's personal and professional life. Delves into the mystical Hebrew alphabet to see the significance of King David's alphabetizing the verses of his longest psalm, #119.

Credit given for PSY 225 or BIB 325

Prerequisite(s): None

#### **BIB 360      Megillas Shir HaShirim (3 credits)**

Explores the literal meaning and the metaphorical interpretations of the Megillah. Focuses largely on the commentary of the Alshich, who views the Megillah as essential to appreciating the relationship between Hashem and the Jewish people. May be offered as two courses of 1.5 credit hour each (BIB 360A and BIB 360B).

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

#### **BIB 375      Megillas Esther (3 credits)**

Explores Megillas Esther through the lens of Gemaros, Midrashim, classical meforshim, and contemporary Baalei Mussar. Emphasizes analysis of Megilas Esther as the "Handbook of Galus" for Klal Yisroel. Connects the Halachos of Purim to the text of the Megilla. May be offered as two courses of 1.5 credit hour each (BIB 375A and BIB 375B).

Prerequisite(s): None

#### **BIB 395      Women in the Bible I (3 credits)**

Focuses on paradigmatic women in the Bible according to Aishes Chayil. Emphasis is on their



roles and impact on Jewish thought and life.

Prerequisite(s): None

**BIB 400 Women in the Bible II (3 credits)**

Continues advanced study and textual analysis of significant women in Biblical literature, focusing on their qualities as expressed in Proverbs chapter 31 and their subsequent influence on Jewish thought and society.

Prerequisite(s): None

**BIB 410 Unique Women in Tanach (3 credits)**

Focuses on lesser known women in Tanach. Uses text analysis to explore all the *תנ"ך* in *סוגיות* (topics in the Bible) in which these women are found. Analyzes the lives of the women through classical and contemporary *מפרשים* to gain a deeper understanding of the *פנימיות* (essence) of these women. Evaluates how their *נסיונות* (trials) and achievements impacted their own lives and the future of *כלל ישראל* (the Jewish people). May be offered as two courses of 1.5 credit hour each (JST 410A and JST 410B).

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

**BIB 420 Exile to Redemption: History of the Jews at the End of the First Temple Era (3 credits)**

Examines chapters in Sefer Yechezkel pre-Churban and post-Churban. Investigates numerous sources in Tanach, Torah Sh'baal Peh, Rishonim, and Achronim to illuminate the historical and social context of each *nevuah*. Emphasizes relevance to contemporary life. May be offered as two courses of 1.5 credit hour each (BIB 420A and BIB 420B).

Credit given for BIB 420 or HIS 420

Prerequisite(s): None

**BUSINESS (ACC, BUS, ECO, FIN, LAW, MAR, MGT)**

**ACC 101 Principles of Accounting I (3 credits)**

Introduces basic accounting principles and preparation of financial statements. Focuses on understanding financial journals, ledgers, receivables, payables, inventory valuation, deferrals, accruals, plant assets, and debit/credit system. Explores internal controls, accounting ethics, and methods for evaluating financial information.

Prerequisite(s): None

**ACC 102 Principles of Accounting II (3 credits)**

Extends the application of basic accounting principles to partnership and corporate entities with an emphasis on the structure of corporate financial statements. Provides an overview of managerial accounting and the use of financial information in making decisions. Focuses on cost behavior, budgeting, performance evaluation, and the preparation and analysis of statements of cash flow and other advanced financial documents. Explores uses of technology and various software in the accounting process.

Prerequisite(s): ACC 101 (Principles of Accounting I)

**BUS 406      Independent Study in Business (3 credits)**

Provides an opportunity to develop advanced knowledge in the field of business and examine an area of interest related to business and/or business management. May involve the completion of independent research or an in-depth project related to the field of business. Enrollment requires development of a written independent study proposal and pre-approval by the Academic Dean. Limited to a maximum of 6 credits over the course of the degree.

Prerequisite(s): Junior standing in the Business minor; minimum cumulative grade point average of 3.0 in the minor

**BUS 499      Internship in Business (1-3 credits)**

Provides an opportunity for exploration of the field of business in a professional setting. Allows students to integrate theory and practice and engage in a team-based work environment. Requires completion of 45-135 clock hours under the supervision of a business professional. Requires a special application.

Prerequisite(s): Business minor with junior standing or higher

**ECO 112      Microeconomics (3 credits)**

Overviews output and price theories of utility and demand, including production analysis and marginal product, and marginal costs, and pricing input factors, such as land, resources, wages, salaries, and the labor market. Also focuses on competition-perfect and imperfect oligopoly, monopoly regulation, and anti-trust policy, government policy and public choice, economic growth, international trade, and elements of risk and applied game theory.

Prerequisite(s): None

**FIN 111      Personal Finance (1 credit)**

Stresses the importance of personal finance and introduces the tools necessary to manage one's own finances, including budgeting, career development, and investing.

Prerequisite(s): None

**FIN 331      Fundamentals of Financial Management (3 credits)**

Provides an understanding of the financial accounting in an abbreviated format. Provides an overview of the accounting process through the examination of the purchase/payments and sales/collections cycles of a business, as well as an introduction to the debt and equity instruments used in financing business.

Prerequisite(s): None

**LAW 201      Business Law (3 credits)**

Presents a broad introduction to the legal environment of business. Develops a basic understanding of contract law, torts, agency, and government regulation. Focuses on practical issues confronted in the business environment.

Prerequisite(s): None

**MAR 301      Introduction to Marketing (3 credits)**

Surveys the general concepts of marketing. Provides the basic knowledge to understand consumer behavior, target markets, web-based marketing, and the "4 P's" of marketing.

Introduces decision-making tools for integrating product, price, distribution, and communication

decisions and processes into an organization competing in a global environment. Reinforces the applications of marketing terms to contemporary issues.

Prerequisite(s): None

### **MGT 301 Principles of Management and Organizational Behavior (3 credits)**

Provides a comprehensive analysis of individual and group behavior in organizations. Offers an understanding of how organizations can be managed more effectively while enhancing the quality of employees' work-life. Covers topics including motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, culture, decision making, communication and organizational change and development. Explores international organizational cultures and global perspectives of management.

Credit given for MGT 301 or PSY 301

Prerequisite(s): None

## **COMMUNICATION SCIENCES AND DISORDERS (CSD)**

### **CSD 222 Introduction to Communication Disorders (3 credits)**

Introduces human communication disorders with a focus on the neuroanatomic, acoustic, biological, psychological, developmental, and linguistic principles underlying human communication disorders. Provides an overview of the field of speech-language pathology and audiology with an emphasis on the scientific aspects of clinical assessment and rehabilitation of clients.

Prerequisite(s): None

### **CSD 255 Clinical Observation in Pediatric SLP Therapies (1-3 credits)**

Offers an opportunity for students to explore the field of speech-language pathology by observing speech-language therapists working with children. Allows students to integrate theory and practice and engage in a team-based work environment. Involves students assisting the therapist with maintaining the therapy room and preparing materials for therapy while gaining exposure to the intended field of interest. Course allows for variable credit hours dependent upon clinical assignment and observation schedule. Requires a special application.

Prerequisite(s) or Corequisite(s): CSD 222 (Introduction to Communication Disorders)

### **CSD 301 Speech and Hearing Science (3 credits)**

Discusses acoustics, psychoacoustics, and instrumentation used in hearing and speech science and elements of speech production and perception. Covers anatomy and physiology relevant to understanding the speech and hearing mechanisms.

Prerequisite(s) or Corequisite(s): CSD 222 (Introduction to Communication Disorders)

### **CSD 303 Audiology (3 credits)**

Explores clinical audiology, along with the pathologies, etiologies, evaluation, and remediation of hearing impairment and loss. Discusses assessment and diagnosis of disorders, as well as current assistive and rehabilitative technology.

Prerequisite(s) or Corequisite(s): CSD 222 (Introduction to Communication Disorders) and CSD 301 (Speech and Hearing Science)

**CSD 315      Normal Speech and Language Development (3 credits)**

Examines theories of language development. Discusses language milestones, cognitive and sociological bases for development of language, and bilingualism. Covers language development from birth through adulthood and school-age literacy development.

Prerequisite(s) or Corequisite(s): CSD 222 (Introduction to Communication Disorders)

**CSD 320      Language Disorders (3 credits)**

Explores language disorders and how to understand them based on their characteristics.

Examines assessment strategies and procedures used with language-disordered populations.

Covers intervention techniques used with a variety of language-disordered populations.

Prerequisite(s): CSD 222 (Introduction to Communication Disorders) and CSD 315 (Normal Speech and Language Development)

**CSD 333      Anatomical and Physiological Bases of Speech (3 credits)**

Introduces the anatomical and physiological bases of communication. Focuses on the respiratory, phonatory, articulatory, resonatory, and nervous systems, and the contributions of each system to spoken communication. Discusses anatomical structures involved in linguistic communication within the context of all the body systems involved in speech production.

Prerequisite(s) or Corequisite(s): CSD 222 (Introduction to Communication Disorders)

**CSD 399      Aural Rehabilitation (3 credits)**

Studies the options available for managing adults and children who are hard of hearing, with emphasis on psychosocial issues, counseling, amplification options and technology, interventions, and communication strategies.

Prerequisite(s): CSD 303 (Audiology)

**CSD 400      Phonetics (3 credits)**

Examines how to perceive, describe, categorize, and transcribe the speech sounds in American English. Prepares students to transcribe consonants and vowels, connected speech, and individuals with speech sound disorders. Discusses speech disorders versus speech differences and how they are treated clinically.

Prerequisite(s) or Corequisite(s): CSD 222 (Introduction to Communication Disorders)

**CSD 402      Disorders of Articulation and Phonology (3 credits)**

Covers disorders of speech sound production. Discusses biological, cognitive, linguistic, and ethnocultural systems influencing speech production, as well as contributing/causal factors, theories of acquisition, assessment, and treatment issues.

Prerequisite(s): CSD 222 (Introduction to Communication Disorders) and CSD 400 (Phonetics)

**CSD 406      Independent Study in Communication Sciences and Disorders (3 credits)**

Provides an opportunity to develop advanced knowledge in the field of communication sciences and disorders and examine an area of interest related to communication sciences and disorders and/or professional and client services in the field of communication sciences and disorders. May involve the completion of independent research or an in-depth project related to the field of communication sciences and disorders. Enrollment requires development of a written

independent study proposal and pre-approval by the Academic Dean. Limited to a maximum of 6 credits over the course of the degree.

Prerequisite(s): Junior standing in the Communication Sciences and Disorders minor; minimum cumulative grade point average of 3.0 in the minor

**CSD 430      Neurological Bases of Communication (3 credits)**

Covers basic neurological aspects of the anatomy and physiology of speech and hearing development. Explores neuroanatomy, cellular physiology, and critical organization of the nervous system responsible for the development and use of verbal and non-verbal language in humans.

Prerequisite(s) or Corequisite(s): CSD 222 (Introduction to Communication Disorders)

**CSD 490      Clinical Methods in Speech Language Pathology/Audiology (3 credits)**

Covers various clinical methods, evaluations, and practices. Provides an in-depth understanding of treatment, maintenance, and selection of target behaviors. Discusses multicultural issues, knowledge of professional issues, and ASHA code of ethics.

Prerequisite(s) or Corequisite(s): CSD 222 (Introduction to Communication Disorders) and two CSD courses

**COMPUTER AND INFORMATION SCIENCE (CIS)**

**CIS 101      Computer Concepts and Applications (3 credits)**

Surveys the basic components of a computer system, terminology used in the computer world today, and the role of technology in the professional and academic world. Introduces basic computer skills using Microsoft Office software with focus on the use of Word, Excel, Power Point, and Access. Explores computer security, the Internet, information literacy, and cloud technologies.

Prerequisite(s): None

**CIS 204      Programming in Python (3 credits)**

Covers programming and problem-solving using Python. Emphasizes principles of software development, creating algorithms, and testing. Focuses on procedures and functions, iteration, lists, dictionaries, strings, and function calls.

Prerequisite(s): None

**CIS 213      Computer Programming I (3 credits)**

Introduces programming concepts using the Java SE programming language. Focuses on strategies for approaching programming problems and designing elegant, object-oriented software solutions.

Prerequisite(s): None

**CIS 241      Data Structures (3 credits)**

Explores the important data structures, both within programs and external to programs. Introduces the students to both the logical data structures as well as alternative physical implementations of those structures. Explores structures including linked lists, stacks, queues,

trees, graphs, and relational databases, and structures for storing databases on external media. Discusses the analysis of algorithms that utilize data structures.

Prerequisite(s): CIS 213 (Computer Programming I)

### **CIS 311 Database Management Systems (3 credits)**

Focuses on relational database architecture and concepts associated with the design and construction of databases. Examines business requirements and the resulting design of effective relational database solution. Introduces common workplace SQL tasks, such as creating databases, tables, forms, reports, queries, and forms. Covers the logical organization of a database, database design, relational model, relational languages (SQL), database architecture, data normalization, data modeling, database integrity, entity-relationship theory, and the client/server environment.

Prerequisite(s): None

### **CIS 315 Computer Programming II (3 credits)**

Focuses on object-oriented programming concepts using the Java Standard Edition and Java Enterprise Edition programming language and demonstrates how to approach problems and design elegant, object-oriented software solutions. Introduces programming for the World Wide Web using HTML/CSS and Java Enterprise Edition technologies.

Prerequisite(s): CIS 213 (Computer Programming I)

### **CIS 330 Computer Systems Architecture (3 credits)**

Provides a fundamental understanding of computer architecture that is key for programming, compilers, operating systems, and higher-level languages. Introduces the basic principles and hardware structures of a modern programmable computer. Covers the major architectural components of the computer, computer arithmetic, basic logical circuit design, interrupts, and the role of the operating system. Utilizes assembly language programming for the Intel 80x86 processors to provide a concrete example of how theory works in practice.

Prerequisite(s) or Corequisite(s): One programming language course

### **CIS 351 Programming Languages (3 credits)**

Introduces concepts of programming language design and implementation through formal definition of a language's specification of syntax and semantics. Compares the programming elements of various languages with specific emphasis on Perl, for the imperative language paradigm, and Java for the object-oriented language paradigm.

Prerequisite(s) or Corequisite(s): CIS 315 (Computer Programming II)

### **CIS 355 Computer Systems, Networks, and Information Technology (3 credits)**

Provides a general overview of information technologies that enable the student to fully engage as a knowledge worker that uses and interacts with computer systems, networks, and information technologies that are used in today's business environment. Topics include digital information systems, hardware and software, operating systems, the Internet, data communications, systems development life cycle, and information security. Aims to help students achieve a level of technological fluency essential for information professionals across a variety of specific career interests.

Prerequisite(s): None

**CIS 365      Web Programming (3 credits)**

Introduces the current standard of HTML. Explores the basics of Cascading Style Sheets for the design and layout of webpages, as well as the basics of client side scripting through Javascript and server side scripting through Hypertext Preprocessor. Examines databases for websites and the use of Structured Query Language to connect to the databases.

Prerequisite(s): CIS 315 (Computer Programming II) or faculty permission

**CIS 406      Independent Study in Computer Science (3 credits)**

Provides an opportunity to develop advanced knowledge in the field of computer science and examine an area of interest related to computer science. May involve the completion of independent research or an in-depth project related to the field of computer science. Enrollment requires development of a written independent study proposal and pre-approval by the Academic Dean. Limited to a maximum of 6 credits over the course of the degree.

Prerequisite(s): Junior standing in the Computer Science major or minor; minimum cumulative grade point average of 3.0 in the major or minor

**CIS 490      Senior Seminar in Computer Science (3 credits)**

Builds upon foundational computer programming knowledge skills through a guided independent research seminar. Engages students in an independent research project resulting in an original project or program.

Prerequisite(s): ENG 101 (English Composition I) and senior standing as a Computer Science major or faculty permission

**CIS 499      Internship in Computer Science (1-3 credits)**

Provides an opportunity for exploration of the computer science field in a professional setting. Allows students to integrate theory and practice and engage in a team-based work environment. Requires completion of 45-135 clock hours under the supervision of a computer science professional. Requires a special application.

Prerequisite(s): Computer science major or minor with junior standing or higher

**EDUCATION (EDU)****EDU 101      Foundations of Teaching and Learning (3 credits)**

Introduces the teaching profession and the important elements of effective teaching. Explores historical foundations and contemporary trends in education, educational philosophy. Covers concepts such as curricular methods and patterns, and educational theories such as multiple intelligences (Armstrong), brain-based learning (Caine and Caine), and dimensions of learning (Marzano). Presents required components of effective lesson planning, including the development of effective learning objectives and selection of instructional strategies. Discusses contemporary challenges in education and expectations with regards to professionalism and the role of the teacher. Requires participation and observation of an actual classroom.

Prerequisite(s): None

**EDU 265 Integrating Technology in the Classroom (3 credits)**

Introduces the theories and techniques of educational technology. Discusses use of technology to improve learning, motivation, engagement, assessment, self-assessment, and classroom management in traditional classrooms, hybrid classrooms, and distance learning environments. Prerequisite(s) or Corequisite(s): EDU 101 (Foundations of Teaching and Learning)

**EDU 270 Education: Theory and Practice (3 credits)**

Surveys the basic theories of learning and teaching and the application of theory to educational environments. Examines the adaptation of the concepts of behavioral, cognitive, and constructivist learning theories to teaching and managing an effective learning environment. Emphasizes the principles of motivation, classroom management, and assessment of student performance. Prerequisite(s): None

**EDU 320 Instructional Design (3 credits)**

Emphasizes the use of formative, summative, and non-traditional assessments in the classroom. Introduces the principles of curriculum design that align learning objectives, instructional strategies, and assessment strategies. Focuses on the use of authentic assessment to evaluate student mastery. Topics also include assuring inclusion of special needs students in curriculum planning and using effective communication techniques with parents, support systems, and the learning community. Prerequisite(s): EDU 101 (Foundations of Teaching and Learning)

**EDU 360 Classroom Techniques and Management (3 credits)**

Introduces strategies for developing and maintaining effective classroom management. Focuses on the essential components of classroom management, including classroom structure, limit-setting, responsibility training, and back-up systems. Intended for students interested in teaching. Prerequisite(s): None

**EDU 406 Independent Study in Education (3 credits)**

Provides an opportunity to develop advanced knowledge in the field of education and examine an area of interest related to education and/or delivery of educational programs. May involve the completion of independent research or an in-depth project related to the field of education. Enrollment requires development of a written independent study proposal and pre-approval by the Academic Dean. Limited to a maximum of 6 credits over the course of the degree. Prerequisite(s): Junior standing in the Education major or minor; minimum cumulative grade point average of 3.0 in the major or minor

**EDU 415 Differentiated Instruction (3 credits)**

Introduces the principles of differentiated instruction, including reading across the curriculum, implementation of individualized education plans (IEPs) in the general education classroom, and teaching through different modalities. Focuses on effective co-teaching, universal design for learning, formative and summative assessment, and response to intervention/multi-tiered systems of support. Credit given for PSY 381 or EDU 415 Prerequisite(s): PSY 383 (Survey of Exceptional Children)



**EDU 450      Practicum in Jewish Education I (3 credits)**

Supervised professional experience in the field. Student will be paired with a mentor who will advise the student throughout the practicum. The student will engage in self-reflection and self-evaluation. The practicum is designed to create a community of practice and will include group meetings and peer observation.

Prerequisite(s) or Corequisite(s): EDU 101 (Foundations of Teaching and Learning) or equivalent

**EDU 451      Practicum in Jewish Education II (3 credits)**

Continues the supervised classroom experience for practical application and implementation of educational theories and methods for teaching Jewish studies. Topics include: lesson planning, curriculum design and implementation, classroom management, communication skills.

Prerequisite(s): EDU 450 (Practicum in Jewish Education I)

**EDU 490      Student Teaching (3 credits)**

Provides a clinical experience that exposes students to all dimensions of teaching and learning. Requires a 15-week school placement where students apply knowledge and skills in a K-12 learning environment. Affords direct experience in delivering instruction and managing a classroom under the guidance of a mentor teacher.

Prerequisite(s): EDU 101 (Foundations of Teaching and Learning) or EDU 270 (Education: Theory and Practice) or equivalent

**EDU 498      Internship in Education (1-3 credits)**

Provides opportunity for exploration of the field of education in a professional setting. Allows students to integrate theory and practice and engage in a team-based work environment. Requires completion of 45-135 clock hours under the supervision of an education professional. Requires a special application.

Prerequisite(s): Jewish education major or education minor with junior standing or higher

**EDU 499      Internship in Special Education (1-3 credits)**

Provides opportunity for exploration of the field of special education in a professional setting. Allows students to integrate theory and practice and engage in a team-based work environment. Requires completion of 45-135 clock hours under the supervision of a special education professional. Requires a special application.

Prerequisite(s): Jewish education major or education minor with junior standing or higher

**ENGLISH AND COMMUNICATION (ENG, COM)****COM 101      Fundamentals of Communication (3 credits)**

Introduces the principles of effective communication and public speaking. Focuses on processes for constructing an argument, effectively transmitting information, and speaking with confidence. Develops all aspects of delivery, both in formal speeches and interpersonal communication.

Prerequisite(s): None

**ENG 101      English Composition I (3 credits)**

Introduces different forms of academic writing, as well as interpretation of source material. Focuses on developing effective writing skills, evaluating and explaining ideas, conducting library research, developing research papers, and using proper citation.

Prerequisite(s): None

**ENG 102      English Composition II (3 credits)**

Develops advanced writing skills necessary for continued success in college and the professional field. Focuses on the research process, argumentation, and critical inquiry. Emphasizes structures, language, documentation, and formats appropriate for specific audiences and purposes.

Prerequisite(s): ENG 101 (English Composition I)

**ETHICS (ETH)****ETH 325      Tomer Devora: Pathways to Ethical Living (3 credits)**

Explores the development of compassion as exemplified by G-d's compassionate acts towards the Jewish People. Delves into the Tomer Devora by Rabbi Moshe Cordovero, which examines G-d's thirteen attributes of rachamim. Explores ways of emulating G-d's attributes to improve one's character, live ethically, and enhance interpersonal relationships. May be offered as two courses of 1.5 credit hour each (ETH 325A and ETH 325B).

Prerequisite(s): None

**ETH 337      Business Ethics and Jewish Law (3 credits)**

Studies Jewish law as it relates to the world of commerce and business and its application to modern situations. Focuses on classical halachic literature, including Talmud and related commentaries. Explores the ethical principles that govern conduct in the world of commerce. Emphasis is placed on common ethical questions and the practical application of Jewish moral principles to the business world. May be offered as two courses of 1.5 credit hour each (ETH 337A and ETH 337B).

Formerly RAB 337 (Jewish Law: Economics and Business Ethics)

Credit given for ETH 337 or JLW 337

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

**ETH 390      Ethical Interpersonal Communication (3 credits)**

Studies the Jewish laws of interpersonal communication. Emphasizes the laws of speech, drawing from the Chofetz Chaim, Gemara, Medrashim, Rambam, Rabeinu Yona, and other Rishonim and Acharonim.

Formerly JST 390 (Ethical Interpersonal Communication)

Credit given for ETH 390 or JLW 390

Prerequisite(s): None

**ETH 466 Medical Ethics and Jewish Law (3 credits)**

Discusses the structure and development of Jewish ethics and halacha (law) connected to the fields of health and medicine. Explores the development of medical ethics and the evolution of halacha related to medicine. Covers the Jewish approach to health and healing and major ethical issues and debates that arise in the field of medicine. May be offered as two courses of 1.5 credit hour each (ETH 466A and ETH 466B).

Formerly JST 466 (Judaism in Medicine: History, Ethics and Halacha)

Credit given for ETH 466 or JLW 466

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

**GRAPHIC DESIGN (ART)****ART 101 Fundamentals of Design I (3 credits)**

Introduces the theory and practice of drawing techniques, as well methodologies, principles, and skills, for developing basic visual awareness appropriate for design disciplines. Emphasizes the application of placement, scale, space, volume, and light using various tools in the black/white media.

Prerequisite(s): None

**ART 110 Two-Dimensional Design (3 credits)**

Introduces the basic elements of two-dimensional design. Focuses on understanding the fundamental principles, theories, and concepts of two-dimensional image-making. Connects major art movements in history with the role of the contemporary graphic designer.

Prerequisite(s): None

**ART 112 Fundamentals of Painting (3 credits)**

Covers basic issues in oil painting. Concepts include tone and color, shape, temperature, flatness and the illusion of depth, paint application, and the superiority of minimal means in achieving maximum results. Introduces a variety of painting problems including working in a limited palette, value range, and quantity of marks. Focuses on making studies from master copies, painting from the still life and potentially the landscape, and acquiring drawing skills like sighting and measurement for the purpose of accurate representation.

Prerequisite(s): None

**ART 120 Introduction to Adobe Creative Suite (3 credits)**

Introduces the core software suite of Adobe Creative Cloud, including Photoshop, Illustrator, and InDesign. Emphasizes the development of a working knowledge of the software tools and how they integrate with each other. Focuses on selecting programs to use for design objectives and integrating the programs together.

Prerequisite(s): None

**ART 150 Foundations of Design 1 (3 credits)**

Introduces the visual components that serve as fundamental principles in the field of design. Discusses the study, classification, and application of Gestalt theories of perception, color

systems for designers, and pattern making. Covers design methodology, processes, and language; the critique process; project workflow; and professional practices and presentation. Explores art history to develop knowledge of art concepts, vocabulary, color theory, and composition.  
Prerequisite(s) or Corequisite(s): ART 120 (Introduction to Adobe Creative Suite)

**ART 205      Fundamentals of Web Design (3 credits)**

Introduces students to the fundamental skills and best practices in web design. Explores the use of popular open source web-based content management systems. Focuses on learning the use of tools for creating professional, quality full-featured websites.  
Prerequisite(s): None

**ART 220      Computer Graphic Design I (3 credits)**

Introduces the principles of visual communication design, graphic design, page layout, and typography. Covers design elements and design solutions for the projects presented and explored through the various projects, with an emphasis on typography and layout. Emphasizes the use visual vocabulary and the application of design theory. Introduces procedures of client-designer relationships and the process of design creation. Emphasizes design history and print production.  
Prerequisite(s) or Corequisite(s): ART 120 (Introduction to Adobe Creative Suite)

**ART 230      Digital Multimedia I (3 credits)**

Introduces vector-based software solutions to create illustrations, use of typography design principles, logos, and incorporation of images within graphics. Utilizes logos, icons, and illustrations as means to master vector illustration. Presents strategies, concepts, and illustration techniques used by digital designers and illustrators. Examines graphic design as both isolated elements and cohesive projects for print and web using Adobe Illustrator software.  
Prerequisite(s) or Corequisite(s): ART 120 (Introduction to Adobe Creative Suite) and ART 220 (Computer Graphic Design I)

**ART 298      Digital Illustration (3 credits)**

Introduces strategies, concepts, and illustration techniques used by digital designers and illustrators. Examines graphics design as both isolated elements and cohesive projects for print and web using Adobe Illustrator software. Presents techniques for line art, logos, vector graphics, and quick page layout, as well as time efficient tricks and methods intended to keep work clean and professional.  
Prerequisite(s): None

**ART 320      Computer Graphic Design II (3 credits)**

Discusses in depth application of digital images in the world of graphic design. Applies design principles to sophisticated projects reflecting current design trends.  
Prerequisite(s): ART 220 (Computer Graphic Design I)

**ART 330      Digital Multimedia II (3 credits)**

Provides an in-depth study of design solutions and builds on previous knowledge designing materials for business such as logos, branding, corporate identity, and brochures. Emphasizes the Adobe workflow with a concentration on InDesign and Photoshop.  
Prerequisite(s): ART 220 (Computer Graphic Design I) and ART 230 (Digital Multimedia I)

**ART 394      Digital Image Manipulation (3 credits)**

Explores the creation, manipulation, and critical interpretation of graphic and photographic artwork. Focuses on understanding the basics of Adobe Photoshop and professional techniques used for photo retouching, digital painting, and creation of complex composite images.

Prerequisite(s): None

**ART 396      Publication Design (3 credits)**

Examines different methodologies and approaches to publication design. Focuses on formal structure and the organization of information based on content research and analysis of the audience. Explores basic principles of effective typography, use of grids, integration of graphics/photos, and other approaches to design thinking. Uses graphic design software, such as InDesign, Adobe Photoshop, and Illustrator, in publication design.

Prerequisite(s): None

**ART 406      Independent Study in Graphic Design (3 credits)**

Provides an opportunity to develop advanced knowledge in the field of graphic design and examine an area of interest related to graphic design and/or graphic design services. May involve the completion of independent research or an in-depth project related to the graphic design field. Enrollment requires development of a written independent study proposal and pre-approval by the Academic Dean. Limited to a maximum of 6 credits over the course of the degree.

Prerequisite(s): Junior standing in the minor; minimum cumulative grade point average of 3.0 in the minor

**ART 410      Design and Layout (3 credits)**

Further develops techniques for enhanced visual presentations using design, layout and typography with an emphasis on typographic contrast, organization and composition.

Prerequisite(s): ART 298 (Digital Illustration) and ART 394 (Digital Image Manipulation)

Corequisite(s): ART 396 (Publication Design) or faculty permission

**ART 412      Advanced Graphic Design (3 credits)**

Develops techniques for enhanced visual presentations using design, layout, and typography with an emphasis on typographic contrast, organization, and composition. Explores the relationship between text and image, as well as the design and impact of typography.

Prerequisite(s): ART 298 (Digital Illustration) and ART 394 (Digital Image Manipulation)

Corequisite(s): ART 396 (Publication Design) or faculty permission

**ART 420      Advanced Design Studio I (3 credits)**

Provides a thorough melding of professional design skills with real-world design projects with an emphasis on conceptual thinking, mechanical techniques, and expanding the student's visual vocabulary.

Prerequisite(s): ART 220 (Computer Graphic Design I) and ART 230 (Digital Multimedia I)

Prerequisite(s) or Corequisite(s): ART 320 (Computer Graphic Design II) and ART 330 (Digital Multimedia II)

**ART 440      Advanced Design Studio II (3 credits)**

Expands upon the advanced design concepts of ART 420 and utilizes the opportunity to work with real world clientele to create corporate brand identity designs, including all the required graphics. Uses instructor direction and peer review to refine usage of the design principles covered in the previous classes, creating professional-level designs.

Prerequisite(s): ART 420 (Advanced Design Studio)

**ART 466      Senior Portfolio (1 credit)**

Facilitates the building of a portfolio website using the best of the students' work to date.

Involves perfecting and rebuilding past projects. Emphasizes knowledge of portfolio website development. Requires students complete additional advanced design projects for their portfolio.

Prerequisite(s): ART 420 (Advanced Design Studio)

**ART 499      Internship in Art & Design (1-3 credits)**

Provides opportunity for exploration of the art and design field in a professional setting. Allows students to integrate theory and practice and engage in a team-based work environment. Requires completion of 45-135 clock hours under the supervision of an art or design professional.

Requires a special application.

Prerequisite(s): Junior standing in the minor

**HEALTH SCIENCES (HES)****HES 201      Clinical Observation in Pediatric Therapies (1-3 credits)**

Offers an opportunity for students to explore health therapy fields by observing physical and/or occupational therapists working with children. Allows students to integrate theory and practice and engage in a team-based work environment. Involves student assisting the therapist with maintaining the therapy room and preparing materials for therapy while gaining exposure to intended field of interest. Course allows for variable credit hours dependent upon clinical assignment and observation schedule. Requires a special application.

Prerequisite(s) or Corequisite(s): Must be enrolled in coursework in the pre-health sciences track

**HES 499      Internship in Health Sciences (1-3 credits)**

Offers an opportunity for students to explore an area of interest in the allied health fields. Allows students to engage in a professional environment, gain insight into the allied health fields as a career field, and work closely with a mentor. Requires 45 contact hours per credit at the internship site. Students can register for 1, 2, or 3 credits. Note: This course requires a special application.

Prerequisite(s): Junior standing in the minor

**HISTORY (HIS, POL)****HIS 315      Jews and Christians in Renaissance Europe      (3 credits)**

Explores the lives of Jews and Christians in Renaissance Europe with a focus on arenas of interaction and inclusion, as well as early modern modes of exclusion, isolation, and religious

persecution. Studies religious life, economic and cultural change and development, women and family life, and Renaissance education. Introduces sources and methods of historical research, while fostering critical reading, analysis, and writing skills.

Prerequisite(s): None

**HIS 337 History of the Jewish Community in the Land of Israel (3 credits)**

Surveys Jewish history from Gaonic through early modern times and connections to the rise of Zionism and growth of Jewish communities in Israel. Discusses the origins of the modern Zionist movement within the context of ideological movements in 18<sup>th</sup>-20<sup>th</sup> century Europe. Covers the Old Yishuv, early Aliyah movements, and differing rabbinic responses to early Zionism. Focuses on the shift from life under the British mandate to the establishment of the State of Israel.

Introduces key personalities in Jewish life in Palestine and Israel, forms of Jewish resistance, and early Arab resistance. Explores recent Israeli history and the Arab-Israeli conflict until the present. May be offered as two courses of 1.5 credit hour each (HIS 337A and HIS 337B).

Prerequisite(s): None

**HIS 340 Women in Jewish History and Culture (3 credits)**

Investigates the lives of Jewish women from early modern times until today and examines the influence of gender upon experiences. Focuses on the four major themes of women's daily lives, women's participation in the economy and public sphere, women's religious lives, and women's family lives. Introduces sources and methods of historical research, while fostering critical reading, thinking, and writing skills.

Prerequisite(s): None

**HIS 350 Food and Culture (3 credits)**

Examines linkages and relationships between food and culture. Combines anthropology, archaeology, sociology, psychology, history, and literature to shed light on personal lives and choices in diverse cultures and societies.

Prerequisite(s): None

**HIS 420 Exile to Redemption: History of the Jews at the End of the First Temple Era (3 credits)**

Examines chapters in Sefer Yechezkel pre-Churban and post-Churban. Investigates numerous sources in Tanach, Torah Sh'baal Peh, Rishonim and Achronim to illuminate the historical and social context of each nevuah. Emphasizes relevance to contemporary life.

May be offered as separate courses of 1.5 credit hour each (HIS 420A and HIS 420B)

Credit given for HIS 420 or BIB 420

Prerequisite(s): None

**POL 301 Leadership and the Presidency (3 credits)**

Combines history, political science, and psychology to enable students to examine the exceptional people who performed one of the most challenging roles on the world stage: the American Presidency. Studies the role of the executive and introduces important themes in civics and American history while delving into case studies that probe the nature of leadership across generations.

Prerequisite(s): None

## **JEWISH LAW (JLW)**

### **JLW 331 Jewish Law: Dietary Law (3 credits)**

Examines the laws of kashrus (dietary laws) using classical and contemporary sources. Explores how technology has impacted kashrus observance. Discusses practical laws relevant to the kosher kitchen. May be offered as two courses of 1.5 credit hour each (JLW 331A and JLW 331B).

Formerly RAB 331 Jewish Law: Dietary Law

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

### **JLW 332 Jewish Law: Blessings (3 credits)**

Examines the concepts and different types of brachos (blessings). Covers the laws of brachos and their correct usage based on classical and contemporary sources. Investigates daily brachos, such as those said over food, as well as brachos related to mitzvos and special occasions. May be offered as two courses of 1.5 credit hour each (JLW 332A and JLW 332B).

Formerly RAB 332 (Jewish Law: Blessings)

Prerequisite(s): None

### **JLW 337 Business Ethics and Jewish Law (3 credits)**

Studies Jewish law as it relates to the world of commerce and business and its application to modern situations. Focuses on classical halachic literature, including Talmud and related commentaries. Explores the ethical principles that govern conduct in the world of commerce. Emphasis is placed on common ethical questions and the practical application of Jewish moral principles to the business world. May be offered as two courses of 1.5 credit hour each (JLW 337A and JLW 337B).

Formerly RAB 337 (Jewish Law: Economics and Business Ethics)

Credit given for JLW 337 or ETH 337

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

### **JLW 390 Ethical Interpersonal Communication (3 credits)**

Studies the Jewish laws of interpersonal communication. Emphasizes the laws of speech, drawing from the Chofetz Chaim, Gemara, Medrashim, Rambam, Rabeinu Yona, and other Rishonim and Acharonim.

Formerly JST 390 (Ethical Interpersonal Communication)

Credit given for JLW 390 or ETH 390

Prerequisite(s): None

### **JLW 415 Women in the World (3 credits)**

Discusses the areas of Jewish law commonly encountered in the professional world. Examines laws relevant to a Jewish woman in the workplace. Explores the Jewish outlook towards interfacing with the secular world in various circumstances. May be offered as two courses of 1.5 credit hour each (JLW 415A and JLW 415B). Credit given for JLW 415 or JST 415

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles



**JLW 466 Medical Ethics and Jewish Law (3 credits)**

Discusses the structure and development of Jewish ethics and halacha (law) connected to the fields of health and medicine. Explores the development of medical ethics and the evolution of halacha related to medicine. Covers the Jewish approach to health and healing and major ethical issues and debates that arise in the field of medicine. May be offered as two courses of 1.5 credit hour each (JLW 466A and JLW 466B).

Formerly JST 466 (Judaism in Medicine: History, Ethics and Halacha)

Credit given for JLW 466 or ETH 466

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

**JEWISH LITERATURE (JLT)****JLT 329 Challenging Concepts in Tanach and Midrash (3 credits)**

Focuses on creative exploration of Biblical and rabbinic texts and how to develop an overarching thematic “panorama” of narratives which is both compelling and inspiring. Discusses the difference between authoritative *derash* versus speculative homiletics, and how to trace scriptural and midrashic patterns to corroborate the truth of an idea. Explores ways to interact with text that are both academically rigorous and emotionally inspiring, stimulating the heart along with the mind.

Prerequisite(s): None

**JLT 385 Nature’s Song: Studies in Perek Shira (3 credits)**

Studies the first chapter of Perek Shira. Explores the majesty of nature as expressed in the text of the poem. Examines the timeless messages for personal success and growth encrypted in the poem. May be offered as two courses of 1.5 credit hour each (JLT 385A and JLT 385B).

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

**JLT 480 Jewish Holidays in Biblical and Talmudic Literature (3 credits)**

Examines sources in Chumash which discuss Jewish holidays with the aim of developing a deeper understanding of the meaning of the holidays. Analyzes the text of the Chumash and differences in the language used in various locations to discuss holidays. Utilizes traditional and modern commentaries to widen understanding of the messages of the Chumash for observance of the holidays, and how these messages can be used to enhance holiday experiences. May be offered as two courses of 1.5 credit hour each (JLT 480A and JLT 480B).

Formerly BIB 480 (Jewish Holidays in Biblical and Talmudic Literature)

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

## **JEWISH PHILOSOPHY (JPH)**

### **JPH 350      Letters Through the Ages (3 credits)**

Examines letters of gedolim from the early Rishonim to the late Achronim with the aim of gaining insight into the lives and teachings of great Jewish leaders. Explores angles and insights not usually exposed through their classic writings. Analyzes philosophical and hashkafic ideas as they relate to the individual and Klal Yisrael's destiny as a whole, with an emphasis on relevance to daily living. Analyzes the different writing styles of rabbinic and poetic Hebrew. May be offered as two courses of 1.5 credit hour each (JPH 350A and JPH 350B).

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

### **JPH 378      Writings of the Maharal (3 credits)**

Studies the writings of the Maharal, particularly the Be'er HaGolah. In the Be'er HaGolah the Maharal presents a comprehensive picture of the role of Chazal and of their methodology. Written as a defense of Chazal, it produces an awe-inspiring appreciation of the depth of their teachings

Formerly JST 378 (Writings of the Maharal of Prague)

Prerequisite(s): None

### **JPH 400      Jewish Philosophy: Rambam's Thirteen Principles I (3 credits)**

Discusses the concepts of Rambam's (Maimonides) Thirteen Principles of Faith from his own writings and as expounded by Rishonim and Acharonim with sources drawn from Gemara and Midrashim. Emphasizes application of the thirteen principles to everyday life. Focuses on the first five of the Thirteen Principles of Faith.

Formerly JST 400 (Jewish Philosophy: Rambam's Thirteen Principles I)

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

### **JPH 401      Jewish Philosophy: Rambam's Thirteen Principles II (3 credits)**

Discusses the concepts of Rambam's (Maimonides) Thirteen Principles of Faith from his own writings and as expounded by Rishonim and Acharonim with sources drawn from Gemara and Midrashim. Emphasizes application of the thirteen principles to everyday life. Focuses on principles six through thirteen of the Thirteen Principles of Faith.

Formerly JST 401 (Jewish Philosophy: Rambam's Thirteen Principles II)

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

### **JPH 412      The Life and Works of Ramchal (3 credits)**

Examines the life of Rabbi Moshe Chaim Luzatto, the Ramchal, and the time period in which he lived. Explores the works of machshava he wrote in his life within their historical context. Studies "Derech Hashem," which is his great and influential work of Jewish philosophy, theology, and spirituality. May be offered as two courses of 1.5 credit hour each (JPH 412A and JPH 412B).

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

## **JEWISH STUDIES (JST)**

### **JST 300 Halichos Bas Yisroel (1 credit)**

Delves into the meaning of different middos and how to refine them. Emphasis is placed on personal development of various middos. Includes an examination of the husband-wife relationship, and how middos refinement contributes to success in marriage.

Prerequisite(s): None

### **JST 406 Independent Study in Jewish Studies (3 credits)**

Provides an opportunity to develop advanced knowledge in Jewish studies and examine an area of interest related to Jewish studies. May involve the completion of independent research or an in-depth project related to Jewish studies. Enrollment requires development of a written independent study proposal and pre-approval by the Academic Dean. Limited to a maximum of 6 credits over the course of the degree.

Prerequisite(s): Junior standing in the Jewish studies major or minor; minimum cumulative grade point average of 3.0 in the major or minor

### **JST 411 Topics in Chassidic Thought (3 credits)**

Explores the content, substance, and spirit of Chassidic thought and life. Examines the history of the Chassidic movement within the context of modern Jewish history. Studies the lives of Chassidic masters. Engages in in-depth textual study of the seminal writing of Chassidic masters and application of those ideas to contemporary life. May be offered as two courses of 1.5 credit hour each (JST 411A and JST 411B).

Prerequisite(s): None

### **JST 415 Women in the World (3 credits)**

Discusses the areas of Jewish law commonly encountered in the professional world. Examines laws relevant to a Jewish woman in the workplace. Explores the Jewish outlook towards interfacing with the secular world in various circumstances. May be offered as two courses of 1.5 credit hour each (JST 415A and JST 415B).

Credit given for JST 415 or JLW 415

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

### **JST 420 Avodas HaLev: Fundamentals of Prayer (3 credits)**

Explores the nature, power, and art of Jewish prayer and the challenges to effective prayer. Traces the historical development of formal prayer, including its structure. Examines texts of prayer to understand the concepts of prayer and how to make prayer meaningful. May be offered as two courses of 1.5 credit hour each (JST 420A and JST 420B).

Prerequisite(s): Completion of 12 credits of Jewish studies or permission of the Executive Dean/Menacheles

### **JST 478 Feminism and Jewish Perspectives of Women (3 credits)**

Explores the history of feminism. Analyzes the Feminist Movement's interface with traditional Judaism. Investigates the social position of women in the Bible and throughout history. Examines modesty, love, differences between the sexes, marriage, family purity, motherhood

and career, sexuality, divorce and widowhood, mitzvah observance, and women and Jewish law. May be offered as two courses of 1.5 credit hour each (JST 478A and JST 478B).

Prerequisite(s): None

**JST 493 Jewish Studies Thesis (3 credits)**

Expands Jewish studies knowledge and skills through a guided independent research project. Requires selection of an area of interest within the field of Jewish studies, or a combination of the chosen field with Jewish studies. Involves research leading to a major research paper, creative project, or applied project.

Prerequisite(s): ENG 101 (English Composition 1)

**MATHEMATICS (MAT, STA)**

**MAT 121 College Algebra (3 credits)**

Covers and expands upon topics and skills that were introduced in high school algebra. Includes solving equations and inequalities, systems of equations and inequalities, linear relations and functions, and polynomial and radical equations.

Prerequisite(s): None

**MAT 231 Calculus I (3 credits)**

Introduces the study of calculus and reviews of the nature of functions. Includes limits and continuity involving algebraic and trigonometric functions. Covers differentiation of algebraic functions and trigonometric functions and applications of the derivative using techniques of differentiation. Further covers topics of integration, including integration of algebraic functions numerical integration and applications of the integral.

Prerequisite(s): MAT 121 (College Algebra) or equivalent (or high school pre-calculus)

**MAT 232 Calculus II (3 credits)**

Continues the study of calculus. Covers the application of indefinite and definite integration, integration of logarithms, exponential and trigonometric functions, and mathematical models. Focuses on how to integrate functions through a number of common techniques and how to use integration to solve applied problems.

Prerequisite(s): MAT 231 (Calculus I)

**MAT 320 Linear Algebra (3 credits)**

Provides a basic framework and language for the study of calculus, differential equations, and modern algebra. Discusses how the concepts of linear algebra can be applied to fields such as computer science, engineering, and physical sciences. Encompasses the application of determinants, matrices, and vector equations.

Prerequisite(s) or Corequisite(s): MAT 231 (Calculus I) or equivalent

**STA 201 Introduction to Statistics (3 credits)**

Develops an understanding of statistical methodology and use of critical judgment in analyzing data sets. Includes descriptive statistics, measures of central tendency, introduction to probability, both normal and binomial distributions, hypothesis testing, confidence intervals,

linear regression, and correlation. Emphasizes developing the practical skills of interpreting and reporting descriptive and inferential univariate and bivariate statistical information.

Prerequisite(s): None

## **MUSIC (MUS)**

### **MUS 201      Dimensions of Music (3 credits)**

Provides an introduction to the world of classical and traditional music. Explores music from various regions and cultures of the world. Examines the political, cultural, and social background of music history, and explores questions of musical meaning and philosophy. Focuses on developing an active approach to music listening and gaining understanding of the language, theory, and significance of music.

Prerequisite(s): None

## **PHYSICAL EDUCATION (PED)**

### **PED 220      Mindfulness and Spirituality (1 credit)**

Weaves Jewish spirituality and mindfulness into yoga practice. Consists of mindful movement coupled with attention to breath to maintain focus and achieve a sense of calm. Combines various forms of yoga that will give the tools to enhance cardiovascular fitness, pain relief, stress reduction and mental healing.

Prerequisite(s): None

## **PSYCHOLOGY (PSY)**

### **PSY 101      Introduction to Psychology (3 credits)**

Provides a comprehensive introduction to the science of psychology. Addresses historical perspectives, research methods, biological bases to behavior, sensation and perception, learning, memory, motivation, emotion, language, lifespan development, intelligence, stress and health, personality, and social behavior. Also examines abnormal behavior and treatment options. Discusses applications of psychology in a culturally diverse world.

Prerequisite(s): None

### **PSY 225      Psychological Perspectives on Psalms (3 credits)**

Discusses the various songs of Tehillim and explores the psychological, theological, and historical elements that are found in each individual psalm/song. Explores how to connect to the diversity of raw emotions portrayed in the text and discover the therapeutic function and tools in the psalm. Discusses the psychological and theological elements of each song and how to integrate them into one's personal and professional life. Delves into the mystical Hebrew alphabet to see the significance of King David's alphabetizing the verses of his longest psalm, #119.

Credit given for PSY 225 or BIB 325

Prerequisite(s): None

**PSY 230      Psychological Foundations of Education (3 credits)**

Studies the psychological foundations of learning, memory and creativity, as related to educational processes. Emphasizes characterization of educational approaches in the context of important physical, cognitive, and motivational variables. Surveys relevant scientific research and relates research findings to practical applications within and beyond the classroom. Addresses complex topics such as standardized tests, bilingual populations, and the influences of home and community attitudes towards learning and education.  
Prerequisite(s) or Corequisite(s): PSY 101(Introduction to Psychology)

**PSY 280      Human Growth and Development (3 credits)**

Provides students with a broad knowledge and understanding of the field of developmental psychology. Emphasizes major theories, perspectives, and associated research as they relate to the physical, cognitive, and psychosocial aspects of development from conception through the end of life. Examines typical growth and development patterns, as well as factors that lead to disruption and change in those patterns. Students will develop insight into the factors that make people the way they are and how to support healthy human growth and development.  
Prerequisite(s) or Corequisite(s): PSY 101(Introduction to Psychology)

**PSY 290      Multicultural Psychology (3 credits)**

Explores international and domestic diversity from a psychological perspective. Applies psychological theories and methods to develop an understanding of how diversity in many aspects of life, including gender, age, mental and physical ability, race, ethnicity, relationships, socioeconomic status, family structure, and religion impact human perspectives and interactions. Explores the psychological impact of racism, discrimination, stereotypes, prejudice, privilege, and oppression on society, politics, and education. Considers the role of social movements and consciousness-raising in psychologically empowering individuals and minority groups.  
Prerequisite(s) or Corequisite(s): PSY 101(Introduction to Psychology)

**PSY 301      Principles of Management and Organizational Behavior (3 credits)**

Provides a comprehensive analysis of individual and group behavior in organizations. Offers an understanding of how organizations can be managed more effectively while enhancing the quality of employees' work-life. Covers topics including motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, culture, decision making, communication and organizational change and development. Explores international organizational cultures and global perspectives of management.  
Credit given for PSY 301 or MGT 301  
Prerequisite(s): None

**PSY 322      Research Methods in Psychology (3 credits)**

Introduces experimental design and inference in the field of psychological research. Teaches the experimental method and its application to recent problems in psychological research. Discusses research-related ethics and the feasibility of different research designs.  
Prerequisite(s): PSY 101 (Introduction to Psychology)  
Prerequisite(s) or Corequisite(s): STA 201 (Introduction to Statistics)

**PSY 331 Introduction to Counseling (3 credits)**

Discusses the role, dynamics, and goals of counseling. Examines the nature of the helping relationship; counseling skills and techniques; ethics in counseling; components of effective helping in a theoretical, as well as practical framework; and counseling resources.

Prerequisite(s): None

**PSY 352 Theories of Personality (3 credits)**

Explores major personality theories and related research. Covers basic personality traits and their measurements and developmental influences.

Prerequisite(s) or Corequisite(s): PSY 101 (Introduction to Psychology)

**PSY 360 Abnormal Psychology (3 credits)**

Presents in-depth analyses of the historical and philosophical foundations of abnormal psychology and psychopathology. Examines the development of classification systems for mental disorders and the implications for diagnosis and treatment. Discusses the integrated roles of biology, psychology, and social context in the assessment and diagnostic process, legal considerations, and the role of ethics and morality.

Prerequisite(s): PSY 101 (Introduction to Psychology)

**PSY 370 Social Psychology (3 credits)**

Provides an introduction to social psychology, including research, theory, and general principles of how people interact with and influence each other both individually and in groups. Covers the processing of social information, social influence, persuasion and attitude change, social interaction, prejudice, conformity, social psychology in court, and group phenomena. Highlights landmark studies in social psychology and applies social psychology principles to current social problems and topics.

Prerequisite(s) or Corequisite(s): PSY 101 (Introduction to Psychology) or SOC 101 (Introduction to Sociology)

**PSY 378 Psychobiology (3 credits)**

Focuses on the relationship between biological and psychological phenomena (i.e., the mind-body connection). Explores the genetic foundations, developmental processes, and neurobiological systems that underlie and influence behavior, cognition, emotion, motivation, learning, memory, vision, sensation, and movement. Develops an appreciation for the reciprocal relationship between psychological experiences and environment and neurological development and brain functioning. Also studies the various illnesses and disabilities that occur when biological and psychological processes go awry and how knowledge of psychobiology can contribute to diagnosis and important treatment decisions.

Credit given for PSY 378 or BIO 301

Prerequisite(s): PSY 101 (Introduction to Psychology)

**PSY 381 Differentiated Instruction (3 credits)**

Introduces the principles of differentiated instruction, including reading across the curriculum, implementation of individualized education plans (IEPs) in the general education classroom, and teaching through different modalities. Focuses on effective co-teaching, universal design for

learning, formative and summative assessment, and response to intervention/multi-tiered systems of support.

Credit given for PSY 381 or EDU 415

Prerequisite(s): PSY 383 (Survey of Exceptional Children)

### **PSY 383      Survey of Exceptional Children (3 credits)**

Introduces the concepts and principles of special education, and the academic, behavioral, and physical disabilities practitioners may encounter in the field. Discusses the construction and implementation of Individual Education Programs (IEPs). Covers basic diagnostic procedures, interventions, and strategies for the inclusive classroom.

Prerequisite(s): PSY 101 (Introduction to Psychology)

### **PSY 397      Group Dynamics (3 credits)**

Provides an understanding of group processes, group formation, and the development of social skills in small groups. Covers group development, power structures in groups, leadership, group processes, communication in groups, decision making, conflict, and bias. Investigates the application of theory to contemporary issues in group dynamics.

Credit given for PSY 397 or SOC 397

Prerequisite(s) or Corequisite(s): PSY 101 (Introduction to Psychology) or SOC 101 (Introduction to Sociology)

### **PSY 406      Independent Study in Psychology (3 credits)**

Provides an opportunity to develop advanced knowledge in the field of psychology and examine an area of interest related to psychology and/or psychology services. May involve the completion of independent research or an in-depth project related to the field of psychology. Enrollment requires development of a written independent study proposal and preapproval by the Academic Dean. Limited to a maximum of 6 credits over the course of the degree.

Prerequisite(s): Junior standing in the Psychology minor; minimum cumulative grade point average of 3.0 in the minor

### **PSY 490      Senior Thesis in Psychology (3 credits)**

Requires the development of a project based on existing research and data sets that models the application of appropriate research methodology. Examines the process of publishing research in the field of psychology. Note: Credit may not be earned for both PSY 490 and PSY 491.

Prerequisite(s): ENG 101 (English Composition I), PSY 322 (Research Methods in Psychology), STA 201 (Introduction to Statistics), and senior standing in Psychology minor

### **PSY 491      Advanced Senior Thesis in Psychology (6 credits)**

Requires the development of a project based on original research that models the application of appropriate research methodology. Examines the process of publishing research in the field of psychology. Approval of the project by the Institutional Review Board (IRB) is required. Note: Credit may not be earned for both PSY 491 and PSY 490.

Prerequisite(s): ENG 101 (English Composition I), PSY 322 (Research Methods in Psychology), STA 201 (Introduction to Statistics), and senior standing in Psychology minor



**PSY 499      Internship in Psychology (1-3 credits)**

Provides opportunity for exploration of the field of psychology in a professional setting. Allows students to integrate theory and practice and engage in a team-based work environment. Requires completion of 45-135 clock hours under the supervision of a licensed practitioner in the field.

Requires a special application.

Prerequisite(s): Junior standing in Psychology minor

**SCIENCE (BIO, CHE, PHY)****BIO 109      Biology I: Molecular and Cells Lecture (3 credits)**

Studies the major biological principles that encompass all living things. Introduces cell structure and function, physical and chemical properties of the cell, reproduction of the cell and organism, genetics, biochemistry, properties of energy and energy in chemical reactions, photosynthesis and cellular respiration. Note: Credit may not be earned for both BIO 109 and BIO 110.

Prerequisite(s): None

**BIO 110      Biology I: Molecular and Cells (4 credits)**

Studies the major biological principles that encompass all living things. Introduces cell structure and function, physical and chemical properties of the cell, reproduction of the cell and organism, genetics, biochemistry, properties of energy and energy in chemical reactions, photosynthesis, and cellular respiration. The laboratory portion covers biology principles, as well as lab techniques and the process of scientific experimentation, experimental design, and analysis.

Note: Credit may not be earned for both BIO 110 and BIO 109.

Prerequisite(s): None

**BIO 115      Medical Terminology (3 credits)**

Introduces the language and terminology of the medical field. Explores how medical terms are constructed and used within the field. Discusses how to define, interpret, and translate medical terms as they appear in medical documentation and records.

Prerequisite(s): None

**BIO 220      Anatomy and Physiology I (4)**

Studies the gross anatomy of the human body, including the cellular and physiological structures and major systems. Emphasizes the basic interrelationships of normal human anatomy and physiology systems and regulation of physiological functions involved in maintaining homeostasis. Includes lecture and laboratory components.

Prerequisite(s): BIO 110 (Biology I: Molecular and Cells)

**BIO 221      Anatomy and Physiology II (4 credits)**

Provides further study on the human body structure and its functions. Covers advanced principles of the cardiovascular, lymphatic, immune, respiratory, digestive, excretory (urinary), endocrine, and reproductive (male and female) systems. Develops advanced understanding of the interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Includes lecture and laboratory components.

Prerequisite(s): BIO 220 (Anatomy and Physiology I)

**BIO 230      Microbiology (4 credits)**

Introduces the study of Microbiology. Examines microbes such as bacteria, viruses, protozoa and fungi and their impact on humans and on the environment. The laboratory portion covers lab techniques including proper use of microscopes, staining, aseptic technique, and the process of scientific experimentation, recording data, and analysis.

Prerequisite(s): BIO 110 (Biology I: Molecular and Cells)

**BIO 265      Nutrition (3 credits)**

Provides an overview to the study of nutrition and food science. Discusses nutrients, other food substances, food sources, food interactions, and balanced diets as they relate to healthy living and well-being. Covers the importance of nutrition and its connection to healthy body function.

Prerequisite(s): BIO 220 (Anatomy and Physiology I)

**BIO 301      Psychobiology (3 credits)**

Focuses on the relationship between biological and psychological phenomena (i.e., the mind-body connection). Explores the genetic foundations, developmental processes, and neurobiological systems that underlie and influence behavior, cognition, emotion, motivation, learning, memory, vision, sensation, and movement. Develops an appreciation for the reciprocal relationship between psychological experiences and environment and neurological development and brain functioning. Also studies the various illnesses and disabilities that occur when biological and psychological processes go awry and how knowledge of psychobiology can contribute to diagnosis and important treatment decisions.

Credit given for BIO 301 or PSY 378

Prerequisite(s): PSY 101 (Introduction to Psychology)

**BIO 406      Independent Study in Pre-Health Sciences (3 credits)**

Provides an opportunity to develop advanced knowledge of pre-health sciences and examine an area of interest related to pre-health sciences and/or pre-health sciences services. May involve the completion of independent research or an in-depth project related to pre-health sciences. Enrollment requires development of a written independent study proposal and pre-approval by the Academic Dean. Limited to a maximum of 6 credits over the course of the degree.

Prerequisite(s): Junior standing in the Pre-Health Sciences minor; minimum cumulative grade point average of 3.0 in the minor

**BIO 499      Internship in Biological Sciences (1-3 credits)**

Provides an opportunity for exploration of the field of biological sciences in a professional setting. Allows students to integrate theory and practice and engage in a team-based work environment. Requires completion of 45-135 clock hours under the supervision of a science/biology professional. Requires a special application.

Prerequisite(s): Health science minor with junior standing or higher

**CHE 107      Fundamentals of Chemistry (3 credits)**

Introduces the fundamental concepts of chemistry. Covers topics including atomic structure, periodic table, bonding, various states of matter, nomenclature, chemical reactions, chemical equations, and quantitative relationships.

Prerequisite(s): None

**CHE 108      Fundamentals of Chemistry Lab (1 credit)**

The laboratory portion covers chemistry principles, as well as lab techniques and the process of scientific experimentation, recording data, experimental design, and analysis.

Prerequisite(s) or Corequisite(s): CHE 107 (Fundamentals of Chemistry)

**PHY 100      Conceptual Physics (3 credits)**

Introduces students to the core concepts of physics and physical science, such as gravity, motion, energy, momentum, and matter. Discusses the scientific method, both in the field and in the everyday world. This course is geared for non-science majors.

Prerequisite(s): None

**PHY 101      Fundamentals of Physics (4 credits)**

Covers the basic principles of physics. Introduces the concepts of Newtonian mechanics, kinematics, dynamics, energy, momentum, sound and heat applications. Geared to students entering science, health, and technology fields. Includes a lab component that provides a hands-on approach to physical phenomena. Experiments focus on core physics concepts of mechanics: force, motion, conservation laws, and oscillations.

Prerequisite(s): MAT 121 (College Algebra) or equivalent

**SOCIOLOGY (SOC)****SOC 101      Introduction to Sociology (3 credits)**

Examines social interactions and the use of sociological perspectives to explain the relationship among individuals, as well as among the groups and human societies that shape them. Covers basic concepts such as culture, socialization, social inequality, social power, deviance, social control, institutions, and global issues.

Prerequisite(s): None

**SOC 397      Group Dynamics (3 credits)**

Provides an understanding of group processes, group formation, and the development of social skills in small groups. Covers group development, power structures in groups, leadership, group processes, communication in groups, decision making, conflict, and bias. Investigates the application of theory to contemporary issues in group dynamics.

Credit given for SOC 397 or PSY 397

Prerequisite(s) or Corequisite(s): PSY 101 (Introduction to Psychology) or SOC 101 (Introduction to Sociology)

**SOC 460      Sociology of the Family (3 credits)**

Considers contemporary family roles and functions in light of cross-cultural and historical comparisons as they are influenced by social forces.

Prerequisite(s) or Corequisite(s): PSY 101 (Introduction to Psychology) or SOC 101 (Introduction to Sociology)

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## DIRECTORY

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Office of Administrative Affairs  
410-358-3144 x16

Office of Academic and Student Affairs  
410-358-3144 x13

Office of the Bursar  
410-358-3144 x19

Office of Financial Aid  
410-358-3144 x35

Office of the Registrar  
410-358-3144 x15

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Bursar  
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Registrar and Academic Advisor  
Student Services Coordinator  
Director of Admissions and Career Services  
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# FACULTY

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## JEWISH STUDIES FACULTY

### **Rabbi Yirmiyahu Benyowitz**

Doctor of Talmudic Law, Talmudic Law, Ner Israel Rabbinical College; Rabbinic Ordination, Rabbinics, Ner Israel Rabbinical College; Master of Talmudic Law, Talmudic Law, Ner Israel Rabbinical College, Bachelor of Talmudic Law, Talmudic Law, Ner Israel Rabbinical College

### **Rebbetzin Lea Feldman**

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### **Rebbetzin Bracha Goldberger**

Noted Community Rebbetzin, Cong. Tiferes Yisroel; Certificate, Court Stenographer, Villa Julie College

### **Rabbi Menachem Goldberger**

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### **Rabbi Pinchas Gross**

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Certificate, Graphic Design, Design Alive School for Creative Design

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