

# STUDENT HANDBOOK

2023-2024 | תשפ"ד



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## DISCLAIMER

This Student Handbook explains the procedures and regulations to help students enjoy a successful and fulfilling student experience at Women’s Institute of Torah Seminary & College (WITS). The Student Handbook is intended to be a resource for information on student services, policies, and code of conduct.

The Student Handbook serves as a companion to the Academic Catalog, which is the official reference for comprehensive details on academic programs, courses, and academic policies and procedures. Students are advised to consult the Academic Catalog ([wits.edu/academic-catalog](https://wits.edu/academic-catalog)) for planning the course of study, determining requirements for graduation, and confirming academic policies and regulations. Links to critical policies and procedures are also provided on the institutional Consumer Information webpage ([wits.edu/consumer-information](https://wits.edu/consumer-information)).

WITS reserves the right to change the policies, procedures, and regulations described in this Student Handbook. Policies and procedures made subsequent to the publication of this version of the handbook take precedence and will be incorporated into the next publication.

## WELCOME LETTER

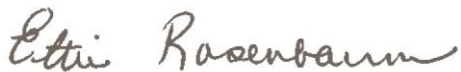
Dear Student,

Welcome to Women's Institute of Torah Seminary & College (WITS). We are honored to have you join us on your journey to professional and educational success.

This Student Handbook is intended to articulate important policies and information that directly impact your student experience at WITS. All students are expected to be familiar with and adhere to the included policies and procedures.

WITS is committed to helping each student reach her ruchnius, academic, personal, and professional potential in a positive, supportive environment. Reading and following the information detailed within this Student Handbook will help ensure your success at WITS and help you achieve your educational goals.

Should you have any questions, please reach out to us for clarification or guidance.



Rebbetzin Ettie Rosenbaum  
Executive Dean/Menacheles



Leslie Ginsparg Klein, PhD  
Academic Dean

## INSTITUTIONAL OVERVIEW

### Introduction

The Women's Institute of Torah Seminary & College (WITS) was established in 1998 to serve as a religious educational setting for young Orthodox Jewish women. The founders recognized a need to provide young women with a sophisticated and inspiring Jewish studies program accompanied by a comprehensive, secular studies curriculum.

Since founding, WITS has provided a foundation and space for 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 Mosaic traditions and faith. To date, over 500 women have graduated with degrees from WITS and over 1000 women have graduated with regionally accredited degrees from other institutions offered in conjunction with WITS. Graduates have gone on to achieve success in a wide array of graduate programs and professions.

### Mission and Vision

All WITS programs and initiatives are designed to support and advance the institutional mission and vision, which 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 a candidate institution and a member of the Middle States Commission on Higher Education (MSCHE) [www.msche.org](http://www.msche.org). WITS' accreditation status is Candidate. The Commission's most recent action on the institution's accreditation status on March 9, 2023 was to grant Candidate for Accreditation status. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). WITS' institution page can be found at <https://www.msche.org/institution/9274/>.



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.

## Confidentiality and Notice of FERPA Rights

WITS adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA). The act gives students and former students access to their official records, provides an opportunity to correct inaccurate or misleading statements, and ensures that records are not released to unauthorized persons without the consent of the student.

WITS does not publicize a student directory. Information that is deemed public information, including name, contact information, area of study, and degrees conferred may be released at the discretion of the institution. Students may request in writing that this information be withheld. The institution limits the release of other identifiable personal information.

Students have the right to inspect and review their records in the presence of the Student Services Coordinator. WITS transcripts do not contain the student's full social security number. Students may elect to sign release forms to release personal or educational records to a third party.

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

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.

The full Confidentiality and Notice of FERPA Rights Policy is provided in the Academic Catalog ([wits.edu/academic-catalog](http://wits.edu/academic-catalog)). The full policy is also accessible online at [wits.edu/family-educational-rights](http://wits.edu/family-educational-rights).

## STUDENT CONDUCT AND BEHAVIOR

### 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 Consequences**

Serious violations of misconduct or patterns of behavior contradictory to the Student Code of Conduct and institutional mission will be submitted to the Conduct Board for review. The Conduct Board is comprised of four individuals (two members of the Senior Leadership Team and two faculty). The Conduct Board is charged with addressing matters of student misconduct and determining disciplinary action, where warranted. In determining any disciplinary action, the Conduct Board may consider actions up to and including expulsion.

### **Due Process**

Students have the right of due process and may appeal a decision of the Conduct Board. To appeal a decision, a student must submit a written request to the Executive Dean/Menacheles for an appeal hearing with the Conduct Board. The request must be submitted within seven business days of receipt of the decision letter. The Executive Dean/Menacheles will schedule the appeal hearing within seven business days after receiving the written request. The appeal hearing will be held with the Executive Dean/Menacheles, the Ombudsman, and the student. Any decision stemming from the appeal hearing will be final.

## **STUDENT POLICIES AND PROCEDURES**

Note: In addition to the policies and procedures presented in this section of the Student Handbook, students are required to be familiar with and adhere to all academic policies and procedures articulated in the Academic Catalog ([wits.edu/academic-catalog](http://wits.edu/academic-catalog)). Critical information and additional policies/procedures detailed in the Academic Catalog include, but are not limited to, the following:

- Academic Calendar ([wits.edu/academic-calendar](http://wits.edu/academic-calendar))
- Course Descriptions (in the Academic Catalog at [wits.edu/academic-catalog](http://wits.edu/academic-catalog))
- Degree Requirements ([wits.edu/academic-programs](http://wits.edu/academic-programs))
- Financial Aid Processes ([wits.edu/financial-aid](http://wits.edu/financial-aid))
- Grades and Grading System (in the Academic Catalog at [wits.edu/academic-catalog](http://wits.edu/academic-catalog))
- Registration Procedures (in the Academic Catalog at [wits.edu/academic-catalog](http://wits.edu/academic-catalog))
- Satisfactory Academic Progress (SAP) Policy ([wits.edu/sap](http://wits.edu/sap))
- Transfer of Credit Policy ([wits.edu/transfer-of-credits-policy](http://wits.edu/transfer-of-credits-policy))

Any questions related to the interpretation or enforcement of any academic or institutional policy should be directed to the Executive Dean/Menacheles or Academic Dean.

### **Academic and Intellectual Freedom of Expression**

Academic freedom is defined as an individual's right to engage in intellectual debate, research, speech, or written or electronic correspondence, on and off campus, without fear of censorship, retaliation, or sanction. In research endeavors and creative activities, WITS faculty and students are free to cultivate a spirit of inquiry and scholarly criticism and examine ideas in an atmosphere of freedom and confidence. Faculty and students are free to study a full spectrum of ideas, opinions, and beliefs in acquiring maturity for analysis and judgment. Such ideas, opinions, and beliefs must be presented objectively and skillfully.

Academic freedom does not involve expressions that substantially impair the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the WITS community. WITS may prohibit expression that violates the law, defames specific individuals, constitutes a genuine threat or harassment, or articulates ideas, opinions, beliefs, or values deemed contradictory to the mission and values of the institution.

## 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 exams, 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.
- j. Using AI and content generators without disclosing use and without explicit instructor permission and guidance.

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.
- e. AI and content generators may not be used except with explicit instructor permission and guidance.

Collusion is defined as collaborating with another person in an unauthorized fashion in relation to the completion of an academic exercise. Examples of collusion 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.

### **Copyright Infringement Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.



Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

#### Legal Alternatives for Downloading or Otherwise Acquiring Copyrighted Materials

- Purchasing the material in a legal manner
- Securing permission for use from the copyright owner
- Linking directly to materials on other sites, rather than copying and pasting
- Sourcing materials from the public domain
- Lawfully using protected materials after a fair use analysis

Students are reminded that using free content is not always copyright infringement, and purchased content can contain copyrighted work. Be sure that any content you purchase is from a legal and trustworthy source.

#### Unauthorized Peer-to-Peer Sharing

Unauthorized peer-to-peer sharing is a copyright violation, and is prohibited by law, as well as by WITS. The filter policies in place on the WITS network are designed to block illegal websites, including illegal file-sharing websites.

#### Obligation to Report Academic Dishonesty

If a student observes any act(s) of academic dishonesty or has reliable information of another who has engaged in activity for the purpose of gaining an academic advantage, the student is obligated to report the occurrence(s) to the Academic Dean. Reports of such observations will be held in confidence.

#### Sanctions

Any student who attempts to compromise or devalue the academic process will be sanctioned. Alleged cases of academic dishonesty will be subject to due process. If misconduct or violations are proven, sanctions will occur in accordance with the following:

- First Offense – The offender will receive a warning, both orally and in writing, that describes the violation. The warning will specify the impact of the incidence on the assignment or course grade and indicate that any repeated occurrence of misconduct will result in more severe disciplinary action. Documentation of the violation will become a part of the permanent record of the student. If the first offense is deemed particularly egregious, the incident may be submitted to the Conduct Board for review and determination of disciplinary action.
- Second Offense – The offender will be removed from the impacted course and receive a grade of F for the course. The failing grade will be factored into the grade point average. The student may also be declined certain privileges or excluded from activities for an identified period of time as defined in writing. Documentation of the violation will become a part of the permanent record of the student. If the second offense is deemed particularly egregious, the incident may be submitted to the Conduct Board for review and determination of disciplinary action.
- Third Offense – The pattern of offenses will be submitted to the Conduct Board for review and disciplinary action hearing. The student will be permitted to be present at the hearing. The Conduct Board will render a decision. Documentation of the violation will become a part of the permanent record of the student.

### **Conduct Board**

A hearing of the Conduct Board will proceed with the following responsibilities:

- Determine whether the allegations of academic dishonesty are warranted;
- Determine whether the party(ies) acted in violation of the Academic Honesty Policy; and
- Determine the disciplinary action, if warranted;
- Prepare written notification of the decision and resulting disciplinary action, if applicable.

In determining any disciplinary action, the Conduct Board may consider actions that include, but are not limited to, the following:

- Clearing the student(s) or wrongdoing;
- Issuing a written warning without additional penalty;
- Requiring participation in academic counseling or ethics training;
- Requiring completion of a task related to academic integrity or ethics;
- Denying access to experiences, such as internships or independent studies;
- Revoking scholarship support;
- Withholding honors or awards;
- Placing the student on probation;
- Suspending the student for one or more semesters; and/or
- Expelling the student from the institution.

Decisions of the Conduct Board involving suspension or expulsion require consultation and approval of the Executive Dean/Menacheles and Academic Dean. If readmission will be permitted, the conditions of readmission must be stated in writing in the decision letter of the Conduct Board.

### **Appeal Process**

To appeal any decision of the Conduct Board, a student may submit a written request for an appeal hearing with the committee within 14 business days of the decision letter. The Academic Dean will schedule the appeal hearing within seven business days after receiving the student's written request. Any decision stemming from the appeal hearing will be final.

### **Academic Honors**

Full-time students earning a grade point average of A 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

### **Academic Standards and Requirements**

To remain enrolled, students must maintain a level of academic progress toward completing their degree. Students who fail to maintain the required standards risk loss of eligibility for aid and will be placed on academic probation or suspension.

The academic requirements are detailed in the Student Academic Progress (SAP) Policy, which is provided in the Academic Catalog ([wits.edu/academic-catalog](http://wits.edu/academic-catalog)). The SAP Policy describes the requirements for academic progress and the impact of academic performance on enrollment and financial aid. Each student is responsible for their awareness of the SAP Policy. The full policy is also accessible online at [wits.edu/sap](http://wits.edu/sap).

## **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.

## **Add/Drop Policy**

## **Adding Courses**

- Kodesh courses may be added with the 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 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.
- Once registration is locked on Populi (Kodesh courses are locked the day before the semester starts; general studies courses are locked the day after the add/drop deadline noted on the Academic Calendar), a Request to Drop Kodesh or General Studies Course form must be submitted. The form is available on the institutional website.
- 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 Registrar. A student may not add or drop such courses directly through the partner institution.

## **Authorization to Take Courses at Other Undergraduate 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 Authorization to Take Courses at Other Undergraduate Institutions 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 Authorization to Take Courses at Other Undergraduate Institutions Form must be submitted before the start of the semester in which the course will be taken. The form is available on the WITS website under Current Students.

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.

### **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.

### **Cell Phone Usage**

Cell phone usage by students, including texting, is prohibited in classrooms and on the entire second floor of the building. Students must have cell phones turned off during class sessions. If a student uses a cell phone during class, the student can be marked absent. In addition, the faculty may ask the student to leave for the remainder of the class session. Upon review, the Executive Dean/Menahelles (kodesh courses) or the Academic Dean (general studies courses) may determine this violation to be grounds for dismissal from the course.

### **Change of Name**

Currently enrolled students who wish to have their names changed on Populi or in any academic record may do so by submitting a Change of Name form, found on the

institutional website, attesting to a legal name change, including legal documentation of the name change (e.g., marriage certificate).

Prior to graduation, students may indicate what name they would like to appear on their diploma.

Transcripts will be provided for maiden name only unless a change of name request was submitted. With a legal name change, the graduate may request which name appears on the transcript.

## **Class 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.

Please note:

- Students are responsible for all material, assignments or exams missed during absences.
- Students who anticipate prolonged absences should inform the Menacheles and/or Academic Dean and their instructors.

## **Davening**

Students are not permitted to daven (pray) during class time nor arrive late to class due to davening.

## **Drugs, Alcohol and Tobacco**

WITS is committed to maintaining a drug-free, tobacco-free campus for the benefit and protection of students, faculty, and staff. The full Drugs and Alcohol Policy is provided in the Academic Catalog ([wits.edu/academic-catalog](http://wits.edu/academic-catalog)). The full policy is also accessible online at [wits.edu/drug-alcohol-abuse](http://wits.edu/drug-alcohol-abuse). In general, the standards of conduct regarding drug and alcohol use by students are as follows:

- 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 who has violated a federal drug law must notify the WITS administration within 5 days
- Responsible use of alcohol on or off premises by students over 21 while not

encouraged, will be allowed as part of religious services and celebrations and under the condition that the student makes no attempt to use a motor vehicle after consuming alcohol.

- Any student violates this policy will be held responsible, and censured severely, up to and including suspension or expulsion.

## **Email Accounts**

Students are assigned a wits.edu email account. This account is noted as the primary email account on Populi and cannot be changed or deleted. All communication will be sent to the wits.edu email address only. It is the student's responsibility to check this email account on a daily basis. These accounts will be available for up to one year after completion of course study at WITS.

## **English Composition Requirement**

Students must take ENG 101 in their first year on campus. 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.

## **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 [counselingservices@wits.edu](mailto:counselingservices@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

## **General Studies Course Overload Policy**

Students may take up to five general studies courses per semester in the fall and spring semesters and up to four in the summer semester. Any student who wishes to take an additional course must submit the General Studies Course Overload Form before the start of the semester in which the additional course will be taken. The form must be completed online and approved by the Academic Dean. The request is not confirmed, and the student may not register for the additional course, until the student receives notice of approval via email. The form is available on the WITS website under Current Students.

## **Hazing and Bullying**

Hazing and bullying of members or prospective members of the WITS community shall not be tolerated. Hazing and bullying activities are defined as any action(s) taken or situation(s) intentionally created, whether off or on campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to others.

## **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).

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.

### **Intellectual Property Rights**

WITS expects faculty, staff, and students to respect and comply with copyright and patent laws in their use of copyrighted materials and/or patented inventions. Faculty, staff, and students are also expected to respect and comply with the legal rights of owners of trademarks, service marks, writings, art works, compositions, software, literary works, and other types of property, regardless of whether such is protected by patent, copyright, trademark, trade secret, or other laws.

All intellectual property of an academic, scholarly, or artistic nature is considered the sole and exclusive property of the author/creator unless a specific contract with alternative provisions has been negotiated prior to the creation of the property. Authors/creators remain owners of their scholarly, pedagogical, and creative works and retain all associated intellectual property rights.

### **Jewish Studies Residency Requirement**

Seminary & College students have a requirement to take 21 credits of Jewish studies at the Baltimore campus (ISAP credits do not fulfill this requirement). A minimum of 15 Jewish studies credits must be completed in a student's first year at the Baltimore campus. The remaining 6 can be completed over the course of the degree. A maximum of 3 Jewish studies credits taken in the summer semester can be applied towards the Jewish studies residency requirement. However, students who attended WITS on the Baltimore campus for their freshman year may apply up to 6 credits of Jewish studies from the summer semester toward their Jewish studies residency requirement.

Non-traditional degree-seeking students, such as degree-completion students or students who have completed two years post-secondary seminary study, can request a waiver of the Jewish studies residency requirement. The form is available on the WITS website under Current Students.

All full-time students (enrolled in at least 12 credits) are required to take at least one Judaic studies course each semester or three credits over the course of the fall and spring semesters.

### **Laptop Usage**

During class, if a student is found using a laptop for a purpose unrelated to the course, e.g., personal email, shopping, social media, etc., the student can be marked absent for the class session. In addition, the faculty may ask the student to leave for the remainder of the class session. Upon review, the Executive Dean/Menahelis (kodesh courses) or the Academic Dean (general studies courses) may determine this violation to be grounds for dismissal from the course.

### **Leave of Absence Policy**

Under certain specialized circumstances a student may be granted an approved leave of absence. The full leave of absence policy can be found in the Academic Catalog ([wits.edu/academic-catalog](http://wits.edu/academic-catalog)).

### **Maintenance of Matriculation Policy**

All students must register each semester to be in continuous attendance at WITS. Students in good standing who are unable to register for classes in a specific semester, regardless of the reason, must submit a Maintenance of Matriculation form to maintain matriculation status for that semester. The Maintenance of Matriculation form can be found on the WITS website under current students. Students must notify their academic advisor and the registrar of their intent to maintain matriculation prior to the last day of add/drop for a given semester. Maintenance of matriculation is not required for the summer semester unless the students are obtaining their degrees in that semester. Students must be either registered or on maintenance of matriculation in the semester they obtain their degree. There is a fee of \$25 per semester for maintaining matriculation.

Students are permitted to maintain matriculation for a maximum of six semesters, as long as all degree requirements are completed within six calendar years of matriculation (first term of entry). Any student who does not register either for regularly scheduled classes or for maintaining matriculation will be withdrawn from the program.

## Missed Exams and Late Work Policy

WITS' policy on missed exams and late work is designed to promote a consistent and fair procedure for administering exams, quizzes, and related forms of learning assessment.

- All students are expected to take exams and submit assignments as scheduled.
- A student requiring an extension or accommodation must receive approval from the faculty member prior to the day of the exam or assignment due date. In the case of emergency, a student should contact the faculty member at the earliest possible time. Informing the faculty demonstrates the derech erez expected of WITS students.
- Students with permission to reschedule an exam should complete the Test Center Scheduling Request Form (<https://www.wits.edu/forms>). The WITS Testing Center will contact the student to schedule a time to take the exam. All rescheduled exams must be completed in the WITS Testing Center. Faculty do not administer make-up exams and students do not submit late exams directly to faculty. There is a proctor fee of \$10 for make-up exams taken within a week of the scheduled time, and \$25 for exams taken after one week.
- There are special guidelines for final exams. Students who cannot take a final exam as scheduled, must submit a Request to Reschedule a Final Exam Form (<https://www.wits.edu/forms>) and provide documentation of extenuating circumstances. Students should not consider their request approved until they receive approval from the administrative office. 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.
- Faculty have the right to deduct points or otherwise penalize students for missed exams and assignments, with the exception of true medical emergencies. Any late work will have five points deducted from the grade. After one week past the due date, an additional 5 points will be deducted. For each additional week past the due date, another five points will be deducted.
- If a student arrives late to any exam without a valid excuse, the exam must be completed in the remainder of the allotted time.
- Students may not negotiate with faculty for a different way to make-up a missed exam, e.g. substitute a paper.

## Final Exam Schedule

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.

## 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 indicated on the academic calendar. If a student wishes to pass/fail a Kodesh course that meets fall and spring, she must complete the pass/fail form before the deadline for each semester. Filling out the pass/fail form for the fall does not make the course pass/fail in the spring. 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)
- BIB 412 (Biblical Women: Women of the Household of Dovid HaMelech)
- 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.

## Personal Property

WITS is not responsible for personal property of students kept on campus. Any seforim or personal articles left after the end of each semester will be considered hefker.

## 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
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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 they 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: [info@theaijs.com](mailto:info@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:

<https://www.marylandattorneygeneral.gov/Pages/CPD/Complaint.aspx>

### **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)

### **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

### **Technology Acceptable Usage Policy**

WITS provides students, faculty, and staff with technological resources for the purposes of teaching, research, educational, and administrative support. Access to such resources, including computers, software, printers, email, and network access, is considered a privilege and the responsibility for proper and ethical use lies with individual users.

Upon accessing or using any WITS owned technological resource, an individual agrees to comply with the following acceptable use guidelines:

- a. WITS owned computers or personally owned computers connected to the WITS network may not be used to violate others' right to privacy. WITS specifically prohibits reading or attempting to read another person's email, accessing another person's files, accessing electronic records containing information concerning another person, using another person's email account, and using another person's password.
- b. Users of WITS owned computers may not participate in technology-based unethical or illegal activities, including, but not limited to, the following:
  - Privacy violation;
  - Copyright violation;
  - Harassment or intimidation;
  - Fraud or misrepresentation;
  - Theft, including theft of data;
  - Creation, possession, distribution, or accessing of provocative or offensive material; and
  - Creation or dissemination of electronic content or communication that promotes hate, violence, or defames/demeans on the basis of age,

disability, gender, nationality, race, religion, sexual orientation, or any other basis protected by law.

- c. WITS owned computers may not be used to store personal files, videos, music, software, documents, or photographs.
- d. Users may not interfere with or alter the integrity of WITS owned equipment or software.
- e. Users must adhere to any WITS acquired licensing agreements and avoid illegal duplication of any WITS owned software.
- f. Users are expected to observe basic technology courtesies, including, but not limited to, refraining from excessive use of paper, refraining from using WITS owned computers for personal monetary gain, and being considerate and fair in use of all resources.
- g. All WITS assigned email accounts are the property of WITS. Email is intended to be used in a manner consistent with the standards of academic integrity and ethical business conduct. WITS reserves the right to assign, monitor, and revoke email privileges at any time.

The guidelines prescribed in this policy are not intended to be all-inclusive. Any behavior that is considered an unethical use of technological resources or deemed contrary to the institutional mission will be subject to disciplinary action and financial reimbursement of any damages. Any information or observations regarding the misuse of WITS-owned technological resources should be immediately reported to the Executive Dean/Menacheles.

### **Textbooks**

Mekoros textbooks are required for specific Jewish studies courses. Mekoros textbooks and other select textbooks are ordered as part of the registration process on Populi.

Students can view required textbooks by checking the course information on Populi before the start of each semester. Students are responsible for acquiring all required textbooks and materials in a timely fashion.

### **Tobacco Usage**

WITS prohibits the use of tobacco by employees, students, and campus visitors. This includes on campus grounds and/or at WITS-sponsored events. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to,

cigarettes, cigars, pipes, hookahs, smokeless tobacco, e-cigarettes, or any product simulating smoking instruments.

## **STUDENT SUPPORT AND RESOURCES**

### **Advising**

Academic Advisors meet individually with new students to assist with the design of individualized program plans. Each program plan denotes previously earned credits, courses required for the chosen degree, and courses needed to meet graduate program prerequisites. Students are responsible for checking program plans for accuracy and for monitoring their academic progress to ensure that they are fulfilling all degree requirements. Program plans are reviewed and updated each semester.

After the first term of enrollment, advising sessions are held prior to each registration period and/or as needed. Appointments with Academic Advisors may be scheduled online throughout the year at [go.oncehub.com/wits](http://go.oncehub.com/wits).

Academic Advisors are available to discuss graduate school and career options. However, students are responsible for researching the criteria and requirements for their intended career. Career counseling and vocational testing are also available.

Students should consult with their Academic Advisor for guidance and assistance in the graduate school application process. In addition, the following are recommendations are provided to assist with the application process:

- It is recommended to research the desired program, prerequisites, and application process in order to understand the requirements.
- It is recommended to check deadlines for each graduate program of interest and submit all paperwork and transcripts by the specified deadlines.
- If a graduate program requires an entrance exam, e.g., GRE, LSAT, MCAT, TEAS, etc., it is recommended to check to see when the exam will be administered. Exams should be taken early enough to allow results to reach the intended graduate school prior to the application deadline.
- It is recommended to request recommendation letters at least six weeks in advance of the application deadline.

### **Career Services**

Each year, WITS provides a 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.

Attendance to some events is required. Dates are posted on the Academic Calendar and digital board.

### **Computer Resources** (see also Technology Acceptable Usage Policy)

Computers and printers are provided for student use in the student lounge and library. Computers and printers are intended to be used for preparing assignments, conducting Internet research, and using email. Use of the computer lab, when labs are not in use by classes, is available to students taking Computer Science and Graphic Arts courses.

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 Administrator of any computer malfunctions.

In using all computers, students must also abide by the Technology Acceptable Usage Policy.

### **Financial Aid and Scholarships**

Information about financial aid and scholarship options are provided in the Financial Aid Handbook ([wits.edu/financial-aid-handbook](http://wits.edu/financial-aid-handbook)) and Academic Catalog ([wits.edu/academic-catalog](http://wits.edu/academic-catalog)).

### **Library**

The Snyderman-Klein Library provides a valuable collection of Judaic studies and secular reference materials. Available resources include Biblical literature, rabbinic literature, commentaries, and historical references. The library also contains Jewish philosophical works; Jewish Code of Law books with accompanying interpretations and commentators; Talmudic and Midrashic sources; and reference guides to Biblical and Talmudic sources. In addition to hardcopies, the library provides a comprehensive,

digital collection of Judaic books (Bar Ilan software), as well as a selection of popular Judaic works and novels. Each year the library is expanded with additional texts.

WITS subscribes to the Maryland Digital Library, which utilizes the EBSCO Host Research Databases. To use the database, students should go to [ebscohost.com](https://www.ebscohost.com) using the following log-in information:

User ID:	witsresearch
Password:	WITSstudents2023!
Institutional Name:	Women's Institute of Torah

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
- Numerous library facilities in Greater Baltimore

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



## 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.

## 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.

## Technology Support

Students in need of technical support for their wits.edu email account, including password changes, should contact Mrs. Glazer ([laglazer@wits.edu](mailto:laglazer@wits.edu)). Students should contact Mrs. Glazer or Mrs. Hochheimer ([shochheimer@wits.edu](mailto:shochheimer@wits.edu)) if they require support for campus computers, printers, or copy machines, or if computers or printers require resources, such as toner or paper.

## 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 submit a Request for Tutoring form found on the institutional website.

## CAMPUS SAFETY

### 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

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.

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

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 ([wits.edu](http://wits.edu)) as follows.

Katherine Endy  
6602 Park Heights Ave.  
Baltimore, MD 21215

[kendy@wits.edu](mailto:kendy@wits.edu)

The full Title IX is provided in the Academic Catalog ([wits.edu/academic-catalog](https://www.wits.edu/academic-catalog)). The full policy is also accessible online at <https://www.wits.edu/consumer-information>.

## **CAMPUS LIFE AND ACTIVITIES**

### **Daily Notifications**

Important information, including changes to class schedules, upcoming deadlines, special Shiurim, Yemei Iyun and events, etc. will appear on the Digital Board in the Student Lounge and on the website under Current Students - Daily Notifications. It is the student's responsibility to check the Digital Board and/or the Daily Notifications throughout the day.

### **Lectures and Y'mei Iyun**

Throughout the year, world-renowned lecturers are invited to speak at WITS. These speakers add depth to the learning experience. Attendance at these events is required. Y'mei Iyun dates are available on the Academic Calendar and posted on the digital board. Special lectures will also be posted on the digital board.

### **Student Lounge**

WITS provides students with access to a student lounge. The student lounge is a welcoming and comfortable space with couches, tables, and chairs where students can relax, socialize, and enjoy meals. Students can store and prepare their food in a kitchen area, which provides microwaves, refrigerator, sink, coffee and tea service, vending machines, and a water cooler. The student lounge also provides four computers and two printers for student use. The digital board in the student lounge provides students with information about upcoming events and deadlines, as well as schedule changes, class cancellations, and campus closure information.

### **Student Organizations**

WITS encourages student organizations that support the learning environment and which help prepare students for living and working in a global community. WITS also encourages an active Student Activities Council that provides input and insight into campus life matters.

Students should seek the assistance of the Student Services Coordinator in exploring possible interest in a proposed new organization. If significant interest exists, students can request that a new organization become recognized. The formal process for an organization to become recognized is as follows:

- Create an organization constitution that includes, at minimum, a statement of purpose, criteria for membership, and rules and procedures.

- Prepare a list of proposed officers.
- Identify an advisor.
- Submit all material to the Executive Dean/Menacheles who will review the request and provide a response.

Student organizations must be open to all students. Active membership must be limited to members of the WITS community (students, faculty, staff, and administration). Organizations may affiliate with external organizations with philosophies and operations that are consistent with the mission and values of WITS. Student organizations may not charge dues.

## DIRECTORY

<p>WITS          6602 Park Heights Avenue          Baltimore, MD 21215          Main: 410-358-3144          Fax 866-990-1983  <a href="mailto:info@wits.edu">info@wits.edu</a></p>	
<p>Office of Administrative Affairs</p>	<p><b>Rebbetzin Rosenbaum</b>          Executive Dean/Menacheles  <a href="mailto:ebrosenbaum@wits.edu">ebrosenbaum@wits.edu</a>          410-358-3144, Extension 17</p> <p><b>Mrs. Glazer</b>          Office Administrator and Human Resources Coordinator  <a href="mailto:laglazer@wits.edu">laglazer@wits.edu</a>          410-358-3144, Extension 16</p>
<p>Office of Academic and Student Affairs</p>	<p><b>Dr. Klein</b>          Academic Dean  <a href="mailto:lklein@wits.edu">lklein@wits.edu</a>          410-358-3144, Extension 14</p> <p><b>Mrs. Kravitz</b>          Administrative Assistant  <a href="mailto:mkravitz@wits.edu">mkravitz@wits.edu</a>          410-358-3144, Extension 13</p>
<p>Academic Advising</p> <p>Appointments with Academic Advisors can be scheduled online at <a href="http://go.oncehub.com/wits">go.oncehub.com/wits</a>.</p>	<p><b>Mrs. Frohlich</b>          Academic Advisor  <a href="mailto:blfrohlich@wits.edu">blfrohlich@wits.edu</a>          410-358-3144, Extension 12</p> <p><b>Mrs. Lapidus</b>          Academic Advisor  <a href="mailto:ylapidus@wits.edu">ylapidus@wits.edu</a>          410-358-3144, Extension 11</p> <p><b>Mrs. Ring</b>          Academic Advisor  <a href="mailto:cring@wits.edu">cring@wits.edu</a>          410-358-3144, Extension 15</p>
<p>Admissions and Student Services</p>	<p><b>Mrs. Heideman</b>          Director of Admissions and Student Services  <a href="mailto:sheideman@wits.edu">sheideman@wits.edu</a>          410-358-3144, Extension 25</p>



Assessment and Compliance	<b>Dr. Endy</b> Director of Assessment and Compliance <a href="mailto:kendy@wits.edu">kendy@wits.edu</a>
Data and Technology	<b>Mrs. Hochheimer</b> Director of Data and Technology <a href="mailto:shochheimer@wits.edu">shochheimer@wits.edu</a> 410-358-3144, Extension 20
Financial Services and Financial Aid	<b>Mrs. Oratz</b> Bursar <a href="mailto:soratz@wits.edu">soratz@wits.edu</a> 410-358-3144, Extension 19  <b>Mrs. Rappaport</b> Director of Financial Aid <a href="mailto:trappaport@wits.edu">trappaport@wits.edu</a> 410-358-6560, 410-913-5688
General Studies	<b>Mrs. Hochheimer</b> Program Coordinator for General Studies <a href="mailto:shochheimer@wits.edu">shochheimer@wits.edu</a> 410-358-3144, Extension 20
Library	<b>Mrs. Mael</b> Librarian <a href="mailto:librarian@wits.edu">librarian@wits.edu</a>
Marketing and Development	<b>Mrs. Brody</b> Director of Marketing and Development <a href="mailto:stbrody@wits.edu">stbrody@wits.edu</a> 410-358-3144, Extension 18
Ombudsman	<b>Mrs. Taragin</b> Ombudsman <a href="mailto:ombudsman@wits.edu">ombudsman@wits.edu</a> 410-258-9928
Registration and Transcripts	<b>Mrs. Ring</b> Registrar <a href="mailto:cring@wits.edu">cring@wits.edu</a> 410-358-3144, Extension 15

# IMPORTANT DATES

2023-2024 | תשפ"ד

Wednesday September 13	○ ————— ○	Rosh Hashana Yom Iyun Attendance required
Wednesday September 13	○ ————— ○	Constitution Day Program Attendance required
Thursday September 21	○ ————— ○	Yom Kippur Yom Iyun Attendance required
Wednesday October 11	○ ————— ○	Introduction to Research Seminar Attendance required
Wednesday November 8	○ ————— ○	Resume Writing Seminar Attendance required
Motzoei Shabbos November 11	○ ————— ○	Hebrew Language Exam
Tuesday November 14	○ ————— ○	Interview Skills Seminar Attendance required
Sunday November 19	○ ————— ○	Career Day Attendance required
Motzoei Shabbos February 10	○ ————— ○	Hebrew Language Exam
Tuesday May 28	○ ————— ○	End of Year Banquet