

Student Handbook - Student Handbook
Academic Year
2009-2010



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WELCOME

Dear Student:

This new handbook is your guide to policies and procedures at Siegal College for all students, whether enrolled at the Cleveland campus or through study via computer.

It describes your rights and responsibilities as a participant in Siegal College higher education programs. The administration and faculty have devoted considerable effort to creating programs and procedures to facilitate your educational goals. We hope that your studies will be productive and fulfilling, and that the progress of your course of study will be smooth.

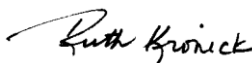
This handbook provides clear and accurate information as of the date of publication. Please refer to it at the beginning of your studies and use it as a guide as you successfully pursue your academic program.

We wish you an enjoyable, productive and successful learning experience.

Yours,



Brian Amkraut
Provost



Ruth Kronick
Director of Student Services

PREFACE

This Student Handbook contains the policies and procedures in effect at Siegal College, as approved by the faculty, as of December 2009. Policies are subject to change. The handbook serves as a basic reference for all students at the College. It does not set forth contractual or legal rights and obligations. The information in this handbook is designed to help students work together with faculty to make study at the College as rewarding as possible.

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SIEGAL COLLEGE HISTORY

(With thanks to Bea Stadler z”l for her article, “A Unique Institution in the Western Reserve” for much of the content of this history and to Dr. David Ariel, who wrote “The History of Siegal College” in 2007.)

In 1925, the earliest predecessor of the Laura and Alvin Siegal College of Judaic Studies, Beth Midrash L’Morim, a Hebrew teacher training school, was founded by Abraham Friedland, the first director of the Bureau of Jewish Education and a prominent Hebrew poet and educator. It was located near East Boulevard & 105th Street, the epicenter of the Jewish community in the early 1900s. At the same time, a Jewish Teacher’s Institute was founded by Rabbis Abba Hillel Silver, Louis Wolsey and Solomon Goldman for the purpose of training Sunday school teachers. In 1947, the two teacher training organizations merged to become the Cleveland Institute of Jewish Studies under the leadership of Nathan Brilliant, Director of the Bureau of Jewish Education.

In 1952, the Institute became an independent agency with its own Board of Governors and its own dean, Dr. Jacob Kabakoff. In 1952, along with the Bureau of Jewish Education, the school moved into its new home, Bet Friedland on Taylor Road.

The goals of the Institute were not that different from the College’s goals today;

- To provide training for new and existing teachers in the Jewish schools in the community
- To issue teaching certificates to qualified teachers
- To provide and sponsor educational activities to adults who wanted to enrich their Jewish knowledge and to enhance their understanding of Jewish life

In 1959, at the height of the baby boom, the Bureau of Jewish Education recommended converting the Institute of Jewish Studies into a college of Jewish Studies. In 1964, following provisional accreditation by the American

Association of Hebrew Teachers Colleges, the Institute formally became the Cleveland College of Jewish Studies. The focus of the new College was to continue to address the dire shortage of Jewish teachers and educating teachers to work with the burgeoning number of students enrolled in afternoon and weekend synagogue schools.

During the 1960s, the College began to offer courses in modern Hebrew to teachers as well as adult learners. The classes quickly caught on and enrollment at the College increased dramatically. Classes in Judaic Studies were added and grew even faster than the Hebrew classes. A new student base of adult learners began to emerge.

In those days, the Cleveland College of Jewish Studies was located on South Taylor Road and shared a building with the Bureau of Jewish Education. The school continued to expand, due to its enlarged scope and range of activities. As a result of these new programs, the College received accreditation by the American Association of Hebrew Teachers Colleges and the National Board of License and authorization by the Board of Regents of the State of Ohio to confer Baccalaureate and Master’s degrees.

As a result of its dramatic growth, the College needed a new home. In the words of Rebecca Brickner, founder of the College’s Women’s Association which later became the Friends of the Library, “The College needs a home of its own badly. It needs its own facility and its own building. We are bursting at the seams. We shall bend every effort toward the building of this home.” A goal of \$2,500,000 was set for the new building to be erected on donated land on Shaker Boulevard. With the help of a band of committed leaders, the community set out to build a new home for the Cleveland College of Jewish Studies and Akiva High School.

Much credit for the success of that effort must be given to Bennet Kleinman who was chair of the board at that time and worked tirelessly to make the building a reality along with Dr. Martin Goldstein, president of the College. Hundreds of people assisted in this effort, including the Women’s Association, led by Rebecca Brickner. The eloquent Mrs. Brickner reminded her members that “from the destruction of the Temple in Jerusalem to this day, education became the life-line of Jewish survival. Today in America, we are deeply concerned with the survival of our heritage. Without our own special education we become hollow Jews.”

In 1975, the College moved into its new home, which it still occupies today. It also received additional accreditation from the North Central Association of Colleges and Schools to be a Master’s degree-granting institution.

The College saw tremendous growth for many years after its move. It had a stellar reputation throughout the country and offered hundreds of courses including Hebrew language, Jewish history, Jewish thought, rabbinics, Bible, literature and history. Renowned professors, loyal staff, countless leaders and donors and thousands of teachers, students and adult learners took classes and walked the halls of the Cleveland College of Jewish Studies. At one time, nearly 90% of the religious and Hebrew school teachers and educational directors in the city were graduates or students at the College. In addition, the College provided classes for hundreds of students who have since left Cleveland and are in important posts in Jewish Communal Service and education throughout the United States, Canada and Israel.

Academic Year 2009-2010

In 1981, Dr. Meir Ben-Horin, President of the College resigned, and Dr. Eli Reshotko, Professor of Mechanical and Aerospace Engineering at Case Western Reserve University became the acting president. During this period, the board of the College re-evaluated its mission and adopted four goals to guide the College forward:

- To continue to offer a high level adult Jewish education program
- To develop educational programs for current and potential teachers
- To develop educational programs for community groups, temples, synagogues and outreach programs in the community
- To continue to develop the College's role as the central address of Jewish higher learning in Cleveland

In 1982, Dr. David Ariel was named President of the College. His charge was to implement the new goals and to increase enrollment at the College. The number of students enrolled in classes and those who attended continuing education and cultural programs grew rapidly. Faculty size increased from two to five fulltime faculty and the adjunct faculty grew as well. The College began to attract students from around the region and the country for both the Bachelor and Master of Arts in Judaic Studies. Enrollment in the Department of Jewish Education grew as well.

In the 1980s and the 1990s, several new initiatives were undertaken at the College. The Department of Jewish Education sponsored the Cleveland Fellows Program, a graduate program in Jewish education that provided its graduates with funded positions within congregations, school and communal agencies. The Executive Educators program was created to promote the professional growth of educators. The Family Educator program furthered the growth of educators working in family education positions within congregations. Semester-long classes were offered throughout the year and new initiatives including home study groups, customized learning programs for Jewish organizations, professional continuing education courses for communal professionals, senior learning programs and outreach to the Jewish communities of Akron and Canton were also added.

Lectures by prominent scholars and personalities, and exhibits on historical events in Jewish life drew hundreds of community members.

In 1993 the College's board adopted a new strategic plan. It emphasized the use of technology to reach students, and in 1995, the College established the first live, interactive videoconferencing program in Jewish Studies in the country. Students in Milwaukee were able to obtain a three-year Master of Arts in Judaic Studies. In ensuing years, partnerships were also forged with bureaus of Jewish education in Kansas City, Houston, Dallas, West Palm Beach, Miami and Atlanta.

In 2002, the Cleveland College of Jewish Studies underwent another name change – to honor Laura and Alvin Siegal, generous benefactors, who had long supported Jewish education. In their honor, the College was renamed the Laura and Alvin Siegal College of Judaic Studies.

In 2007, Dr. Ariel resigned from his position and Dr. Brian Amkraut was appointed Provost of the College. Today, the College continues to be a robust conduit for Jewish learning. To best serve the higher education needs of Northeast Ohio, the College has partnered with a number of other colleges and universities including Cuyahoga Community College, John Carroll University, Cleveland State University and most recently, Case Western Reserve University, Notre Dame College and the University of Akron.

In the spring of 2009, a new program dubbed “Spring Evenings at the College” was introduced. It includes lectures, discussions and films with experts from the College faculty and throughout the world. The College now offers four session courses, six-week courses and full semester courses. The College has offered a community-wide month of study, Hodesh Limud for three consecutive years since 2006. It also offered a wide variety of adult education courses in topics ranging from Jewish history and Jewish thought to rabbinic literature and Yiddish theater. As always, Hebrew language and literature play a major role in the College's offerings.

The College continues to pioneer means of extending its classroom beyond the geographical constraints of

Cleveland and currently offers its full range of academic programming to students throughout North America through a virtual classroom. Students join College courses by videoconferencing over their own computers in a fully live and interactive learning experience. Through the use of computer technology, the College creates a traditional classroom environment that provides a dedicated level of interaction between students and faculty.

At Siegal College's most recent commencement exercises in June, two students received Bachelor of Arts degrees in Judaic Studies and eighteen received Master's degrees in addition to the many certificates and awards that were presented. Many of these students pursued their course of study through videoconferencing.

While the College has changed its name, location and leadership through the years, its core mission remains: promoting the study of Judaism by transmitting the best of classical Jewish learning and modern scholarship, preparing Jewish educators and other communal professionals, facilitating the Jewish journey of adult learners, serving as the Jewish and Hebrew language higher education resource to the community and providing a common ground for people of diverse backgrounds.

MISSION AND GOALS

The administration, faculty and the Board of Governors regularly review the College's mission. The current mission statement was approved in March 2003.

The mission of Siegal College is to promote the study of Judaism by transmitting the best of classical Jewish learning and modern scholarship, preparing Jewish educators and other communal professionals, facilitating the Jewish journey of adult learners, serving as the Jewish higher education resource to the community, and providing a common ground for people of diverse backgrounds.

The goals of the College are to:

- Provide higher educational opportunities for adult learners, Jewish educators and Jewish communal service workers through degree programs and continuing professional education programs;
- Offer a high quality of Jewish education to adult learners through continuing education courses open to the community, promote the development of an adult learning community by working cooperatively with the organized Jewish community to strengthen the education of volunteer leaders, and with congregations to strengthen congregational adult education;
- Expand the opportunities for higher Jewish learning for students enrolled at area colleges and universities, particularly those whose own institutions do not provide the range of courses of study available at the Siegal College;
- Serve as a cultural resource and a forum for the discussion of contemporary Jewish concerns for the Jewish community, and help those adults who are seeking to understand the meaning of Jewish identity for themselves and their families;
- Preserve the literary legacy of the Jewish people and disseminate the scholarly contributions of the academic study of Judaism through maintaining a full-service public library serving the Jewish and scholarly communities;
- Strengthen the field of Jewish education by providing educational services to schools, congregations and the educational institutions of the Jewish community;
- Prepare young men and women at the secondary level to pursue Judaic studies through establishing a college-preparatory program of supplementary Jewish education.
- Serve the Cleveland Jewish community and other communities in the North Central region of the United States as the regional center for higher Jewish learning through distance learning and other technologies.
- Serve the North American Jewish community through the provision of degree and adult learning opportunities through distance learning and other technologies.

ASSESSMENT

To ensure that Siegal College realizes students' expectations and that the academic programs support the overall mission of the institution, Siegal College supports a culture of assessment. Participation of the faculty, administration, and students in the ongoing assessment of student learning outcomes will ensure that Siegal College continues to provide high quality programs in Judaic and Language studies to current and future students. Students are encouraged and expected to participate in the assessment process as a means of assisting the faculty and administration in promoting desired outcomes in the degree programs and to support Siegal College's broader mission. Specific details regarding the assessment process are available in the Siegal College 2005 Assessment Report and Implementation plan.

ACCREDITATION AND MEMBERSHIPS

Siegal College is authorized by the Board of Regents of the State of Ohio to award the Bachelor of Judaic Studies and the Master of Arts in Judaic Studies. Siegal College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504). Siegal College is a member of the Northeast Ohio Council on Higher Education, the Association of Colleges of Jewish Studies, Association of Institutions of Higher Learning for Jewish Education, and the Association of Jewish Libraries. Siegal College is recognized by the Ministry of Education of the State of Israel and is licensed by the Commission for Independent Education, Florida Department of Education (325 West Gaines St. Ste.1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684).

THE CLEVELAND AREA

The Cleveland community is an important business center and home to one of the world's leading Jewish communities. Cleveland features beautiful but affordable residential areas. It is an exciting cultural center, home to fine theaters and a world-class symphony orchestra, The Rock and Roll Hall of Fame and Museum and art museum. Other attractions include professional sports teams and wonderful, expansive settings for year-round outdoor recreation. Today, Cleveland is experiencing an urban renaissance, with vigorous riverfront, lakefront, and downtown development. Siegal College is a beneficiary agency of the Jewish Community Federation of Cleveland and a grant recipient of the Commission on Jewish Continuity's Fund for the Jewish Future.

CALENDAR 2009-2010

Fall Semester 2009

September 8	Tuesday	Fall Semester Begins	
September 20	Sunday	Rosh Hashana	College Closed – No Classes Scheduled
September 28	Monday	Yom Kippur	College Closed – No Classes Scheduled
October 4	Sunday	Sukkot	College Closed – No Classes Scheduled
October 11	Sunday	Simchat Torah	College Closed – No Classes Scheduled
November 25	Wednesday	“Erev” Thanksgiving	No Evening Classes Scheduled
November 26	Thursday	Thanksgiving	College Closed – No Classes Scheduled
November 27	Friday	Day after Thanksgiving	College Closed
December 27	Sunday	Fall Semester Ends	

Winter Semester 2010

December 21-24	Monday-Thursday	Winter Intensive Course	
December 25	Friday	Christmas Day	College Closed
January 1	Friday	New Years Day	College Closed
January 18	Monday	Martin Luther King Jr. Day	College Closed

Spring Semester 2010

January 24	Sunday	Spring Semester Begins	
February 15	Monday	Presidents Day	College Closed – No Classes Scheduled
February 28	Sunday	Purim	College Closed – No Classes Scheduled
March 2	Tuesday	Deadline to Apply for Graduation	
March 28-April 8	Sunday-Friday	Spring Break	No Classes Scheduled
March 29-March 31	Monday-Wednesday	First Days of Passover	College Closed
April 5-April 6	Monday-Tuesday	Last Days of Passover	College Closed
April 19	Monday	Yom HaAtzma'ut	No Evening Classes Scheduled
May 17	Monday	Spring Semester Ends	
May 18	Tuesday	Erev Shavuot	College Closes at 4:00pm
May 19-May 20	Wednesday-Thursday	First Days of Shavuot	College Closed
May 25	Thursday	Commencement	

Summer Semester 2010

May 31	Monday	Memorial Day	College Closed
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INSTITUTIONAL CALENDAR

The College's office is closed for the legal observance of the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Day

The College's office is closed on the following religious holidays:

- Rosh Hashanah – 2 days and 1:00 PM on the preceding day
- Yom Kippur and 2:00 PM on the preceding day
- Sukkot – 1st and 2nd days; 8th and 9th days
- Passover – the day before; 1st and 2nd days; 7th and 8th days
- Shavuot – 2 days

Note: The office closes at 4:00 PM on the eve of Sukkot and Shavuot. Classes may be scheduled during the evening after the conclusion of Purim.

Students should consult the annual catalog and their professors' syllabi for their courses' schedule of class meetings.

STUDY AT THE COLLEGE

The College operates on the semester system – offering fall, winter, spring and summer semesters. Fall and spring semesters are 13 weeks in length. Classes of varying duration are also offered. Siegal College offers 1-4 credit hour courses as well as independent study options for academic credit.

VIRTUAL CLASSROOM

Students can easily access interactive classes using audio and live video on the learner's computer. The equipment is easily operated and does not require professional help. Learning occurs synchronously with classmates and instructors. Courses accessed via computer are identified as such in the academic catalog and on the Siegal College website.

Necessary equipment includes:

- A broadband internet connection
- Telephone
- Webcam

Classroom log-in information is sent to students within the week prior to the start of each course.

REGISTRATION

Registration for courses takes place in the Office of Student Services during the month prior to the beginning of each semester. Hours are Monday through Thursday, 8:30 AM to 5:00 PM; Friday, 8:30 AM to 4:00 PM. Students may also register by phone, (216) 464-4050, during these hours. Degree students are required to receive course approval from their advisors prior to registration.

ADMISSION TO THE COLLEGE

Admission to Continuing Education Programs and In-service Programs for Jewish Educators

Admission to the College is open to all interested adults including educators who are not seeking academic credit. There are no prerequisites or formal application procedures. For information on registration procedures, see the registration section of this handbook.

Admission to Degree Programs

Admission to the Bachelor of Judaic Studies Program

This program is open to students who have completed high school and have not yet earned an undergraduate degree from another institution. Prerequisite for admission is successful completion of high school with a minimum of a 2.5 GPA. Students are encouraged to submit SAT or ACT scores to demonstrate the capacity for college work. Advanced standing in Judaica may be granted to graduates of Israeli high schools. Siegal College grants undergraduate credit for appropriate life experience. All candidates must complete an application for admission and submit a high school transcript, essay, two letters of recommendation and a \$50 non-refundable application fee. A personal interview will be conducted. Inquiries should be directed to the Director of Student Services. E-mail rkronick@siegalcollege.edu.

Admission to the Master of Arts in Judaic Studies Program

This program is open to students with a Bachelor's degree from the College and students holding a baccalaureate with a major in Jewish Studies from another college who have demonstrated competence in Hebrew language. Applicants must demonstrate an ability to study Judaica on the graduate level. Students with a B.A. in fields other than Judaic Studies are also encouraged to apply; upon review of their credentials, the faculty may recommend that preparatory studies up to a maximum of 18 credits in Judaic and Hebrew studies be completed prior to formal acceptance into the Master's program or as co-requisites. Candidates with a GPA under 2.5 may be admitted conditionally.

All candidates must complete an application for admission and submit transcripts of previous study, two letters of recommendation, an essay and a non-refundable fee of \$50. A personal interview will be conducted. The Provost admits students to the program.

The College operates with a rolling admissions policy. Students accepted into any degree program must begin academic study within one year from the date of the acceptance letter. After one year, the complete application process must be repeated. Siegal College does not discriminate against applicants, employees, or students on the basis of religion, race, color, national origin, sex, age or handicap.

All application inquiries should be directed to Ruth Kronick, Director of Student Services. E-mail rkronick@siegalcollege.edu, or call (216) 464-4050, ext. 101.

Change From Continuing Education to Degree Status

Students who have taken a minimum of ten courses as adult learners may apply to change their status to degree student under the following conditions:

- The student must complete the admissions process and be accepted as a degree candidate.
- A maximum of four courses taken as an adult learner may be applied towards a degree credit program, and students are required to pay a tuition differential.
- A faculty member will develop a process enabling the student to demonstrate his/her learning.
- The student's advisor will review the student's records to evaluate credit distribution.

This policy takes into consideration the rules and regulations of the appropriate governing bodies: College Board, Ohio Department of Education and NCA.

Foreign Students' Admission

The College is authorized by the United States Immigration and Naturalization Services to admit foreign students. All nonimmigrant F-1 foreign students who are not citizens or who hold a green card must have an I-20 form that entitles them to enroll at the College. This form must be submitted with the application. Applicants may be asked to write the TOEFL (Test of English as a Foreign Language) or document their ability to study in the English language.

English Proficiency

Siegal College requires students whose native language is not English, who have not graduated from an American high school or university to provide proof of English competency. This may be demonstrated at the Bachelor's level by completing second semester English composition with a grade of C or better or by submitting official scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 550 on the paper-based test, 213 on the computer-based test or 79 on the Internet-based test is required.

TRANSFER CREDITS

Master's Level

At the time of admission, candidates for the Master's degree may petition that prior credits from graduate level courses with a grade of B or better earned at other accredited institutions of higher learning be transferred toward the degree at the College. Graduate credits earned more than 10 years before the date of admission are not eligible for transfer. After admission students may elect to take graduate level credits at other colleges and universities if approved by the student's Advisor and the Provost.

Bachelor's Level

Bachelor's level students may transfer credits that have earned a grade of C or better at other accredited colleges. Students who have taken the Bagrut examination in Israel in subjects related to the College degree and have earned a grade of '6' or higher, may receive up to 30 credits advanced standing at the College. The number of credits that can be transferred to the College is limited by the requirement that students must earn a minimum of 30 credits at the College to be eligible for its Bachelor's degree with exceptions made for students accepted to the integrated BJS/MAJS degree program. There is no limit on the age of credits eligible for transfer.

Life Experience Credit

Applicants, who have unusual circumstances that prevented their study in a regular academic program, are eligible to apply for life experience credit. The number of credits may be earned through life experience will vary from student to student. The maximum number that may be granted is 15 undergraduate credits. Life experience credit is limited to the bachelor degree only. To obtain the Guide For The Preparation Of Life Experience Credit Requests, contact the Office of Student Services.

CLEP – College Level Equivalency Program

The College-Level Examination Program (CLEP) gives students an opportunity to demonstrate prior learning and to earn credit for that knowledge. Siegal College recognizes CLEP examinations with a grade of C+ or better toward the general education distribution requirements of the bachelor degree.

Alternative Educational Options/American Council on Education (Ace)

Alternative educational options are defined as learning that is attained outside the sponsorship of accredited post-secondary educational institutions, such as the military. Alternative educational learning related to subject areas, courses and programs of study will be evaluated using authorized publications and methods for effecting assessment.

Acceptability of College Courses for Transfer Credit

Credit for successfully completed courses taken at the College may be transferable to other colleges and universities. Students must check with their home college to verify that courses taken at the College will be accepted for transfer.

COURSES OF STUDY

Bachelor of Judaic Studies

The Bachelor of Judaic Studies is granted to students who successfully complete a total of 120 credits, including a minimum of 60 credits in Judaic and Hebrew studies and a minimum of 45 non-residential credits in general studies. Bachelor students may select majors in Bible, Hebrew Language and Literature, and Jewish Thought, Religion and Civilization.

Master of Arts in Judaic Studies

The College offers the Master of Arts in Judaic Studies degree in the following concentrations: Judaic Studies, Hebrew Language and Literature, and Jewish Education. A Master's essay is required. Those who apply and are accepted by the faculty are permitted to write a Master's thesis and be candidates for graduation with distinction. The Master of Arts in Judaic Studies degree is granted to students who successfully complete forty-five credits of course work in Judaic and Hebrew studies above the BA or BJS level, while fulfilling the requirements of one of the specified concentrations.

Integrated Bachelor of Judaic Studies/Master of Arts in Judaic Studies

The Integrated BJS/MAJS is intended for highly motivated undergraduate students who are candidates for the BJS and whose objective is a degree at the Master's level. Qualified students may be admitted to graduate study for their senior year and pursue the simultaneous completion of requirements for both the Master's and Bachelor's degrees. Students may apply up to 9 credit hours from the BJS degree towards the requirements of the MAJS degree. The baccalaureate will be awarded upon attainment of a total of 120 semester hours of credit. Students then continue study in the graduate program. Upon graduation with the MAJS degree, a student will have earned between 156 and 165 total credit hours.

ACADEMIC DEGREE PROGRAMS

The Bachelor of Judaic Studies

Degree Requirements - Approved by Faculty Senate 10/09

The Bachelor of Judaic Studies will be granted to students who have successfully completed a total of 120 credits, including:

- Minimum of 60 credits in Judaic and Hebrew studies
- Minimum of 45 non-residential credits in general studies

All Bachelor degree students are required to achieve Hebrew proficiency as outlined on page 19.

Judaic and Hebrew Studies Requirements

Minimum 60 credits in Judaic and Hebrew Studies may include the following:

- 34 core credits
 - 16 credits in Hebrew Language
 - 6 credits in Jewish Thought and Civilization
 - 6 credits in Religion including a 3-credit course designated as an introduction to Judaism course – what course?
 - 6 credits in Bible
- 12 credits in a major field – (This includes 9 credits from the core)
- 11 credits in electives to be declared in consultation with an advisor*
- 3 credits for senior project

*A minor in Jewish Education can be earned through 18 credits in electives in Jewish education. Graduates with a Bachelor of Judaic Studies degree who complete this minor are automatically eligible for the highest level teaching certificate offered by the National Board of License.

Majors

Bible

Academic Year 2009-2010

- 18 credits in biblical texts
- 6 credits in electives to be chosen in consultation with an advisor

Hebrew Language and Literature

- 18 credits in Hebrew Language or Hebrew Texts at the 300 level or higher
- 6 credits in electives to be chosen in consultation with an advisor

Jewish Thought, Religion and Civilization

- 12 credits in Jewish Thought, Religion and Civilization with one course in each of the four periods: Biblical, Rabbinic, Medieval and Modern
- 12 credits in electives to be chosen in consultation with an advisor

Siegal College General Studies Requirements

The General Studies requirements are the courses that provide the skills and knowledge considered essential for all bachelor degree students at Siegal College. Siegal College bachelor students are encouraged to register concurrently at Cuyahoga Community College or another accredited undergraduate institution and complete the 45 non-residential credits in General Studies requirements before they have earned more than 39 core credits in Judaic Studies at Siegal. This guide has been designed to assist the student in choosing courses, which will meet the general studies requirement.

Siegal College welcomes inquiries from students at Cuyahoga Community College who wish to obtain a bachelor's degree in Judaic Studies. Students accepted at Siegal College will receive official transcript evaluations as part of the admissions process.

45 non-residential credits in general studies to be distributed among the Arts and the Humanities, Social and Behavioral Sciences, Science, Mathematics and Electives. Basic English competency must be established and six credits in English composition and a basic mathematics course are required.

A suggested distribution is:

- Humanities – 12 credits
 - 6 credits of English composition is required
- Social and Behavioral Sciences – 15 credits
- Science – 3 credits
- Mathematics – 3 credits
- Electives – 12 credits

Courses in Arts and the Humanities include courses in English, Literature, Fine Arts, Music and languages other than Hebrew. Courses in Social and Behavioral Sciences include courses in Economics, History, Political Science, Psychology and Sociology. Courses in Physical Science include Biology, Chemistry, and Physics. Computer courses fall within the Mathematics requirement.

Note: Siegal College will accept a maximum of 6 credits of physical education or dance classes (with the exception of Dance Appreciation) for transfer credit.

The Master of Arts in Judaic Studies

Degree Requirements

Students working towards a Master of Arts in Judaic Studies degree will elect an area of concentration in one of 3 areas: Judaic Studies, Hebrew Language and Literature, or Jewish Education.

The degree will be awarded to students who have successfully completed 45 credits of course work in Judaic and Hebrew studies above the Bachelor's level and a capstone culminating Master's essay. Those who apply and are accepted by the faculty are permitted to write a Master's thesis and be candidates for graduation with distinction.

Master's students are required to complete two semesters of Foundations of Jewish History, and two semesters of Foundational Texts of Judaism, totaling 12 credits.

All Master's degree students are required to achieve Hebrew proficiency as outlined on page 19.

Concentrations

Judaic Studies

The concentration in Judaic Studies is geared towards providing both depth and breadth of knowledge in the texts, traditions, philosophies, and history of the Jewish experience from Biblical times through the present. Specific emphasis is placed on promoting students' abilities to approach the source materials of Judaic studies critically.

Siegal College Student Handbook

Course Distribution:

- 6 credits Foundations of Jewish History required of all students
- 6 credits Foundational Texts of Judaism required of all students
- 9 credits Classical Jewish Studies (Bible, rabbinic literature, medieval studies)
- 9 credits Modern Jewish Studies (Modern history, Modern thought, Modern literature, Contemporary Jewish Studies)
- 12 credits specialization focusing on a particular period or theme
- 3 credits Electives chosen with advisor approval

Hebrew Competency

Master's essay

Hebrew Language and Literature

The concentration in Hebrew language and literature approaches the study of Hebrew both as a classical and living language. It provides opportunities to study the literature and culture expressed through Hebrew, from the biblical period through modern times.

Course Distribution:

- 6 credits Foundations of Jewish History required of all students
- 6 credits Foundational Texts of Judaism required of all students
- 9 credits Classical Jewish Studies (Bible, rabbinic literature, medieval studies)
- 9 credits Modern Jewish Studies (Modern history, Modern thought, Modern literature, Contemporary Jewish Studies)
- 12 credits Language Courses at the 400 level or above
- 3 credits Electives chosen with advisor approval

Hebrew Competency

Master's essay written in Hebrew

Jewish Education

The concentration in Jewish education is designed as an integrated set of experiences aimed at intensifying participants' understanding of basic Jewish concepts and appreciation for and competence in the study of Jewish texts; deepening participants' personal involvement in Jewish life; and fostering an approach to education that is holistic and reflective. It takes into account the varied paths that bring applicants to the field of Jewish education and the varied tasks that they will be expected to undertake. It assumes the central importance of the family to Jewish education and the integration of the formal and the informal, the cognitive and the affective. It views education as taking place in multiple contexts, including but not limited to the classroom.

The Department's goal is to prepare students to work successfully in the variety of settings in which Jewish education takes place. Master's degree graduates earn the level A teacher's license issued by the National Board of License. As students work toward their degrees, they work their way up the license ladder. Master's level students who major in Family Education can earn a National Family Educator Certificate. See Department of Jewish Education (page 17) for further license information.

Field Experience

Each student in the degree program will work in a collaboratively developed, supervised field experience during at least two school years. These experiences provide the basis for developing a reflective and problem solving approach to professional practice. It will satisfy the practicum requirement of the National Board of License.

Monthly Seminar

This interdisciplinary seminar required of all degree students integrates the Judaic and education components of the program. It provides students with opportunities to interact with one another and with faculty, to meet educational leaders from throughout the country and from Israel, and to deal with the critical issues facing Jewish education and the Jewish community today.

Course Distribution:

- 6 credits Foundations of Jewish History required of all students
- 6 credits Foundational Texts of Judaism required of all students
- 9 credits Classical or Modern Jewish Studies
- 3 credits Foundations of Education or Philosophy of Education
- 3 credits Human Development
- 3 credits Educational Planning

- 3 credits “Pedagogic Content Knowledge” applying Jewish content knowledge to educational settings
- 6 credits chosen from three practicum areas:
 - Experiential Learning
 - Teaching and Learning
 - Educational Leadership
- 6 credits Electives in Judaics or Education are to be selected through advisement.

ADVISEMENT

Advisement is required for all degree students, certificate students and Jewish educators and is optional for all other categories of students.

Adult and Continuing Education Advisement

The College makes every effort to assist all students in deciding on the appropriate course of study. The Director of Student Services assists continuing education students with course selection. Faculty members are available to answer questions about their courses.

Degree Student Advisement

Each degree student is assigned an academic advisor. The advisor examines the student’s academic program and approves course selection each semester. Each student must meet with his/her advisor prior to each semester. Advisors approve course selection prior to registration.

All regular members of the academic faculty and teaching staff of the College advise credit and degree students. Cleveland students may request a particular advisor at the time of admission into the program. If they do not, the Provost assigns a faculty advisor.

The Responsibilities of the Advisor are to

- Initiate and maintain contact with the student through the life of the program, meeting at least once each semester
- Advise student on course selection
- Advise student on the selection of a Bachelor senior project, Master’s essay or Master’s thesis topic
- Review student’s progress towards completion of the program at least once each semester
- Maintain and provide written reports to the Provost related to advisement as needed

The Responsibilities of the Student are to

- Meet with the advisor before the start of each semester to review progress toward completion of the requirements for the program and degree
- Meet with the advisor before the start of each semester to gain written approval for the course of study for the coming semester
- Keep the advisor informed about significant issues related to the student’s program

Upon matriculation, the student makes an appointment with his/her advisor. At this initial meeting, the advisor becomes familiar with the student’s background, discusses the student’s long term and short term goals, decides with the student how these goals will be reached and over what anticipated period of time, begins developing the student’s plan of studies using the "Study Plan" form, and conveys his/her availability to the student for any discussion relating to the student’s career at the College.

Following the initial advisement session, the advisor has regular contact with his or her advisees according to the following annual timetable: during the month prior to each semester to initiate contact in order to discuss his/her Study Plan; to determine course selection for the coming semester; to review other issues relevant to the student.

At the conclusion of the academic year, the advisor meets with the student to review his/her accomplishments during that year and assesses the student’s overall progress. During these meetings the advisor also considers more general issues with the student, including those that arise within a given course and which the student may not wish to discuss with the instructor. In this way the advisor can be a sounding board and a facilitator. The advisor may find it important to discuss a matter with one or another of the student’s instructors.

For Master of Arts in Judaic Studies candidates, the advisor helps the student begin to consider elements of the Master’s essay or thesis after the student has completed approximately two-thirds of the requirements toward the degree. Together, they consider the process of writing the paper, explore the student’s particular interests and discuss the selection of a paper or thesis advisor (who may or may not be the student’s academic advisor).

DEPARTMENT OF JEWISH EDUCATION

The Department of Jewish Education is at the forefront of local and national efforts to transform Jewish life through Jewish learning and teaching. It serves those who plan to or already work in Jewish educational settings, formal or informal, including classroom teachers, administrators, supervisors, family and informal educators, and educational and communal leaders interested in Jewish education.

The Department plans and implements new educator development initiatives through workshops, consultations, guest lectures and leadership development. Its programs are strongly field based and utilize the resources of one of the most dynamic and forward looking Jewish communities in America as a laboratory for educator and program development.

The Department's programs target classroom teachers, family and informal educators, educational leaders and communal leaders interested in Jewish education. They address the pre- and in-service needs of Jewish educators through ongoing academic programs of the College, specially targeted courses, programs, and service to the community.

The Department's efforts include the Professional Growth Plan (PGP), a cooperative project with the Jewish Educational Center of Cleveland (JECC), which recruits and assists in the development of personalized programs of professional growth for area educators. The Department also offers courses of study leading to local certificates in Family Education and/or Adult Education .

All educators working in JECC-affiliated schools who study at the College receive generous stipends from the Fund for the Jewish Future upon successful completion of courses. Educators undertaking a PGP receive additional stipends upon successful completion of segments of their plans.

For more information call Jeffrey Schein at (216) 464-4050, ext. 123 or e-mail jschein@siegalcollege.edu.

State of Ohio Teacher Education and Licensure

With a renewable, five-year license system, the State of Ohio no longer awards permanent certificates. To renew a license, a teacher must create a professional development plan that is then approved by a local professional development committee. Students should consult the Ohio Department of Education at <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=513> for the latest regulations regarding transition from the old certification system to the newer license system.

The JECC is authorized to serve as a local professional development committee (LPDC) for affiliated day schools and preschools. Teachers holding State of Ohio Certificates, teaching at these institutions and not also employed by a public school, may contact the JECC for applying College credits towards re-certification.

Students are able to earn an Ohio Department of Education, State Teacher's Credential while earning the master's degree at Siegal College. This certificate is offered in collaboration with Ursuline College.

Local Jewish Education Board of License Certification

Master's degree graduate with a Jewish education concentration or education minor are eligible for the level A teacher's license issued by the local Board of License. As students work toward their degrees, they work their way up the license ladder. Master's level students who major in Family Education or Adult Education can earn a local Family Educator or Adult Educator Certificate. Students in the undergraduate programs with a minor in Jewish Education can also earn a Local Jewish Education Board of License teacher's certificate. Application for licensure is available through the Jewish Education Board of License located at the JECC.

Family Education Certificate

The Local Jewish Education Board of License awards the Jewish Family Educator Certificate to students who complete two three-credit advanced level courses in Family Education after having completed the Master's degree with a Jewish education concentration at the College. The degree must include a minimum of one, three credit course in family education.

Adult Education Certificate

The Local Jewish Education Board of License awards the Jewish Adult Educator Certificate to students who complete two three-credit advanced level courses in Adult Education after having completed the Master's degree with a Jewish education concentration at the College. The degree must include a minimum of one, three credit course in a education.

Academic Certificates in Early Childhood Jewish Education

The education department has established three certificates based on academic study at Siegal College for early childhood educators. These certificates are also keyed into recommendations now being formulated by the Local Jewish Education Board of License. The certificates meet the requirements of the "Step Up to Quality" program of the state of Ohio.

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Credits earned for these certificates can be applied to academic degree programs.

Introductory Jewish Child Development Certificate

This entry-level certificate meets a national standard of 9 academic credits. It can be earned in one of two ways:

1. At Cuyahoga Community College through an articulation agreement between Cuyahoga Community College and Siegal College. Students complete three courses co-taught by a Tri-C and a Siegal professor. The role of the Siegal College faculty member is to integrate Jewish content and values into the general early childhood curriculum:
 - Introduction to Early Childhood and Development
 - Center-Family Relationships
 - Cognition and Problem Solving
 - Literacy Development

Students can apply the Jewish Child Development Certificate courses towards earning an associate of arts degree at Cuyahoga Community College.

2. At Siegal College where the same courses are offered as a freestanding certificate by Siegal College.

This certificate qualifies the learner for Levels I-II of the proposed NBL early childhood license.

Early Childhood Judaic Specialist Certificate

This certificate is based on the completion of six two academic credit courses (12 credits) focused on developing the Jewish knowledge base as well as the pedagogic skills of the early childhood teacher and educational leader. These are drawn from the following cycle of courses:

- Hebrew language in early childhood settings
- Jewish Life Cycle
- Young Children, Prayer, and Spirituality
- Bible for Young Jewish Children
- Building Jewish Holiday Curricula
- Family, Congregation, and Community
- Jewish Texts and Developmentally Appropriate Practice
- Designing Jewish Learning Environments

Siegal classes drawn from other degree and certificate programs (Me'ah, Melton, and Moreshet) may be substituted for the certificate requirements where a case for their equivalency can be made.

This certificate qualifies the learner for Levels III-V of the proposed NBL early childhood license.

Early Childhood Educational Leadership Certificate

This certificate in leadership requires 21 credits of Judaic and educational study. The Introductory Jewish Child Development Associate or the Early Childhood Judaic Specialist certificate (12 credits) is a pre-requisite for this certificate. An additional 9 credits come from the following courses:

- Mentoring and Coaching
- Educational Leadership
- Parents and Teachers as Adult Learners
- Organizational Change and Development
- Jewish Educational Vision

This certificate qualifies the learner for Level VI of the proposed NBL early childhood license.

HEBREW AND RELATED LANGUAGES

The Academic Track includes courses in Modern and Classical Hebrew. These courses are for degree students, pre- and in-service Hebrew teachers, students transferring credits to other colleges and advanced language learners. The academic track is open to other serious language learners by permission. All advanced level classes are in the academic track.

- Modern language intensive courses are on the beginning, intermediate, and advanced levels. Students acquire communicative skills in Modern Hebrew and prepare for the study of modern and classical texts in Hebrew.
- Classical courses introduce students to biblical grammar and vocabulary, leading to an ability to translate passages of the Bible.

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The Continuing Education Track is for non-degree learners interested in personal enrichment and/or meeting specific needs. It includes:

- Ulpan/Modern Hebrew, which stresses listening to, speaking, reading and writing the language of modern Israel.
- Prayer book Hebrew, which focuses on participation in synagogue services through the ability to read and understand the prayer book, its language, structure, and concepts. It also serves as an introduction to the Bible.
- Yiddish, which focuses on how to decode and write Yiddish, speak, and understand basic expressions related to everyday situations and develop cultural understanding of Yiddish through songs and proverbs.

For more information call Nili Adler at (216) 464-4050, ext. 116 or e-mail nadler@siegalcollege.edu.

Hebrew Proficiency

Hebrew language proficiency is required of all degree students. Once a student is accepted to Siegal College s/he will be evaluated for Hebrew knowledge level by the Director of Hebrew Studies. Each student will develop a study plan to achieve Hebrew proficiency. It is recommended that students begin Hebrew study early in their course of study.

Native speakers of Hebrew are usually not expected to take the test or enroll in a language course. Their letters of acceptance will indicate if they are exempt. In the case where such exemption is not in the letter of acceptance to the program, the student should contact the Director of Hebrew Studies for an assessment. The Director will follow up with a letter confirming the student's status.

For the Hebrew Concentration, proficiency will be demonstrated through completion of Hebrew 400 or its equivalent. Judaic and Jewish Education Concentration students will complete the second semester Hebrew at the 200 level or its equivalent. The second semester course at the 200 level must be taken for credit with a minimum grade of B. Hebrew language courses below the 200 level will not apply toward the Master of Arts in Judaic Studies.

Students can establish competency by passing Siegal College's Hebrew proficiency test.

Preparing for the test

The test covers the material included in the Shalav I and Shalav II textbooks published by Behrman House or the equivalent text: Brandeis Modern Hebrew. It assesses knowledge of:

- decoding and reading comprehension
- basic grammar (e.g. noun / adjective agreement, identifying verb roots, Pa'al and Pi'el conjugations).
- writing cursive and composing simple sentences
- translation
- basic vocabulary

Test Administration

The test is administered by an impartial proctor, arranged by the student in conjunction with the Director of Hebrew Studies. The proctor sends the completed tests to the Director of Hebrew Studies for evaluation. The student will then receive a letter from the Director of Hebrew Studies informing them of the test results. Either undergraduate credit or an exemption from the Hebrew requirement may be awarded on the basis of the test results. If the student does not pass the test, s/he gets another chance, and a parallel test form will be administered. The student may be required to repeat only certain parts of the test.

Non-matriculating students may petition the Office of Student Services to take a Hebrew Language Proficiency Examination. If approved, a \$50 fee must be paid prior to the examination.

Language Media Center

Siegal College houses a state-of-the-art language media center. Hebrew students enjoy multimedia language instruction designed to enrich and supplement their study of the Hebrew language by providing them with opportunities to practice and strengthen their speaking, listening, reading and writing skills. The center is an interactive, computer-based facility with CD-ROM, audio, video and DVD capabilities, all interfaced with student workstations. It is designed to accommodate groups or individual students who wish to practice their Hebrew skills at their own pace. Students and continuing education professionals have opportunities to learn how to design and use state-of-the-art multimedia instructional materials. The center features a surround projection system for viewing Israeli films and Israeli television programs broadcast directly via satellite.

For more information call Nili Adler at (216) 464-4050, ext. 116 or e-mail nadler@siegalcollege.edu.

OTHER COLLEGE PROGRAMS

Adult and Continuing Education Program (ACE)

The Adult Continuing Education (ACE) Program at the College offers many options for adult learners interested in deepening their Judaic knowledge. Programs are designed for students at all levels, from beginners to lifelong learners.

Adult learners have the opportunity to take most courses offered through the College for a special non-credit fee. Full-time faculty as well as other experts teach courses in all areas of Judaic studies. Adult learners are encouraged to attend classes and actively participate, but are not required to complete academic assignments.

For more information, please contact the Director of Student Services at (216) 464-4050, ext. 101, or e-mail rkronick@siegalcollege.edu.

Certificate in Adult Jewish Studies

The Certificate in Adult Jewish Studies program recognizes the accomplishments of adult Jewish learners who pursue non-credit course work in a systematic way. It is awarded to those who complete 10 semester-length courses in Jewish studies, equivalent to 30 credit hours.

The goals of the Certificate program are to:

- Provide direction and coherence to one's program of Jewish learning
- Deepen the contract between adult learners and Siegal College faculty
- Confer public recognition for learning achievements

Requirements for a Certificate include:

- Four courses in the areas of history, religion, thought or literature distributed across four periods of Jewish history (biblical, rabbinic, medieval, or modern)
- Four courses within a particular area, period in history, genre of literature, or field of inquiry (history, religion, thought, literature, or language)
- Two elective courses in any area, including Hebrew language

Candidates for the Certificate are assigned a faculty advisor who assists in planning the course of study. Candidates may apply up to five courses completed at Siegal College prior to the start of the program for consideration towards the Certificate.

Candidates for the Certificate are expected to attend classes regularly, complete reading assignments and participate in class. There are no writing, paper, thesis or language requirements for the Certificate.

For more information about the program please contact Ruth Kronick, Director of Student Services at (216) 464-4050, ext. 101 or e-mail rkronick@siegalcollege.edu.

Me'ah

Meeting for 100 hours of class time over two years, Me'ah offers adult learners the opportunity to explore the framework of significant Jewish texts and thought from biblical times through the modern period, from an academic perspective. The only prerequisite for the course is the desire to explore seriously the evolution of Judaism in a logical, challenging and stimulating manner.

Me'ah meets at community institutions to create "learning communities" which foster personal and communal growth. Learners study with at least two different Siegal College professors and are awarded certificates upon completion of the two-year program.

Educators may enroll in Me'ah for in-service credit.

For more information, call Ruth Kronick, Director of Student Services, at (216) 464-4050, ext. 101 or e-mail rkronick@siegalcollege.edu.

Akiva

Akiva High School is a community supplemental school for teens of all denominations, ages 13-18. Courses in Hebrew language and Judaica and a variety of beyond-the-classroom activities are offered. Honors classes are also available. Area high schools may accept study at Akiva for academic credit. Siegal College grants college credit to juniors and seniors who successfully complete specially designated courses, which may be transferable to other colleges. Regular attendance and the completion of special assignments are required.

For more information call Amnon Ophir at (216) 464-4050, ext. 113 or e-mail akiva@siegalcollege.edu.

Post –Secondary Enrollment Option

Siegal College participates in the post-secondary enrollment option of the State of Ohio Department of Education. Participation in this program is not intended to replace course work available at the high school level, but to enhance the educational opportunities available to outstanding students while in high school.

Siegal College allows qualified high school students to enroll at the College and select participation in:

- Option A – College courses for college credit, available fall, spring and summer term paid for by the student.
- Option B – College courses for high school and college credit, available fall and spring semester (no summer courses) paid for by the State of Ohio/School System.

Enrollment in the Siegal College Post-Secondary Enrollment Option's Program requires an application by a potentially eligible high school student.

The College will accept up to students who meet the following criteria:

- Students must be in the 11th (junior) or 12th (senior) grade.
- High school juniors must provide evidence of having a cumulative high school grade point average of at least 3.5 based upon a 4.0 scale.
- For seniors, a cumulative G.P.A. of at least 3.3 is preferred.
- A high school junior may enroll in one course.
- A high school senior may enroll in up to two courses.

The Office of the Provost will decide which courses are open to the students desiring the post-secondary enrollment option.

The instructor of a particular course will interview the high school student desiring to enroll in a course, and decide whether or not the student is qualified to enroll.

Admission Decision – Post Secondary Option

The College makes the final decision regarding student acceptance. The student will be notified by mail of the acceptance or denial decision. Once accepted to the program, a completed Authorization to Attend form, signed by the high school counselor and the parent, will be required.

PROGRAMS WITH AREA UNIVERSITIES

Cleveland State University

Cleveland State University students may transfer Siegal College courses into their program as elective credits.

Cuyahoga Community College

Siegal College undergraduates may fulfill the minimum 45 non-residential credits in General Studies at Cuyahoga Community College. Students must be fully matriculated and in good standing at Siegal College. They must complete the Cuyahoga Community College admissions application and submit a signed transient permission form from Siegal. Students must request an official Cuyahoga Community College transcript be sent to Siegal College upon completion of their coursework at Cuyahoga Community College.

University of Akron

A partnership with the University of Akron provides the opportunity for University of Akron students to take Hebrew classes at Siegal College via videoconferencing. Siegal College students have the opportunity to take select Education courses through the University of Akron and Siegal College faculty occasionally teach undergraduate courses at the University of Akron.

Ursuline College

Undergraduates enrolled at Ursuline College may take courses or complete a major in Judaic studies at Siegal College. This major consists of 30 credits to be applied to the Baccalaureate degree. Students may specialize in Judaic or Hebraic studies. Students are able to earn an Ohio Department of Education, State Teacher's Credential while earning the Master's degree at Siegal College. This certificate is offered in collaboration with Ursuline College. The program can be completed through a 15 month immersion taken at Ursuline followed by Siegal College study or by doing part-time study at both Siegal College and Ursuline College. Other local colleges and universities offer similar programs and may accept Siegal College study as part of their program.

John Carroll University

An MA in Humanities track in Holocaust Studies is offered at John Carroll University in cooperation with Siegal College. Students take the College's courses on the Holocaust era, 1933-1945, and related pre- and post-era topics to complement John Carroll courses in History (Germany, France, Eastern Europe), Literature and Ethics, focusing on Holocaust issues. Students may earn up to 12 credits of their John Carroll degree at Siegal College.

ACADEMIC GUIDELINES

Independent Study Guidelines

Independent study will be granted to a student at the discretion of individual faculty members, with the advice and consent of the Provost. For all independent study courses, students must complete an Independent Study Proposal, fulfill registration requirements and pay appropriate tuition.

Students usually initiate discussion about independent study with their advisors. Advisors and the Provost are helpful in identifying potential faculty. The student contacts potential faculty sponsors with the general course idea (a paragraph description is helpful) in order to determine the faculty member's availability and interest in the proposed course of study. Once a faculty member agrees to sponsor an independent study course in principle, the student develops the formal proposal in consultation with the potential faculty sponsor.

Below are the elements that should be included in an independent study proposal. Each element is briefly explained. Note that proposals often go through several revisions before being approved.

The signed proposal is given to the Provost's office. Then the Provost submits the proposal to the Director of Student Services who assigns a course number from the appropriate area of concentration.

- Proposal Outline
 - Student Name
 - Supervising Professor
 - Title of Course - Should reflect the main theme(s)
 - Number of credits
 - Level of credits – undergraduate or graduate
 - Semester(s) of study and academic year – e.g. spring 2002
 - Objectives – statement of what the intended focus of the course will be.
 - Proposed Reading List – this should include any primary and secondary sources that will be covered. It is preferable that the actual chapters, pages, or some indicator of what material is actually covered is included in the proposal.
 - Timeline and Activities – Like a syllabus, this section outlines the types of meetings with the supervising professor and any other key individuals (phone, video-conferencing, in-person, email conference), when material is covered, when evaluative pieces are due, and any other primary study activities (interviews, conferences, consultations, etc.).
 - Evaluation – How learning will be assessed is clearly described. Formats include: research papers, reflective papers, conference with professor, projects, and tests.
 - Approved by – the form must be signed by the student, supervising professor, the student's advisor, and the Provost of Siegal College.

Bachelor Senior Project

Siegal College requires its bachelor students to complete a senior project. This is an opportunity for a student to synthesize the various courses completed toward the degree and demonstrate ability to be an independent learner. The student may deepen learning in the chosen major through expansion of a topic studied or research an area of interest based upon the major.

Criteria for the Senior Project

- Synthesizes prior undergraduate learning.
- Demonstrates the ability to select and research a subject and relate it to theories in the student's major.
- Uses bibliographic sources effectively to support the argument.
- Exemplifies the ability to think critically
- Demonstrates ability to be an independent learner.
- Range of acceptable length: 15 – 30 pages

Prior to the fall semester of the year of anticipated graduation, the student makes an appointment with the advisor to identify the area of interest for the senior project and the project advisor.

The senior project is undertaken in the last semester of study for the BJS. The student, in conjunction with the academic advisor, decides the topic and senior project advisor. The senior project advisor may be any member of the full-time Siegal College faculty with whom the student has taken a course.

The student schedules a meeting with the project advisor and confirms the faculty member's willingness to supervise the project.

Academic Year 2009-2010

At the beginning of the last semester, the student registers for 3 credits of senior project.

The student will discuss documentation with their advisor and obtain prior approval for the style. The College recommends using Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations* (Sixth Edition), University of Chicago Press, 1996 or *MLA Handbook for Writers of Research Papers* (Fifth Edition), edited by Joseph Gibaldi, New York: Modern Language Association of America, 1999. Footnotes and bibliographies must be consistent no matter which documentation style is approved by the advisor.

Suggested Timetable for the Year a Student Plans to Graduate

By September 1	The student meets with academic advisor to identify general area of interest and senior project advisor and confirms senior project advisor and topic with academic advisor
December 15	The student registers for 3 credits of Senior Project
January 1	The student submits project outline and bibliographical information to the advisor
February 1	The student completes any background research needed for the project
February 22	The student submits complete first draft to the advisor
March 17	The student submits full project for final review to the advisor The student obtains title page format and printing/binding instructions from the Office of Student Services
Two weeks before graduation	Prepare two prepares two bound approved copies and submits to Office of Student Services

Master's Essay

Siegal College requires its graduate students to complete a capstone-culminating essay. This is an opportunity for a student to synthesize the various courses completed toward the degree and demonstrate ability to be an independent learner. The Master's Essay may be developed from a term paper from one of the student's courses. It may be based on primary research, or it may be an interpretive essay based on secondary sources. In either case, good quality research and writing are expected.

Students are expected to complete the Master's essay within two years after the end of the academic year during which they complete course work required for the degree. Students may petition the Provost's Office in writing annually for an extension of this deadline. The student must receive confirmation of this extension by the Provost.

Criteria for the Master's essay

- Synthesizes primary Jewish sources and relates them to theories in Jewish studies, social science or education
- Uses bibliographic sources effectively to support the argument
- Exemplifies the ability to think critically
- Demonstrates ability to be an independent learner
- Range of acceptable length: 25 – 40 pages

The student in conjunction with the academic advisor decides the theme of the Master's essay.

Upon completion of 39 credits or at the beginning of the final year of courses, the student makes an appointment with the advisor to identify the theme of the paper.

The student schedules regular in-person, e-mail or videoconference advisement sessions with the advisor about the paper.

The student will discuss documentation with their advisor and obtain prior approval for the style. The College recommends using Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations* (Sixth Edition), University of Chicago Press, 1996 or *MLA Handbook for Writers of Research Papers* (Fifth Edition), edited by Joseph Gibaldi, New York: Modern Language Association of America, 1999. Footnotes and bibliographies must be consistent no matter which documentation style is approved by the advisor.

Suggested Timetable for the Year a Student Plans to Graduate

December 1	Confirm essay topic with advisor
January 1	Submit essay outline and bibliographical information to advisor
February 1	Complete any research, data collection, or literature review needed for essay
February 22	Submit complete first draft to advisor
March 17	Submit full essay for final review to advisor The student obtains title page format and printing/binding instructions from the Office of Student Services
May 3	Obtain advisor approval of final version of essay
Two weeks before graduation	

Siegal College Student Handbook

Prepare two bound approved copies and submit to Office of Student Services

Master's Thesis

Students who wish to graduate with distinction may propose a master's thesis to their advisor. Siegal College requires its graduate students who wish to graduate with distinction to complete a piece of research in a Master's thesis. This is an opportunity for a student to synthesize the various courses completed and demonstrate mastery of a particular aspect of the concentration chosen for the Master of Arts in Judaic Studies degree.

Students are expected to complete the Master's thesis within two years after the end of the academic year during which they complete course work required for the degree. Students may petition the Provost's Office in writing annually for an extension of this deadline. The student must receive confirmation of this extension by the Provost.

Criteria for the Master's Thesis

A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation.

Upon completion of 33 credits, the student makes an appointment with the advisor to identify a thesis or project topic and discuss who should be the thesis advisor.

The student meets with the potential thesis advisor to discuss the proposed thesis topic or project and confirm advisor's willingness to supervise.

The student registers the preliminary thesis or project topic with the Provost's office.

Notify the Office of Student Services of your thesis advisor and second reader.

During the spring of the year before the student plans to graduate or upon completion of 39 credits, the student meets with the thesis advisor to begin shaping the thesis and to schedule regular advisement sessions about the thesis.

The student will discuss documentation with their advisor and obtain prior approval for the style. The College recommends using Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations* (Sixth Edition), University of Chicago Press, 1996 or *MLA Handbook for Writers of Research Papers* (Fifth Edition), edited by Joseph Gibaldi, New York: Modern Language Association of America, 1999. Footnotes and bibliographies must be consistent no matter which documentation style is approved by the advisor.

Suggested Timetable for the Year a Student Plans to Graduate

June – August	The student conducts bibliographical search and submits preliminary literature review to advisor and finalize thesis or project topic
September 30	The student submits a written proposal to the advisor. This should include a thesis outline and the results of the literature review in approved bibliographical format. Final topic is registered with the Provost's office.
November 16	The student completes research, data collection, or literature review
December 15	The student submits 1st chapter to the advisor
February 22	The student submits complete first draft to advisor
March 17	The student submits full thesis that includes an approved abstract for final review to the advisor The student obtains title page format and printing/binding instructions from the Office of Student Services
Two weeks before graduation	The student prepares two bound approved copies and submits to Office of Student Services.

GRADUATION

Degree students who are eligible for graduation complete the Application for Graduation form available at the Office of Student Services. Graduating students are responsible for payment of the graduation fee even if they are unable to attend the College commencement. Distance students are encouraged to participate in Siegal College commencement in person. Videoconference may be arranged for students unable to travel to Cleveland.

Graduation with Distinction

A master's candidate who wishes to graduate with distinction may propose a master's thesis to the faculty. The faculty senate may confer "graduation with distinction" upon a master's candidate who complete a master's thesis and is recommended for "graduation with distinction" by the faculty. See information on page 25.

Graduation Timeline

March 2	Application for graduation must be submitted and all related fees must be paid
March 17	The final draft version of a Master's essay, thesis or senior project submitted to the student's advisor
By May 3	Work for courses in which students are currently enrolled completed. It is the student's responsibility to arrange this with professors Final version of Master's essay, thesis or senior project must be approved by advisor

Note: The names of students who do not meet the May 3rd deadline will not appear on the graduation announcement

May 17	Two copies of the approved Master's essay, thesis or senior project deposited with the Office of Student Services. An approved abstract should be part of the thesis
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If all outstanding work is complete and approved but not in final form by the May 17th deadline, at the discretion of the student's advisor, the student may be permitted to appear at graduation. However, neither degrees nor documents will be provided until all papers have been submitted and approved, and all student balances are paid.

AWARDS AND PRIZES

The following are among the awards and prizes presented annually at the Commencement exercises:

- The Max & Eva Apple Memorial Award for Excellence
- The Morton Schein Prize in Jewish Family Education
- Friends of the Aaron Garber Library/Bernice Tramer Goldman Award for Excellence in Studies
- Sylvia F. Abrams Award
- Lifsa Schachter Award for Excellence in Jewish Education
- Award for Excellence in Education
- Award for Excellence in Bible
- Award for Excellence in Jewish Thought
- Award for Excellence in Rabbinic Literature
- Award for Excellence in Hebrew
- Award for Excellence in Studies

Information regarding the establishment of additional awards or prizes may be obtained from the Development Office.

ALUMNI ASSOCIATION

Siegal College and its predecessor institutions have produced over 200 graduates in its various academic programs. All academic graduates of the College's degree and diploma programs over the past 40 years are invited to join the Alumni Association.

The goals of the Alumni Association are:

- To bring together alumni to network with each other and share experiences;
- To promote Jewish learning and teaching and continued study at the College;
- To recruit and screen potential students locally and nationally.

For more information, e-mail rkronick@siegalcollege.edu.

TUITION AND FEES 2009-2010

Courses Taken for Credit		Local	JECC	Credit Via Computer
Tuition	Judaics-13 weeks	\$1,575 per course	\$975 per course	\$1,575 per course
	Judaics-6 weeks	\$787.50 per course	\$487.50 per course	\$787.50 per course
	Judaics-4 weeks	NA	NA	NA
	Judaics-MOCA	NA	NA	NA
	Judaics-Kitchen Culture	NA	NA	NA
	Hebrew-1x week	\$1,575 per course	\$975 per course	\$1,575 per course
	Hebrew-2x week	\$2,100 per course	\$1,300 per course	\$2,100 per course
Fees	Technology-13 weeks	None	None	\$180 per course
	Technology-6 weeks	None	None	\$90 per course
	Technology-13 weeks 2x	None	None	\$240 per course
	Registration Fee	\$25 per term	\$25 per term	\$25 per term

Courses Taken for Audit		Local	Senior-Local	Audit Via Computer
Tuition	Judaics-13 weeks	\$285 per course	\$285 per course +fees	\$243 per course
	Judaics-6 weeks	\$132 per course	\$132 per course +fees	\$114 per course
	Judaics-4 weeks	\$88 per course	NA	\$88 per course
	Judaics-MOCA	\$100 per course	NA	\$100 per course
	Judaics-Kitchen Culture	\$108 per course	NA	\$108 per course
	Hebrew-1x week	\$285 per course	\$285 per course +fees	\$243 per course
	Hebrew-2x week	\$690 per course	\$690 per course +fees	\$588 per course
Fees	Technology-13 weeks	None	\$180 per course	None
	Technology-6 weeks	None	\$90 per course	None
	Technology-13 weeks 2x	None	\$240 per course	None
	Registration Fee	None	None	None

Stipend Amounts for JECC Educators

Courses Taken for Credit	1 credit	1.5 credit	2 credits	3 credits	4 credits
Tuition	\$325.00	\$487.50	\$650.00	\$975.00	\$1,300.00
JECC Stipend	\$160.00	\$240.00	\$320.00	\$480.00	\$640.00
SC Scholarship	\$56.00	\$85.00	\$112.00	\$170.00	\$226.00
Student Portion	\$109.00	\$162.50	\$218.00	\$325.00	\$434.00
# of Classroom Hrs.	9	13	17	26	65

Courses Taken for Audit	4 weeks	MOCA	6 weeks	13 weeks	Hebrew twice/week
Tuition	\$88.00	\$100.00	\$132.00	\$285.00	\$690.00
JECC Stipend	\$46.00	\$46.00	\$75.00	\$150.00	\$375.00
SC Scholarship	\$12.00	\$20.00	\$13.00	\$40.00	\$85.00
Student Portion	\$30.00	\$34.00	\$44.00	\$95.00	\$230.00
# of Classroom Hrs.	8	8	13	26	65

FEES

Students should consult the latest catalog for current fees. Selected courses are offered at special fees as indicated in the catalog. All degree students pay a registration fee per semester. All rates are subject to administrative change. All fees must be paid to the Office of Student Services at the time of registration.

All credit card charges of \$500 or more will be subjected to a 3% convenience fee. A technology fee is required for students studying via computer. Contact the Office of Student Services for details.

TUITION POLICY

Full payment of tuition and fees is required prior to registration for classes. Students employed in JECC-affiliated schools who are eligible for stipends upon successful completion of their course(s) may sign a tuition payment contract for the amount of the stipend only. Students unable to pay in full, or unable to pay their obligation as a stipended educator at the time of registration, may request an alternate payment plan. This can be arranged through the Office of Student Services.

Payment may be made by cash, check or credit card. Limited institutional and other financial aid may be available. For further information, contact the Office of Student Services. The College is committed to helping all students in need of financial assistance.

All students must complete payment during the semester in which they are enrolled.

There will be a fee charged for any check returned to the College by a bank.

TUITION REFUNDS

Registration Fees Are Not Refundable.

Students Not Studying For Academic Credit

Refunds are granted after withdrawing by written request to the Office of Student Services: 100% refund before class starts, 0% refund after class starts as a decision to offer a course was based on the number of registrations at class start date.

Students Studying For Academic Credit

Students who withdraw from a program or a class are granted refunds only after formally withdrawing in writing through the Office of Student Services. Refunds are calculated from the day of receipt of this request. Students are entitled to refunds based on the schedule that follows. Tuition refunds for courses shorter than a full semester will be prorated based on this schedule.

Within the first two weeks of a semester	100%
After second week of class	50%
After third week of class	25%
After fourth week of class	0%

Refunds will not be granted until all outstanding balances are cleared.

Students who must withdraw for extenuating circumstances such as student injury, prolonged illness or other medical reason, or death, or other circumstances, which prohibit completion of the program may apply in writing to the Office of Student Services. A full or pro-rated refund will be considered depending upon the nature of the situation. Students will supply a letter from a doctor verifying the medical condition.

FINANCIAL AID

There are a variety of financial aid options available to Siegal College students. The process of determining who receives limited financial aid resources is structured so the distribution of funds is as equitable as possible to meet the needs of students, while meeting the criteria of Siegal College, and other sources that provide funding for student aid programs. Siegal College also awards a limited number of merit based fellowships and scholarships.

United States and Canadian citizens and permanent residents may apply for Siegal College financial aid.

The Varieties of Financial Aid

Siegal College offers several financial aid programs. The Office of Student Services administers these sources of student financial aid. Each program has its own criteria defining eligibility. These programs include:

- **Needs Based Institutional Financial Aid:** Siegal College provides limited student financial aid in the form of scholarships and work study. The funds come from endowed scholarships established by donors for the purpose of financial aid and from special grants and foundation funding.
- **Jewish Educator Stipends:** The Jewish Community Federation's Fund for the Jewish Future partnering with Siegal College provides educators employed in schools affiliated with the Jewish Education Center of Cleveland with stipends that cover 2/3 the cost of tuition at Siegal College. Also available to Jewish Educators is the Professional Growth Plan option.

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- **Merit-Based Fellowships and Scholarships:** The following merit-based fellowships and scholarships are available at Siegal College. Recipients are usually chosen at the time of admission and selection is made on the basis of academic strengths and other qualifications. Financial need is not a factor.
 - Executive Educators
- **Private Sources of Financial Aid:** The financial aid office obtains information from time to time on a variety of private sources of financial aid, which operate independently of and outside Siegal College's administration. Students are free to consult the Office of Student Services regarding these other sources of aid.

Needs Based Institutional Financial Aid

Institutional financial aid is based on the student's financial need. To be considered for institutional financial aid, a student must:

- Submit a confidential student financial aid request form that documents the financial need.
- Be enrolled in good standing in a Siegal College degree or certificate program, continuing education program, or regular adult learning program.
- Be a U.S. citizen, an eligible non-citizen or a permanent resident of the United States.
- Not be in default on a student account at Siegal College.
- Must not have any current incompletes.

The deadline for application for institutional financial aid is two weeks before the start of classes each semester.

Institutional financial aid is administered on the basis of available funds. Therefore, it is recommended that a student apply for this aid as early as possible. Additional funds may be available after the deadline, but cannot be assured. The funds are applied to the cost of tuition and are not distributed directly to the student.

The decision on eligibility will be made by a financial aid committee.

Siegal College Scholarships include:

- The Mildred and Martin Becker Family Foundation, established by Mildred and Martin Becker
- The Lois and Herbert Bialosky Scholarship Fund, established by Lois Bialosky, friends and family
- The Edith A. Holdstein Scholarship Fund, established by her children
- The Syd Yanowitz Kaufman Memorial Scholarship, established by Ruth Hirschfield, Bennett and Donna Yanowitz, and Morris and Esther Yanowitz, supports degree students
- The Ed and Arlene Pelavin Scholarship Fund, established by Ed and Arlene Pelavin
- The Lewis H. Polster Scholarship Fund, established by Elinor Polster
- The Marcia Siegal Memorial Scholarship Fund, established by Laura and Alvin Siegal
- The Ruth and Mike Viny Fund, established by the Viny family, provides scholarships for Hebrew study
- The Hy and Babe Wilkoff Scholarship Fund, established by Hy Wilkoff

Siegal College Work-Study Program

This program offers an opportunity for eligible students to earn part of their educational expenses through an approved on-campus job. Please contact the Office of Student Services for more information. Work/study opportunities are not guaranteed and continued employment is based upon satisfactory job performance.

Jewish Educator Stipends

The Jewish Educator Stipends are administered by the Jewish Education Center of Cleveland and are available to all eligible Jewish educators, regardless of need. To be considered for Jewish Educator Stipends, a student must:

- Be employed in a school affiliated with the Jewish Education Center of Cleveland.
- Be enrolled in good standing in a Siegal College degree or certificate program, continuing education program or regular adult learning program.
- Be a U.S. citizen, an eligible non-citizen or a permanent resident of the United States.
- Not be in default on a student account at Siegal College.
- Sign a statement of course completion and eligibility to receive the stipend if not paying the full course tuition at the time of enrollment.
- Complete course work in accordance with Siegal College policy.

Stipend Guidelines for Siegal College Study

Program Goal: Increase communal capacity for creative and effective Jewish education by encouraging student to enroll and complete College level studies in Judaica and education at Siegal College.

Who is Eligible?

Educators employed at JECC affiliated schools in the following positions are eligible for stipends:

Academic Year 2009-2010

- Administrators including heads, assistants, department heads
- Classroom teachers
- Family educators
- Retreat educators
- Museum Educators
- Youth educators
- Art, music, computer and other specialists
- Library educators
- Full time tutors
- Substitutes on annual contracts

Educators in the following positions are not eligible for stipends:

- Aides
- Occasional substitutes
- Part-time tutors

The educator must be employed on an annual basis, working a minimum of 64 hours in any given year.

The educator must complete all courses within the guidelines provided by Siegal College (January 20th for courses taken during spring or summer; July 1 for fall courses; extensions granted by the Provost in exceptional circumstances but not exceeding 1 year) in order to receive stipend.

Stipend Amount

- 2/3 of the course fee

Funding of Stipend

- Fund for the Jewish Future of the Jewish Community Federation
- Siegal College Scholarship

Stipended educators requiring an extension of time in order to satisfactorily complete course work are bound by the same guidelines as other students and should complete the Request for an Incomplete Form.

All College students are responsible for complete tuition payments whether or not they complete a course. Students eligible for stipends must sign a contract. This contract commits the student to payment of the tuition balance upon receipt of the earned stipend. In the case where course completion deadlines are not met, the student still has the obligation to pay the course balance at the time of the course completion deadline.

The JECC is required by Federal Law to issue a 1099 form for all educators who earn more than \$600.00 in stipends in any given year. Educators who earn this amount or more must supply the JECC with a Social Security Number or a Federal Identification Number.

Professional Growth Plan (PGP)

Educators who indicate interest in professional growth and exhibit long term potential as Jewish educators are eligible for additional stipends under the rubric of the Professional Growth Plan. They must have worked at least one full year in the Cleveland Jewish community and be nominated by a supervisor. Educators with PGP work towards accreditation, licensure, degrees, or other appropriate goals. They are awarded additional stipends of \$500 upon completing 12 credits towards goals developed with a PGP advisor. These stipends are made available through the Fund for the Jewish Future.

Merit-Based Fellowships and Scholarships

The following merit-based fellowships and scholarships are available at Siegal College. Recipients are usually chosen at the time of admission and selection is made on the basis of academic strengths and other qualifications. Financial need is not a factor.

Executive Educators

Students who apply for Executive Educator scholarships are nominated by a synagogue with a specific community funded position to fill. Only students who meet all admissions qualifications for the Master's program are eligible. Candidates should demonstrate:

- Interest in working in the context of a synagogue
- Potential to be successful doing sustained academic work in Judaic Studies
- Potential to be successful doing sustained academic work in Hebrew language
- Potential to be successful doing sustained academic work in educational theory and practice
- Potential for success working with families and adults
- Potential for becoming an exemplary Jewish role model for children and families in our congregations and schools

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- Potential for success being a member of a cohort of adult learners
- Potential for problem solving

Successful candidates receive full tuition remission. In addition, they earn a salary with benefits provided by the Fund for the Jewish Future. Educators admitted as Executive Educators are expected to meet all academic policies of the College. They commit themselves to work in the Jewish education system of Cleveland for a minimum of two years after graduation.

Admission to the Executive Educators is decided by the Director of the Department of Education in consultation with the Education Department faculty, the Director of Professional Development of the Jewish Education Center of Cleveland and a representative of the Educator Directors Network.

Federal Student Financial Aid

The Hope credit and the Lifetime Learning credit are tax credits that may be available to students if they pay higher-education costs. A tax credit reduces the amount of income tax s/he may have to pay. Unlike a deduction, which reduces the amount of income subject to tax, a credit directly reduces the tax itself. Students can claim the Hope credit for the first two years of an eligible student's postsecondary education and claim the Lifetime Learning credit for the same student in later years. For additional information about the Taxpayer Relief Act, please consult your tax adviser or request IRS Publication 970, Tax Benefits for Higher Education, by contacting the IRS at (800) 829-1040. The IRS Web site is <http://www.irs.ustreas.gov/prod/hot/taxlaw.html>.

Educational Tax Incentives that may be available to Siegal College students, enrolled at least half-time, include: HOPE credit of up to \$1,500 to parents of dependent BJS students for tuition in the first two years of study. Life Time Learning Credit of up to \$1,000 for study after the first two years of undergraduate education.

Determining Financial Need

Students seeking financial aid are expected to make contributions toward the cost of their education. The responsibility for financing education lies first with the student and/or spouse and, if s/he is a dependent, his/her parent(s). In determining a student's resources income, assets and other earnings are considered. The total amount of financial assistance offered shall not exceed the student's need after considering all other resources available. Awards are made to students on the basis of need, and the neediest students are given first consideration when determining aid.

Changes in Enrollment Status

If a student withdraws from any of his/her classes after the beginning of the term, s/he may be required to repay a portion of the funds received.

Satisfactory Academic Progress

Satisfactory academic progress is the measurement of a student's scholastic progress or advancement. All Siegal College recipients of all financial aid programs, are subject to these standards for renewal of their financial aid eligibility. Some Siegal College institutional programs have additional or more stringent renewal criteria.

Satisfactory academic progress evaluation is related to cumulative Siegal College and transfer credit coursework as appearing on the student's official academic transcript and will occur at the end of each enrolled semester. Only credit courses are considered for satisfactory academic progress evaluation.

The minimum standards of satisfactory academic progress are evaluated by the following criteria:

- Grade Point Average: Students must attain a minimum cumulative GPA based on the total number of credit hours completed. The standards are 2.5 GPA for BJS, 3.0 GPA for MAJS.

Financial Aid Probation and Ineligibility

Financial aid probation status applies to the next enrolled semester following the semester the student was determined as not making satisfactory academic progress. Students may continue to receive financial aid funding while in a probation status. To remove probation status, the student must: reinstate his or her academic good standing per the minimum criteria of satisfactory academic progress.

Appeals

Students may appeal any aspect of their financial aid decision by completing and submitting a written appeal with appropriate documentation to the Office of Student Services. Appeals are reviewed by an Appeals Committee whose decision is final.

Student Responsibilities

It is the student's responsibility to comply with the following:

Academic Year 2009-2010

- Enrollment Provisions: The student must be enrolled at Siegal College.
- Change of Address/Name: The student must notify the Office of Student Services of any name or address change that occurs during the enrollment period. Students must also notify the Office of Student Services about any changes in marital status.
- Courses and Curriculum: The student must notify the Office of Student Services of changes in course and curriculum that occur during the enrollment period.
- Resource Change: If resources change during a student's attendance or subsequent to the submission of financial aid applications, the student must notify the Office of Student Services of the change. Increases as well as decreases in resources must be reported.
- Complete the application for student financial aid accurately and completely. Errors can result in long delays in processing applications and receipt of financial aid.

Students have the right to:

- Confidentiality in all matters related to personal financial information
- Know what financial assistance is available.
- Know the deadlines for submitting applications for each of the financial aid programs available.
- Know the cost of attending Siegal College and the school's refund policy.
- Know the criteria used by Siegal College to select financial aid recipients.
- Know how Siegal College determines financial need. This process includes how costs for tuition and fees are considered in a budget.
- Know what resources (such as parental/spousal contribution, other financial aid, personal assets, etc.) are considered in the calculation of need.
- Know how much financial need, as determined by Siegal College, has been met.

STUDENT SERVICES

Office of the Provost

The Provost's Office is here to assist you with the following:

- Degree information and counseling
- Admissions interview
- Acceptance
- Advisor assignment
- Approval of transfer credits
- Requests for independent study
- General information about the College

Please call Brian Amkraut at (216) 464-4050, ext. 105 for more information or e-mail bamkraut@siegalcollege.edu.

Office of Student Services

The Office of Student Services is here to assist you with the following:

- Student registration
- Course schedules
- Student identification cards
- Grade reports and grade changes
- Adult and continuing education information and counseling
- Requests for transcripts
- Student records (change of name, address and/or marital status)
- Financial aid information
- General information about the College
- Textbooks and other materials
- Maintains records of career opportunities forwarded by various organizations

Please call the Office of Student Services at (216) 464-4050, ext. 101 for more information or e-mail rkronick@siegalcollege.edu.

Job Placement

The Director of Student Services and the Director of Jewish Education maintain files of national positions. For additional information about positions, contact Ruth Kronick (216) 464-4050 ext. 101, rkronick@siegalcollege.edu or Dr. Jeffrey Schein at (216) 464-4050 ext. 123, e-mail jschein@siegalcollege.edu. Job placement services are offered but placement is not guaranteed.

PRIVACY POLICY

A student's record is open to the student and to the student's faculty advisor.

When inquiries are made about a student by other schools, corporations or agencies, the Office of Student Services provides the following: dates of attendance, attendance full-time or part-time, degrees earned, date of degree conferral and major field of study.

Academic transcripts are released only upon the written request of the student.

ACADEMIC POLICIES

Grading System

The following are the grades used: A+, A, A-, B+, B, B-, C+, C, D, F, I and P.

"A" and "A-" indicates outstanding work; "B", "B+" and "B-" indicates good work; "C" indicates passing; "D" indicates passing but unsatisfactory; "F" indicates failing; "I" indicates that the course was not satisfactorily completed, "P" indicates a passing grade.

One student copy of the transcript is available to degree students twice yearly.

During the academic year, grades are to be submitted to students within one month of the date on which the work was submitted. If for any reason that deadline cannot be met, it is the faculty member's responsibility to be in touch with the student to inform him or her when the grade will be forthcoming.

Pass/Fail Option

Academic Year 2009-2010

Degree students may elect to take a pass/fail option for no more than two credit-bearing courses excluding the courses that are offered only pass/fail. Pass/fail applies to all courses taken by educators desiring continuing education credit.

Students must elect the pass/fail option within two weeks of the start of class.

Course Numbering System

Courses offered beginning Fall 2002:

- 000-099 = no credit
- 100-399 = undergraduate credit
- 400-499 = undergraduate/graduate credit
- 500-599 = graduate credit

Courses offered prior to Fall 2002:

- 000-099 = no credit
- 100-299 = undergraduate credit
- 300-499 = undergraduate/graduate credit
- 500-599 = graduate credit

Incompletes

All classes taken beginning September 2006 are governed by this policy.

A student who, for compelling reasons, finds it necessary to postpone the submission of required course work may request an incomplete by submitting a Request for Incomplete Form to the Office of Student Services. The student, instructor, academic advisor and Provost must sign the form. It is the student's responsibility to initiate the request for an extension.

Instructors may grant an extension only when the major portion of a course has been completed satisfactorily, but health or other compelling reasons prevent the student from finishing all the requirements in the course. The instructor and the student should agree upon a deadline, by which all work will be completed with the following limitations:

- Fall term: January 20 of the following year
- Winter term: February 20 of the following year
- Spring term: July 1 of the following year
- Summer terms: September 1 of the following year

At these due dates, "I" will be inserted as a final grade. Any extensions of this policy will be recognized only with advance written permission of the course instructor and the Provost.

If a required course is recorded as incomplete, the student must re-enroll and satisfactorily complete the course.

Maintenance of Good Standing

A student maintains good standing by registering each fall and spring semester unless on an official leave of absence. A student is in good standing who meets the standards set by the academic program and the College to ensure normal progress toward the fulfillment of the stated requirements at levels of quality without warning or probation or extension of the allowable time limit for degree completion. Students whose quality point averages fall below minimum standards (3.00 for Master's and 2.0 for Bachelor's) will automatically be placed on probation until the minimum standards are achieved.

Probation

Students who, at the end of any semester, fail to maintain the standard of performance required for good standing as specified above will be placed on probation. Students placed on probation are ineligible to represent the College in communal activities and may not hold an elective or appointed office or committee chairship in any campus organization. There are two categories of probation:

Academic Probation

Students will be placed on academic probation for failure to achieve the standards of performance specified above. When placed on academic probation students will be required to meet a standard of improvement established for individual students by the colleges. They are normally eligible for a maximum of two consecutive semesters of probation for the purpose of restoring themselves to good standing. However, the second semester of probation will be granted only in those cases where during a first semester of probation progress has been made toward achieving good standing.

Probation Due to Incomplete

A student will be placed on Probation due to incomplete if s/he has incomplete grades which if converted to F's would result in the student's being placed on academic probation. Once the incompletes are converted to grades,

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the student shall be restored to good standing or placed on academic probation as determined by the semester and/or cumulative grade point average that results.

Separation

Students on academic probation who fail to meet the standard of improvement established by the college may request to be separated from the college for at least two academic sessions, including the summer session in order to work on improving their academic standing.

Ineligible to Register

Students on probation due to incomplete will be declared ineligible to register. Such students will be required to finish the incomplete courses with grades that justify their retention before they will be allowed to continue in the college.

Restoration to Good Standing

Students will be restored to Good Standing at the end of their semester of academic probation if they have earned at least 9 hours of credit with a semester grade point average of 1.75 or higher if an undergraduate and 2.5 if a graduate student and have attained the cumulative grade point average required for good standing (see above).

Readmission after Separation

Students separated for reasons of scholarship may petition the Office of Student Services for readmission after two regular sessions have elapsed. In determining the period of separation, the summer session is considered a regular session.

Students readmitted after being separated for reasons of academic performance will retain earned credit only for those courses passed with a grade of C or better.

Readmitted students do not retain quality points earned before separation, and the cumulative grade point average will be computed solely on the basis of work completed following readmission.

Students readmitted after being separated must thereafter maintain good academic standing. A readmitted student who performs below the level required for good academic standing will be eligible for permanent separation from the College.

Students separated for reasons of academic performance may not offer for transfer credit work taken elsewhere during the two sessions after their dismissal unless the Provost has specifically approved such work in advance.

Scholarships and Fellowships

Students awarded merit scholarships or fellowships are required to maintain good standing as delineated by their award.

TRANSCRIPTS

One student copy of the transcript is available to degree students twice yearly. Upon written request by students, official transcripts are sent directly from the Office of Student Services to the institution or organization requesting the information. There is a charge of \$5.00 for each official transcript. Transcripts will not be released if there is any outstanding balance.

BOOKS AND MATERIALS

Siegal College posts required books and materials on the website at www.siegalcollege.edu. Students can access the materials list by clicking the Order Books link in the resources menu or the Course Materials button near the bottom of the page.

Siegal College does not offer books for sale. All textbooks must be purchased off campus. Textbooks are available at a variety of bookstores and online locations, such as: Frank's Hebrew Bookstore, Joseph Beth Booksellers, Borders, Barnes & Noble, Amazon.com, SeferIsrael.com, Addall.com. Siegal College does not endorse any particular vendor.

Readers are available in the office of Student Services for local students or online at Course Packs Etc. This vendor offers readers in print and readers that are downloadable to a computer. Please note that there will be a shipping charge in addition to the cost of the reader when a print reader is ordered online.

STUDENT IDENTIFICATION

Siegal College issues student identification cards to all students. Students require the identification card to gain entry to the building.

In the unlikely event that a student forgets the identification card, there is an intercom at the front and back doors. A member of the Siegal College staff will provide entry to the building.

The ID card serves as a student identification card and as a Siegal College library card. It may also entitle students to special discounts wherever student identification cards are recognized. The ID card is the size of a credit card and includes the student's picture. Cards are issued by the Office of Student Services.

FULL-TIME DEFINITION

A full-time student is defined as one who enrolls for nine credit hours at the Master's level or twelve credit hours at the Bachelor's level during the fall or spring semester.

MAINTENANCE OF MATRICULATION REQUIREMENTS

Students who do not enroll in classes for a period of one year will be charged a \$25 maintenance of matriculation fee.

Degree students are expected to remain in continuous enrollment and to consult with their advisor prior to each semester. A student interrupting his/her degree program for two calendar years will be notified that they have been withdrawn from the program and must formally apply to be reinstated to the degree program through the Office of Student Services. Students are required to request reinstatement in writing and pay a \$50 reinstatement fee.

Students who have completed all course work are required to complete the Master's essay or thesis within two years. Students are granted one year after completion of coursework in which to finish their Master's essay or thesis at no additional tuition. After that time, students will be assessed for one academic credit of Master's essay or thesis for each semester until his/her requirement is fulfilled.

TIMELY COMPLETION OF DEGREE

Bachelor of Judaic Studies

The BJS must be completed within ten years from the date of matriculation into the program.

Master of Arts in Judaic Studies

The MAJS must be completed within seven years from the date of matriculation into the program.

Students are expected to complete the Master's essay or thesis within two years after the end of the academic year during which they complete course work required for the degree. Students may petition the Provost's Office in writing for an extension of this deadline. The student must receive confirmation of this extension by the Provost.

Leave of Absence

When students must deal with emergencies that prevent them from pursuing their studies for an extended period of time, their normative time may be extended by petitioning to the Office of Student Services for a leave of absence which may be granted for 6-24 months. Requests for a leave of absence should always be in light of truly extraordinary circumstances that a student faces, and not for things such as outside employment or academic complications. A written decision will be provided by the Director of Student Services.

ATTENDANCE POLICY

Regular and prompt class attendance is an essential part of the educational experience. Siegal College expects students to exercise good judgment regarding attendance. Students accept full responsibility for ensuring that work does not suffer from absences. Instructors have the right to stipulate attendance requirements and institute consequences that may result if these requirements are not met. Instructors may use reasonable academic penalties commensurate with the importance of the work missed because of unexcused absences. Requirements must be stipulated on the syllabus.

A. There is no College-wide definition of a reasonable number of permissible excused absences. The instructor, in lieu of a College policy, is responsible for determining the acceptable number of excused absences in his/her class.

B. The instructor's attendance policy, including procedures for submitting excuses and for scheduling makeup work when the excuses are accepted, shall be clearly defined in the syllabus to be distributed on the first day of class.

Excused Absences

Siegal College has a commitment to all students, including those who represent the College in official capacities. Students shall receive excused absences for a reasonable number of anticipated absences as well as for emergencies as specified below.

A. Excuses for anticipated absences must be cleared with the instructor before the absence. Examples of anticipated situations where a student would qualify for an excused absence are:

- The student is away from campus serving as an official college representative, e.g., participating in a professional meeting.

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- Required court attendance as certified by the Clerk of Courts.
- Religious observances.
- Required military duty as certified by the student's commanding officer.

B. Verification of emergency absences must be reported to the Office of Student Services as soon as possible, but not more than one week after the return to class. Examples of emergency absences are:

- Illness or injury when certified by an attending physician.
- Death or serious illnesses in the family when documented appropriately. An attempt to verify deaths or serious illness will be made by Office of Student Services at the request of the instructor.

C. Grading Policies in Relation to Absences

Because each instructor has the responsibility to implement grading procedures that are fair and equitable, the instructor shall devise a system for making up missed assignments and examinations that does not unfairly penalize the student when an excused absence is accepted. Such make-up work shall be at a comparable level of difficulty with the original assignment or examination. Make-up examinations shall be at a time and place mutually agreeable to the instructor and student.

When excused absences are accepted, the instructor shall hold all students with excused absences to the same standard for making up missed assignments or examinations.

In a case where the student realizes in the first two weeks of class that the anticipated number of absences will exceed the number of excused absences permitted in the course, the student shall discuss the situation with the instructor, the student's adviser, or the Provost. It is anticipated that a suitable resolution shall occur before the end of the second week of the semester.

WITHDRAWAL FROM COURSE

Students must initiate procedures to withdraw from a course without receiving a grade by applying in writing to the Office of Student Services. They are considered in attendance until they have completed all of the prescribed withdrawal procedures. Students may withdraw with a "W" at any time before 70% of the course has been completed. If they withdraw after 70% of the course has been completed, they will receive a grade for the course. Students who wish to withdraw from a course must apply for withdrawal from a course to Office of Student Services.

The withdrawal date will be the date on which the course change form is received by the Office of Student Services. Students who withdraw from a course without following these procedures will not be considered officially withdrawn and may receive the grade of "F" for that course.

GRIEVANCE PROCEDURE

The Director of Student Services maintains records of student grievances. Students who are dissatisfied with any aspect of College policy should put their complaints in writing, and submit them to the Director of Student Services. The Academic Administration Team will review these complaints. Written student complaints are ultimately reviewed by evaluation teams from the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504), the accrediting body for Siegal College.

STUDENT SERVICES THROUGH THE BRANCH SITES

Miami

Students are requested to inform Center for the Advancement of Jewish Education (CAJE) office and Siegal College of any changes of address.

The CAJE office will assist in setting up meetings with College faculty.

The CAJE office will assist students in fulfilling the Hebrew language competency requirements.

The CAJE will coordinate class registration each semester.

The CAJE office will assist with the purchase of course readers required for courses. There is a material fee for reproduced materials in excess of 23 pages per course.

The CAJE office will help coordinate internships and student advisement.

The CAJE office will answer day-to-day questions about the program.

West Palm Beach

Students are requested to inform the Lorraine and Jack N. Friedman Commission for Jewish Education of the Palm Beaches (CJE0 office and Siegal College of any changes of address.

The CJE office will assist in setting up meetings with College faculty.

The CJE office will assist students in fulfilling the Hebrew language competency requirements.

The CJE will coordinate class registration each semester.

The CJE office will assist with the purchase of course readers required for courses. There is a material fee for reproduced materials in excess of 23 pages per course.

The CJE office will help coordinate internships and student advisement.

The CJE office will answer day-to-day questions about the program.

ACADEMIC INTEGRITY

The maintenance of academic integrity is the responsibility of every student who registers at Siegal College, undergraduate and graduate alike. Academic dishonesty is a serious offense and diminishes the quality of scholarship and defrauds those who depend upon the integrity of our academic programs. Such dishonesty includes:

Examination Behavior

Unless expressly permitted by the instructor, the use of any external assistance during an examination shall be considered academically dishonest. Inappropriate examination behavior includes, but is not limited to:

- communicating with another student in any way during an exam
- copying material from another student's examination
- allowing a student to copy from your examination
- using unauthorized notes, calculators, or other sources of assistance

Fabrication

Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. Academic dishonesty involving fabrication includes, but is not limited to:

- inventing or altering data for a laboratory experiment or field project
- resubmitting returned and corrected academic work under the pretense of grader evaluation error when, in fact, the work has been altered from its original form

Plagiarism

Plagiarism is the appropriation and subsequent passing off of another's ideas or words as one's own. If the words or ideas of another are used, acknowledgement of the original source must be made through recognized referencing practices.

Use of another's ideas or words must be properly acknowledged as follows:

1. Direct Quotation: Any use of a direct quotation must be acknowledged by footnote citation and by either quotation marks or appropriate indentation and spacing.
2. Paraphrase: If another's ideas are borrowed in whole or in part and are merely recast in the student's own words, proper acknowledgement must nonetheless, be made. A footnote or proper internal citation must follow the paraphrased material.

Other Types of Academic Dishonesty

Other forms of academic dishonesty include, but are not limited to:

- submitting a paper written by or obtained from another person
- using a paper or essay in more than one class without the instructor's expressed permission
- obtaining a copy of an examination in advance without the knowledge and consent of the instructor
- changing academic records outside of normal procedures and/or petitions
- using the aid of another person to complete homework assignments or take-home exams without the knowledge and consent of the instructor

Courses of Action

Students found to be in violation of academic policies may be subject to academic penalties and/or dismissal from their academic programs, pursuant to decisions to be made by the instructor, the director of the program, or a student-faculty judiciary committee. Students may appeal these decisions as outlined in the section, Grievance Procedure, in this Bulletin.

It is Siegal College policy that suspensions, probations, and dismissals are listed on academic transcripts.

Any student dismissed from Siegal College for violations of academic integrity, policy, or rule of conduct, may apply for re-admission by contacting the Office of Admissions. In evaluating this re-application, the admissions staff will consult with the committee that originally made the decision to dismiss.

Suspension for Unsatisfactory Conduct

In addition to disciplinary actions based on academic standards, on recommendation of the student's department or program, the Provost can suspend or separate a student from the college for failure to maintain appropriate standards of conduct and integrity. Such a suspension or separation will be implemented only for serious breaches of conduct that threaten to compromise the standards of a department or program or create concern for the safety and welfare of others. In the event of such suspension or separation, the student will be entitled to an appeal through the grievance procedure of the college.

SUBSTANCE ABUSE: ALCOHOL & ILLICIT DRUGS

The Siegal College conforms to the Federal Drug Free Schools and Communities Act including 1989 Amendments to that Act and State of Ohio laws and ordinances pertaining to the sale, possession and consumption of alcoholic beverages and substance abuse. The College will assist state and local law enforcement agencies in enforcement of these laws.

Alcohol

Under Ohio state law, a person must be 21 years of age in order to purchase or consume liquor, wine coolers, liqueur or beer. Ohio state law also prohibits the carrying of an open container of any alcoholic beverage on the street or in a motor vehicle. Criminal Penalties range from fines to imprisonment depending on the nature and seriousness of the offense.

Drugs

Possession, use and/or distribution of any form of illegal non-prescription drugs such as narcotics, hallucinogens, barbiturates, or amphetamines is punishable by law.

The College makes available to all students and employees information about the health risks involved in substance abuse and will provide members of the College community with addresses and phone numbers of community counseling services. Students with problems related to substance abuse are urged to contact the Director of Student Services for assistance with referrals.

HAZING PROHIBITION

It is the policy of Siegal College that hazing activities of any type are inconsistent with education and are prohibited at all times. No administrator, faculty member, or other employee of Siegal College may encourage, permit, condone, or tolerate any hazing activity. No student, including leaders of student organizations, may plan, encourage, or engage in hazing.

Hazing is defined as any conduct, act, method of, or coercion of another to do an act of initiation or admission into any organization which occurs on or off college premises and which willfully or recklessly causes or creates a substantial risk of causing physical or mental harm to any student or other person. Examples include, but are not limited to, extended deprivation of sleep or rest; forced consumption of food, liquor, other beverages, or drugs; beating or branding; forced exclusion from social contact; and/or forced conduct which could result in embarrassment to any person. Any activity or behavior meeting the definition as described above shall be considered to be a forced activity, notwithstanding the willingness of the individual involved to participate in such activity.

Administrators, faculty members, and all other employees of Siegal College should be alert to possible situations, circumstances or events which might include hazing.

If hazing or planned hazing is discovered, involved students will be informed by the discovering employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing activities will be reported immediately to the Provost and the Director of Student Services.

Students violate this policy if they do not report incidents of hazing or potential hazing to the Director of Student Services or the Provost. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with federal, state, and municipal laws.

COLLEGE FACILITIES

Siegal College occupies facilities at 26500 Shaker Blvd in Beachwood Ohio. College facilities include an auditorium with a 350 person occupancy rate and 10 classrooms. Two classrooms are fully equipped with videoconferencing equipment.

The College has a comfortable student lounge with vending machines that dispense light snacks, and soft drinks. Coffee is available to students for no charge. The student lounge is equipped with a television showing Israeli television broadcasts.

No smoking is permitted within the College building.

Official College bulletin boards are located in the main lobby of Siegal College and across from the Student Lounge. Posted on these boards are current job opportunities, graduate and overseas programs, special fellowships and scholarships,

news of cultural events in the Cleveland area, College announcements and room assignments. Students are encouraged to consult these bulletin boards regularly.

SEVERE WEATHER CLASS CANCELLATION

The College is committed to providing students with the maximum number of instructional days possible. In instances of severe weather conditions, The College is committed to providing students with the maximum number of instructional days possible. In instances of severe weather conditions, the Provost and the Director of Student Services determine whether classes will be held. Criteria are based on:

- Ohio Department of Transportation Reports
- Short and long-term meteorological forecasts

If the College is closing, details will be available on the Siegal College website, and Cleveland area television stations, television websites and radio.

HEALTH AND EMERGENCY PROCEDURES

When an employee, member, student, or visitor is injured or becomes ill while at Siegal College, the following steps must be taken:

- Do not attempt to move the person (if the person elects to move on their own, they should be allowed to do so)
- A staff member should call 911
- A staff member should attempt to obtain
 - The injured person's name and address
 - Phone number of relative
 - How the injury occurred
- A staff person should question any witnesses and obtain their name, address and phone number

All of the above information should be given to the Director of Student Services at Siegal College.

In case of an emergency or danger to life or property, it is the College's primary concern that individuals are protected first and foremost. Upon anyone hearing of a potential dangerous situation, the Provost and/or the Director of Student Services should be notified immediately.

HANDICAP ACCESSIBILITY

Siegal College has accessibility to all classrooms. Parking and access for visitors with physical handicaps is provided at the side of the College building. Signs direct visitors to the appropriate entrance. Please inquire at the Office of Student Services about any accommodations you may need.

TELEPHONES AND PAGERS

Students are requested to turn off cell phones and pagers during classes.

FACULTY OFFICE/MESSAGES

To leave messages or written materials for faculty members, contact the Siegal College receptionist or the Office of Student Services. Faculty is required to inform students when they are available for advisement, conferences and for telephone conversations. Messages for faculty may be left on voicemail or sent by e-mail. All faculty members have e-mail addresses which are listed in this handbook. Faculty members may also be reached via the Siegal College website, www.siegalcollege.edu.

THE AARON GARBER LIBRARY

The Aaron Garber Library is open to the entire community. Students are encouraged to use the College Library's extensive collection of Judaica resources. The collection contains more than 37,000 books; 165 active periodicals and 300 retrospective titles; compact discs, records and Hebrew language tapes. Materials are available in English, Hebrew and Yiddish.

General Policies

The Library participates in OhioLINK, a statewide electronic catalog system. Access to OhioLINK is available through the Aaron Garber Library's affiliation with the libraries of Case Western Reserve University. Full privileges in OhioLINK and Case's catalog are available to all Siegal College students for the term(s) of their enrollment in a division of the College. General interlibrary loans from other academic institutions are also available. There is no cost for journal articles obtained through OhioLINK; articles copied from local Aaron Garber Library journal holdings are charged \$0.15 per page; The cost for mailing books and journal articles will be passed on to the student.

All students are issued a Siegal College I.D. card, which is renewed annually. A replacement I.D. card costs \$10.00.

Students are required to present the I.D. card in order to borrow materials. The card also serves as identification when College students residing in Ohio borrow in person from OhioLINK-affiliated institutions. User-initiated online borrowing and/or on-site circulation at all OhioLINK libraries can be affected as soon as a student has completed a patron profile at the College Library.

When the Library is open, books should be returned to the Library desk to expedite their return to circulation.

Books may be placed in the book depository in the entrance hall of the College building when the Library is closed. Borrowers are urged to place only College-owned or OhioLINK materials in the depository. The College has no procedure for returning materials to public libraries. Library hours, which vary by semester, vacation and intersession periods, will be announced regularly and will be posted on or near the Library door.

For a fuller explanation of Library use policies and instructions for using the online catalog, electronic journal center, electronic books and research databases, go to www.siegalcollege.edu and click on 'Aaron Garber Library.'

Policy for Overdue and Lost Materials

Aaron Garber Library materials generally circulate for 21 days, with *up to* three renewals available

All materials should be returned by the due date. Late and lost materials will be assessed as follows: \$.25/day/item for most circulating items; \$.50/day/item for OhioLINK materials. Replacement costs for all College books, etc. include the current price of the item plus a \$15 processing fee. At the discretion of Library staff, replacement copies (plus processing fee) may be accepted in lieu of the replacement fee.

Reserve, recalled and special items (including non-book media) may have different loan periods and fine structures. These policies are subject to change. Borrowing privileges at the Aaron Garber Library and through OhioLINK may be denied to students who abuse them.

At the end of each semester, Library staff will provide the Office of Student Services with a list of students who have outstanding fines or unreturned books. Until all Library transactions are completed, students will not be permitted to register for classes or to receive transcripts or diplomas.

Students Studying via Computer

Materials not readily available to students offsite can be sought at their synagogue, public or other academic libraries (or interlibrary loan through these sources). If, after exhausting these venues, sought-after materials are not located, interlibrary loan may be requested from the Aaron Garber Library.

Students studying via computer are financially responsible for any fines or fees imposed by institutions from which they borrow. All costs related to interlibrary loan are the student's responsibility.

Friends of the Library at Siegal College

The Friends of the Aaron Garber Library supports the Library through programming and fundraising for operations and acquisitions. Its projects include the Treasures Gift Shop and special fundraising projects. Programs for members include four major meetings each year, a series of book reviews on books of Jewish interest, and a Lunch and Learn series presented by the College faculty. For information about membership, contact Barbara Smernoff, Administrative Assistant at 216-464-4050, ext. 139 or bsmernoff@siegalcollege.edu.

DEVELOPMENT

The Development Department meets the financial needs of the College not covered by tuition and grants. The Department provides scholarships, operational support, and support of special programs. Through an annual campaign, planned giving, endowments, grants, and special events, the Development Department solicits support from individual donors and community, private and corporate foundations. Students, alumni and friends are encouraged to support the College through gifts to any of the College's funds and programs.

The Annual Fund consists of annual, unrestricted gifts from alumni and friends. A vital source of operating revenue, it represents 15% of the income in the College's annual budget. Because Annual Fund dollars are used in the same year that they are received, each gift has an immediate impact on the quality of education, strengthening the College and enabling it to build upon its previous success.

The majority of the gifts to the College come in the form of cash donations. Such gifts may entitle the donor to a federal income tax deduction. It may also be advantageous to make gifts of appreciated securities to the College, enabling the donor to avoid a capital gains tax while still securing a full charitable deduction for the value of the security. Many companies will match donations made by their employees. Please check with your company to learn if this benefit to the College is available.

Endowment Funds

The College maintains a number of endowment funds, which provide ongoing support for many programs. We are grateful to those donors who have demonstrated their foresight and generosity in establishing these funds.

Sponsorship

Siegal College deeply believes that providing the very best Jewish learning to our community in formats accessible to as much of our community as possible is central to the College's mission. With the support of generous donors, we continue to offer a broad array of programming, including our free evening series, and our academic degree programs and adult continuing education courses in Jewish studies, Hebrew and education.

If you have any suggestions for new programming or are interested in sponsoring a program or event, please do not hesitate to contact us. We welcome and appreciate the input.

Tribute and Memorial Gifts

The College encourages you to remember or honor a friend or loved one on a special occasion by contributing to our Annual Fund or any of our endowment or special purpose funds. We will send a card to the honoree, acknowledging this gift to the College. In the case of a gift in memory, we will send a notification to the family that this meaningful gift has been made. We are grateful for any size contribution. Please consider a gift of "Chai" by donating \$18, \$36, \$54, \$72 or \$108. Your gift will help the College grow while recognizing a friend or family member.

Planned Giving

Remember the College with a planned gift. A planned or deferred gift is part of the donor's estate plan. You can become a member of the College's Legacy Society if you, include the College in your will and/or retirement plan, name the College a beneficiary of a lead trust or charitable remainder trust, establish a charitable gift annuity with the College. Such planned estate gifts may reduce the donor's income or estate taxes while making a significant contribution to the College.

For more information about the College's Development Programs, please contact Maya Holtz Groys, Director of Development, at 216-464-4050, ext. 146 or email mgroys@siegalcollege.edu

SIEGAL COLLEGE ADMINISTRATION AND STAFF

Administration	Position	Ext.	E-mail
Kopelowitz, Seymour	Interim President	122	skopelowitz@siegalcollege.edu
Amkraut, Brian	Provost, Professor of Judaic Studies	105	bamkraut@siegalcollege.edu
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Aschkenasy, Eli	Director, IT	220	easchkenasy@siegalcollege.edu
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Hirsh, Sheryl	Office Manager / Executive Assistant	103	shirsh@siegalcollege.edu
Kronick, Ruth	Director, Student Services	101	rkronick@siegalcollege.edu
Lettofsky, Jean	Director, Aaron Garber Library	119	jlettofsky@siegalcollege.edu
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Miller, Helga	Director, Senior Learning Program	107	hmiller@siegalcollege.edu
Ophir, Amnon	Director Akiva	140	aophir@siegalcollege.edu
Schein, Jeffrey	Director, Dept. of Jewish Education	123	jschein@siegalcollege.edu
Professors	Position	Ext.	E-mail
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Berger, Moshe	Professor of Rabbinic Literature	128	mberger@siegalcollege.edu
Brauner, Ronald	Professor of Judaic Studies	126	rbrauner@siegalcollege.edu
Hercbergs, Dana	Visiting Assistant Professor of Judaic Studies	112	dhercbergs@siegalcollege.edu
Schachter, Lifsa	Professor Emeritus	115	lschachter@siegalcollege.edu
Support	Position	Ext.	E-mail
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Royer, Abby	Administrative Assistant, Education	129	aroyer@siegalcollege.edu
Shafron, Judy	Administrative Assistant, Akiva	113	jshafron@siegalcollege.edu
Smernoff, Barbara	Administrative Assistant, Friends	139	bsmernoff@siegalcollege.edu
Adjunct Faculty	Position	Ext.	E-mail
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Goodman, Roberta	Adjunct Assistant Professor		Goodrl6060@aol.com
Koppel, Lenore	Adjunct Lecturer		Koppel@roadrunner.com
Leizman, Reva	Adjunct Assistant Professor		revleiz@aol.com
Moskowitz, Nachama	Adjunct Lecturer		nmoskowitz@jecc.org
Rabinsky, Leatrice	Adjunct Assistant Professor		learab@aol.com
Travis, Yakov	Adjunct Lecturer		yakovt@concentric.net
Zevit, Shawn	Adjunct Lecturer		szevit@jrf.org
Hebrew Faculty	Position	Ext.	E-mail
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Anouchi, Marcia	Lecturer		moramarcia@aol.com
Cooper, Leah	Lecturer		Lcooper18@yahoo.com
Lawton, Rachel	Lecturer		rlawton@grossschechter.org
Salczer, David	Assistant Professor		sabbaone@msn.com
Sharaby, Yehudit	Lecturer		zsharaby@aol.com
Taub, Rivka	Lecturer		Mtaub1@sbcglobal.net
Wolpert, Ilana	Lecturer		iwolpert@ameritech.net
Library	Position	Ext.	E-mail
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Since 1980, Joan Kekst has been the Food Writer for The Cleveland Jewish News, a weekly community paper. She also free-lances for other local and national publications, relevant to foods for Jewish events. Frequently, Joan gives kosher food lecture/demonstrations in Ohio and across the country at Jewish institutions; she taught Jewish holiday cooking at University Hospitals' Synergy Culinary School in Cleveland and a cooking series at the Chautauqua Institution (NY), in the summers of 2002-03. Presently, her numerous classes focus on Jewish outreach and family education groups.

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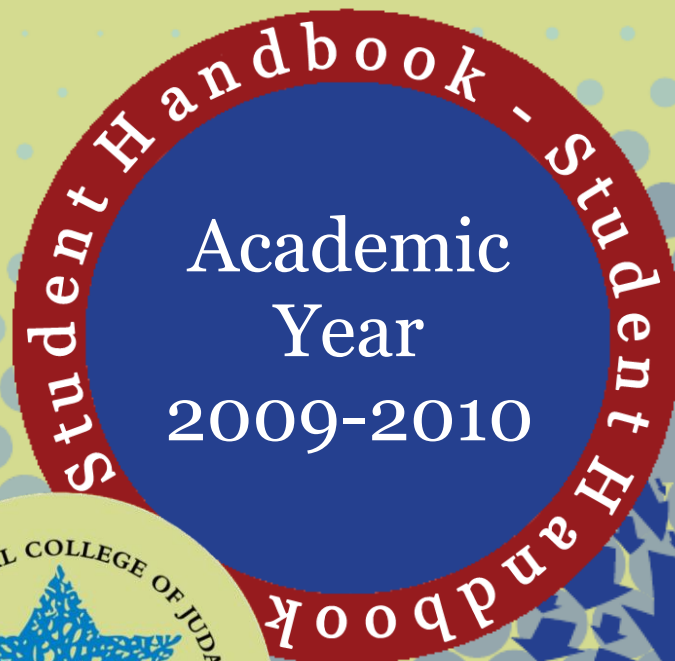
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