



MESSIANIC JEWISH
THEOLOGICAL INSTITUTE

Teaching and living a prophetic vision of Jewish life renewed in Yeshua

MJTI Student Handbook 2018-2019

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Preamble

MJTI Mission and Core Values

MJTI Core Values

1. MJTI seeks to be a community that models devotion to God through Messiah Yeshua in the Holy Spirit, Jewish spirituality and practice, ethics embodying the teaching of our sacred texts, and competent and caring spiritual leadership.
2. MJTI supports and promotes dedication to the well-being of the Jewish people, respect for the Christian church and commitment to its welfare, participation in God's redemptive activity in the world, and responsibility to bear witness to Yeshua as good news for all Israel.
3. MJTI commits itself to fidelity to Scripture as God's revelation, continuity with Jewish tradition and scholarship, engagement with Christian tradition and scholarship, and interaction with contemporary culture and current academic thought.
4. MJTI as an organization prizes people, teamwork, learning, and excellence.

Mission

MJTI seeks to be a prophetic sign of Israel's destiny by exemplifying and advancing Jewish life renewed in Yeshua. This foretaste of Israel's destiny in Yeshua is realized as MJTI serves as:

- a theological and prophetic vision center for the Messianic Jewish community;
- a leadership-training center rooted in a contemporary Jewish experience of Yeshua and a Messianic interpretation of Judaism;
- a dialogue center for open and respectful theological encounter between faithful Christians and Jews;
- a Jewish school born in the Diaspora but oriented to Israel.

These core statements give shape to the specific mission of MJTI and are the foundation upon which MJTI's educational outreach is based. The first two are particularly relevant to the Graduate School.

Leadership-Training Center and Messianic Jewish School

At the heart of MJTI is a community of scholars and leaders who teach Jewish followers of Yeshua to live as Jews faithful to Torah and to see Yeshua through the lens of over twenty-five hundred years of Jewish thought and experience (Acts 21:20-24; Acts 7). At the same time, the Judaism through which the community sees Yeshua is transformed by the crucified and risen Messiah whom it finds revealed at its center. This living process manifests the truth that Yeshua is key to understanding Judaism, and that the historical reality of Jewish life through the centuries is key to understanding Yeshua. MJTI works towards this fulfillment of Jewish life and

tradition in Yeshua that reaches its end when all Israel acknowledges Messiah Yeshua as the Renewer of Jewish life (Acts 3:21).

A Vision Center

Every Jewish movement has at its heart a center of learning that provides it with both the trained leaders and the theological vision needed to grow and thrive. The scholars, teachers, staff, and students of MJTI seek to express theologically and exemplify communally a creative and faithful vision for the Messianic Jewish community capable of pointing the way through a century filled with promise and challenge. This vision is both theologically rich and prophetically guided, shaped by the past and pulled forward by God's future encountered now through Israel's risen Messiah. The ever-deepening relationship between Israel and her Messiah already signals this new era (Rom. 11:12). (The [MJTI Mission Statement](#) is available in full on the MJTI website.)

UMJC Recognition

MJTI is recognized by the Union of Messianic Jewish Congregations (UMJC) and is in harmony with its understanding of Messianic Judaism. The authoritative statements of doctrine, vision, and values adopted by the Union of Messianic Jewish Congregations (UMJC) are formative to MJTI. The UMJC *Defining Messianic Judaism Statement* is particularly relevant to the overall shape of the Messianic Judaism that MJTI seeks to promote. Therefore, it is presented in full.

Defining Messianic Judaism Statement

The Basic Statement

The Union of Messianic Jewish Congregations (UMJC) envisions Messianic Judaism as a movement of Jewish congregations and groups committed to Yeshua the Messiah that embrace the covenantal responsibility of Jewish life and identity rooted in Torah, expressed in tradition, and renewed and applied in the context of the New Covenant. Messianic Jewish groups may also include those from non-Jewish backgrounds who have a confirmed call to participate fully in the life and destiny of the Jewish people. We are committed to embodying this definition in our constituent congregations and in our shared institutions.

The Expanded Statement

Jewish life is life in a concrete, historical community. Thus, Messianic Jewish groups must be fully part of the Jewish people, sharing its history and its covenantal responsibility as a people chosen by God. At the same time, faith in Yeshua also has a crucial communal dimension. This faith unites the Messianic Jewish community and the Christian Church, which is the assembly of the faithful from the nations who are joined to Israel through the Messiah. Together the Messianic Jewish community and the Christian Church constitute the ekklesia, the one Body of Messiah, a community of Jews and Gentiles who in their ongoing distinction and mutual blessing anticipate the shalom of the world to come.

For a Messianic Jewish group 1) to fulfill the covenantal responsibility incumbent upon all Jews, 2) to bear witness to Yeshua within the people of Israel, and 3) to serve as an authentic and effective representative of the Jewish people within the body of Messiah, it must place a

priority on integration with the wider Jewish world, while sustaining a vital corporate relationship with the Christian Church.

In the Messianic Jewish way of life, we seek to fulfill Israel's covenantal responsibility embodied in the Torah within a New Covenant context. Messianic Jewish halakhah is rooted in Scripture (Tanakh and the New Covenant writings), which is of unique sanctity and authority. It also draws upon Jewish tradition, especially those practices and concepts that have won near-universal acceptance by devout Jews through the centuries. Furthermore, as is common within Judaism, Messianic Judaism recognizes that halakhah is and must be dynamic, involving the application of the Torah to a wide variety of changing situations and circumstances.

Messianic Judaism embraces the fullness of New Covenant realities available through Yeshua and seeks to express them in forms drawn from Jewish experience and accessible to Jewish people.

Admissions, Registration & Graduation

Upholding Values

Applicants to MJTI must agree to the values as expressed in the MJTI Core Values, attached in Appendix A.

Proficiency in English

Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) examination to determine English language proficiency. Most applicants can obtain the TOEFL Bulletin by writing to TOEFL, P.O. Box 6154, Princeton, NJ, 08541-6154, USA, or on the web at www.toefl.org. A score of 550 on the TOEFL examination is required for acceptance to RS and JS programs. If an applicant whose native language is not English recently earned a baccalaureate or graduate degree from a recognized institution where English was the language of instruction, he or she may submit a written request to the Academic Dean to be excused from taking the TOEFL test.

Proficiency in Biblical Hebrew

Proficiency in biblical Hebrew is not specifically required for admission to MJTI but IS required for all courses relating to Tanakh and Rabbinic Literature, and for comprehension of the Siddur. Therefore, a Hebrew proficiency exam is required for all applicants to MJTI. Proficiency is understood as a functional grasp of the contents of a standard seminary-level introductory biblical Hebrew grammar such as Lambdin, Seow, Kelley, or Kittel. Students who do not demonstrate proficiency in biblical Hebrew will be required to take the MJTI one-year Biblical Hebrew Series (BH501-503), before they begin their second year of study in MJTI. A \$50 fee will be accessed for the Hebrew proficiency exam.

Admissions Requirements

All application and recommendation forms can be accessed via the MJTI website at <http://www.mjti.org/forms>.

Rabbinic Studies Program

Those applying for admission to the Rabbinic Studies Program must fulfill the following requirements for admission:

- Completion and submission of the appropriate application to the registrar's office, along with the non-refundable \$50.00 application fee. Applications for admission are submitted through the MJTI website — <http://www.mjti.org/forms>.
- Graduation from a four-year college with accreditation recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education, or an international equivalent. An official transcript must be submitted for the application to be processed. Transcripts not in English must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.
- Submission of one written educational recommendation attesting to academic ability.
- Submission of one written recommendation by a rabbi or spiritual leader attesting to the applicant's character.

Recommendation forms are available at <http://www.mjti.org/forms>.

- Completion of an interview.

Jewish Studies Program

Master Degree in Jewish Studies

Those applying for admission to the Master Degree in Jewish Studies program must fulfill the following requirements for admission:

- Completion and submission of the appropriate application to the registrar's office, along with the non-refundable \$50.00 application fee. Applications for admission are submitted through the MJTI website — <http://www.mjti.org/forms>.
- Graduation from a four-year college with accreditation recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education, or an international equivalent. An official transcript must be submitted for the application to be processed. Transcripts not in English must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on

the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

- Submission of two recommendations: one written educational recommendation attesting to your academic ability and one personal recommendation attesting to your leadership qualities and/or your dedication to study of Scripture and tradition. Recommendation forms are available at <http://www.mjti.org/forms>.

JSP Student-at-Large

Those applying for admission to the Jewish Studies Program as a Student-at-Large must fulfill the same requirements for admission as a Master's Degree Program student. See above for requirements.

Students-at-Large will be permitted to take a maximum of six courses in MJTI. In order to pursue an MJS degree, the Student-at-Large must complete a transfer request and pay a non-refundable \$50 transfer fee to be admitted to the Master Degree in Jewish Studies Program.

Special Status Student

Under certain circumstances, the Jewish Studies Program will admit individuals who do not meet the above requirements allowing them to enroll in individual courses as Special Status Students. Special Status Students are permitted to take a maximum of three (3) 500-level courses in the Jewish Studies Program. Under special circumstances, the Academic Dean may permit a student who fails to qualify to take a course for credit, to audit one course.

Such students must fulfill the following requirements:

- Completion and submission of the appropriate application to the registrar's office, along with the non-refundable \$50.00 application fee. Applications for admission are submitted through the MJTI website — <http://www.mjti.org/forms>.
- Submission of a transcript showing the completion of the equivalent of at least 60 semester undergraduate credit hours.
- Submission of two recommendations: one written educational recommendation attesting to your academic ability and one personal recommendation attesting to the applicant's leadership qualities and/or the applicant's dedication to study of Scripture and tradition. Recommendation forms are available at <http://www.mjti.org/forms>.
- Submission of two academic papers written by the applicant that demonstrates an ability to benefit from and contribute to Jewish Studies courses.

Hebrew Language Student

Students wishing to participate in the MJTI language program are to apply to the Student-at-Large Language Program unless they are already a matriculated student in the Rabbinic Studies or Jewish Studies program. Non-matriculated students must fulfill the following requirements:

- Completion and submission of the appropriate application to the registrar's office, along with the non-refundable \$50.00 application fee. Applications for admission are submitted through the MJTI website — <http://www.mjti.org/forms>.
- Graduation from a four-year college with accreditation recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education, or an equivalent. An official transcript must be submitted for the application to be processed. Transcripts not in English must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.
- Submission of two recommendations: one written educational recommendation attesting to your academic ability and one personal recommendation attesting to your leadership qualities and/or your dedication to study of Scripture and tradition. Recommendation forms are available at <http://www.mjti.org/forms>.

Special Status Language Student – Language Program

Under certain circumstances, the Language Program will admit individuals who do not meet the above requirements allowing them to enroll in the Biblical Hebrew classes as Special Status Language Students. Special Status Language Students are permitted to take a maximum of three (3) 500-level Biblical Hebrew courses. Under special circumstances, the Academic Dean may permit a student who fails to qualify as a Special Status Student to take BH501 Biblical Hebrew1a course for credit. Permission to complete the Biblical Hebrew series (BH502 and BH503) will be contingent on successful completion of BH501.

Special Status Language students must fulfill the following requirements:

- Completion and submission of the appropriate application to the registrar's office, along with the non-refundable \$50.00 application fee. Applications for admission are submitted through the MJTI website — <http://www.mjti.org/forms>.
- Submission of a transcript showing the completion of the equivalent of at least 60 semester undergraduate credit hours. If unable to provide such a document, please provide a short essay describing your 1) education, both biblical and secular, 2) life experience that helps qualify you to learn biblical Hebrew at a college level, and 3) reasons for desiring to learn biblical Hebrew.

Delayed Admission

Persons accepted to MJTI graduate degree program may delay their enrollment for one year in order to pursue activities that enhance their personal background and experience. Only a limited number of delayed admission requests will be approved in order to avoid an excessive reduction in the number of positions available for applicants to the next entering class. To apply for delayed admission, send a letter of request to the Admissions Committee stating that you are requesting to delay admission for one year. Include the goals and rationale for the request. Letters are due by June 1 of each year. Approval of a delayed admission request will be based upon the goals and rationale of the request in relationship to the number of requests received. Applicants will be notified of the Admissions Committee's decision about their request on July 1.

When delayed admission is granted, the student must contact the MJTI Admissions Committee in writing, prior to June 1 of the year of enrollment, stating their intention of entering MJTI along with a description of any relevant changes in the application that may have occurred over the delayed year.

Failure to meet any of the above requirements rescinds the offer to enroll in MJTI classes. Students who do not matriculate at the end of the deferment period will have their offer of admission withdrawn. They then have the option of reapplying through the regular admission process.

Maintenance of Master of Jewish Studies or Rabbinic Studies Student Status

MJTI graduate students are required to make progress in meeting program requirements for his/her degree.

- Students in the MRS and MJS degree programs must complete at least one course taken for credit per academic year in order to retain their active status as an active student.
- Students who lapse in enrollment for eight (8) or more consecutive quarters will no longer be considered MRS or MJS students. If they desire later to continue toward their degree or certificate, they must apply for readmission subject to any admission policies and program requirements in effect at that time.
- Students who, due to unforeseen and serious circumstances beyond the control of the student (i.e. illness, accident, death in family), are unable to take or complete a course during the academic year may submit a Request for a Leave of Absence status to the Registrar's office. Upon evaluation of the request the institution may allow the student to withdraw without penalty and settle the account for an amount which is a lesser charge to the student than that called for by the institution's established policy (See page 12). Such status is granted at the sole discretion of the Academic Dean.
- Non-attendance does not constitute official withdrawal. If a student who began attendance and did not officially withdraw fails to earn a passing grade in at least one

course over an entire term, the School must assume that the student has unofficially withdrawn. For this purpose, non-passing grades are defined as W or I. Unofficial withdrawals will be determined within 60 days of the end of the term.

Withdrawal from MJTI

A total withdrawal from all courses means that the student's status with MJTI for that term will be "inactive." For the quarter of the withdrawal, the student will forfeit scholarship funds and lose access to all MJTI resources. After withdrawing from MJTI, the student will receive a "W" designation for that quarter's coursework. His/her cumulative GPA will return to that of the previous quarter. While the "W" does not negatively affect the student's grades, it does reduce his or her progress. See Refunds on page 12 for further information.

Acceptance of Transfer Credits

MJTI will evaluate potential transfer credits with a minimum of "B" grade from accredited graduate institutions to meet requirements for its graduate degree program. Accepting courses for transfer and applying them toward degree requirements are separate considerations. As an institution MJTI seeks to embody its core values and mission as well as the UMJC's *Defining Messianic Judaism Statement*, therefore all evaluations will include an assessment of how well the course submitted for transfer can be justified under that mandate. Some course credits may transfer as elective credits but not be applicable to specific requirements. All transfer courses must have been completed in the past 10 years

Credits from accredited institutions must be validated prior to awarding transfer credits. A student seeking to transfer coursework from another institution must provide MJTI with an official transcript, the official explanation of the course numbering system, grading system, and the course description from the catalog of the institution. A written petition to transfer a course from another institution should be submitted to Registrar.

The evaluation of transfer credits will be based on the following additional criteria:

- The course(s) submitted for transfer must be comparable to those required by the program in which the student will enroll, be relevant to the student's program of study and equivalent in both content and degree level of graduate courses.
- Minimum grade of B was awarded for each course submitted for transfer.
- Courses submitted for transfer were taken at an accredited institution.
- Courses offered outside of an institutional setting are demonstrated to have required academic diligence and an objective rubric for student evaluation.
- Transcripts from non-U.S. institutions must be evaluated by an appropriate third party and translated into English.

Maximum Allowable Transfer Credits

MJTI will transfer a maximum of 50% of the credits required for any of its degree programs. No more than four (4) core courses can be transferred.

Transfer from Semester Hours to Quarter Hours

According to standard academic practice (based on the number of structured course hours), a 3-credit semester course shall equal 4.5 quarter credits.

Graduation Requirements

Each student must meet the graduation requirements given in the catalog for the year he or she entered a specific MJTI program. It is very important that the student keep this catalog for future reference.

Enrollment and Graduation Verification

Please contact the MJTI office for verification of student enrollment or graduation.

Registration

Course registration is done through Orbund. Matriculated students (those actively enrolled in a graduate program) simply sign in to their Orbund portal. The courses each student is eligible to take will be available. Early registration begins two months before the Quarter begins and ends one month before the new Quarter. The main purpose of early registration is to help MJTI determine the courses for which there will be sufficient enrollment. Courses with insufficient early registration may be canceled. Students are encouraged to register as early as possible. The non-refundable early registration fee is \$40. Students who register after the Early Registration Deadline will be charged the full registration fee of \$80.00.

Quarter Credit Load

MJTI students will be considered a “full-time” student if they are currently registered for a minimum of 6 credits.

Auditing Courses

MJS Students may audit any JS program course with available space. Rabbinic Studies students may audit with permission of the instructor and the Academic Dean. All audit students pay audit tuition. Audited courses do not fulfill any program requirements. Auditors have access to all course materials and may participate in online blog discussion if they have completed all reading and other preparations assigned for that unit. Any audit student who wishes to do so, may take the course for credit at a later time by paying full tuition and completing all the course requirements.

Course Withdrawal

Students desiring to drop or withdraw from a course may do so by submitting a **Change of Course Status** form to the Registrar. If the course is dropped in the first two weeks of the quarter, the course will not appear on the students' transcripts. However, from the third week of the quarter, a student who withdraws from a course will receive a grade of "W" (withdrawn), on their transcripts. A "W" has no grade point value, thus does not affect the CGPA. A **Change of Course Status** form must be used for all course additions and withdrawals. Students will receive a failing grade for courses in which they discontinue attendance without officially withdrawing.

For information on Tuition Refund policy see page 12.

Nondiscrimination

MJTI does not discriminate on the basis of race, gender, color, nationality or ethnic origin in the administration of its educational policies and programs.

Financial Responsibilities of Students

Tuition & Fees

Payment of all tuition is due on or before the day the quarter begins. A student will be granted access to the class only upon payment of all financial obligations. Payment in full must be made prior to attending classes. A late payment fee of \$50.00 will be charged for any student paying for classes after the first day of the quarter, unless a payment plan has been requested and approved.

Registration Fee:

Early Registration Fee (1 month prior to beginning of the Quarter): \$40

Registration Fee: \$80

Deferment payment plan fee: \$50

Tuition Fees:

Tuition for credit courses: \$750 per 3-credit course

Tuition for audited courses (no course credit): \$600 per 3-credit course

Special Course Fees:

Hevruta Class fee: \$100

Mentored Learning Class fee: \$200

Summer Residential fee: \$500

Program Fees:

- Program Transfer fee: \$50
- Course withdrawal/Drop Fee: \$30
- Hebrew Proficiency Evaluation: \$50

Miscellaneous:

- Graduation Fees: \$100
- Official transcript:
 - First copy free
 - Other copies \$20 each
- Late Payment Fee: \$50

Payment

A student must register for classes before their tuition and fees can be paid. After registering on Orbund, an invoice will be generated. This bill can be paid directly through Orbund. Please confirm that the correct Quarter and payment plan is selected before making any payment. All outstanding charges must be paid prior to the payment due date. Changes to your registration may affect your tuition bill. If you would like to make payment arrangements other than through Orbund, please contact the Registrar at admin@mjtj.org.

1. Three payment plans are available for full-time matriculated students.
2. Payment in full at time of registration. Two payment installments before the beginning of the quarter.
3. Three-payment Deferred Plan. The deferred payment plan must be requested. It is not granted automatically. Anyone wishing to request the three-payment deferred plan should contact the registrar's office (admin@mjtj.org). A nonrefundable \$50 deferment fee will be assessed.

Late Payment Fee

Tuition and fees not paid by the first day of class may be assessed a late payment fee of \$50, and access to the class will not be granted until full payment has been received. Students opting for the payment plan must abide by the conditions of their payment agreement. Once the Late Payment Fee has been assessed, it will not be waived under any circumstance.

Past Due Accounts

A FINANCE CHARGE will be imposed on each item of a student's account that has not been paid within 30 days of the billing date. The FINANCE CHARGE is computed at the rate of one percent per month, or an ANNUAL PERCENTAGE RATE of 12%. The FINANCE CHARGE is computed by taking the second to the last month's statement balance and subtracting any payments, credits,

or refunds during the succeeding two months. The remaining balance owing, if any, is multiplied by one percent to obtain the periodic finance charge.

Refunds

Students desiring to drop or withdraw from courses after registering may do so by submitting a Change of Course Status form to the Registrar. If the course is dropped before the Quarter begins, no penalty will be charged except for a \$30.00 drop/withdrawal fee. If the change is requested after the quarter begins, the following refund policy will apply:

- 75% of the tuition will be refunded if submitted within the **first week** of class;
- 50% if within the **second week** of class;
- 25% if within the **third week** of class;
- No refund from fourth week to eighth week of class.

All refunds will be returned within 30 days.

Change from Credit to Audit

A student who has registered to take a course for credit may switch to the status of auditor up to, and including, the fourth week of class by submitting a Change of Status form to the Registrar. The tuition differential will only be refunded if the request form is received by the end of the first week of the course. After the first week of class, no tuition will be refunded.

Course Cancellation

MJTI reserves the right to cancel courses that have fewer than five (5) registered students two weeks before the start of the quarter. In the event of cancellation, full registration and tuition fees will be returned to the student in full.

Student Records

MJTI shall maintain a central repository for student records. Inquiries for access to specific educational records other than those available to the student on Orbund should be made to the Registrar's office.

Students rights regarding their informational and educational records

Students have the right to reasonable access to and control over their own records. These rights include:

1. Access to student records (grades, courses, unofficial transcripts, payment record, and such) is available to the student at all times through their student account in Orbund.

2. If more detailed information is needed or if they are a suspended or withdrawn student, the information will be given as soon as reasonably possible and no later than 45 days of the written request.
3. A designated MJTI official must review and interpret the contents of the record with the student.
4. If a student is unable to review the record in person he/she may request a copy of a particular record, excluding audio or video recordings of hearings, and may be charged the reproduction cost of copies. The request for a copy must be in writing and may only be granted if the release of the record will not violate the rights of any other students under the Family Education Rights and Privacy Act of 1974 (FERPA). MJTI has 45 days to respond to this request.

Note: Students will be requested to provide proper identification before record access is granted.

Right to seek to amend records

If a student contests certain information contained in a specific record, he or she may seek to have the particular record amended. To do so, the student must request the amendment in writing, to the office that maintains the particular record. The request does not guarantee that the amendment will be granted. The written request must state the specific data the student is requesting to amend and the reason for the request.

The MJTI official that received the request may or may not agree to amend the selected information. If the request is denied, the student may follow the procedures developed for that particular department in order to continue to seek amendment of the record. If the request is still denied, the student may request an appeal through the MJTI Academic Dean.

The student will receive a written decision as to whether or not the record was amended. If the record is amended, an explanation of what was amended will be provided to the student and the amendment will be placed in the student's record. If the record is not amended the student has the right to place a written statement with the record he or she is contesting, explaining what information is contested and why he or she is contesting it.

Right to have records released to a third party

A student may give a MJTI official or office permission, to release verbally or in writing, educational records to a third party. (In some cases, copies of educational records may not be released to a third party.) To do so the student must provide a written statement to the Registrar's office requesting the release or must complete a release of information form. The student must sign and date the request.

The student must specify which records may be disclosed, the reason the records are to be disclosed, and to whom the records may be disclosed. If a student wishes to revoke a previous request for a release, he or she must do so in writing.

Right to waive access to records

A student may sign a waiver of right-of-access to confidential recommendations concerning admission, application for employment, references, and/or application for an honor or honorary recognition.

In such cases, the student, upon request, shall be notified of the names of individuals making such confidential recommendations. These recommendations are used solely for the purpose for which they were intended.

In the event a student chooses not to sign a waiver of access, such an act may not be considered as a condition for admission, receipt of financial aid, or any other service or benefit from MJTI.

Right to file a complaint

A student has the right to file a complaint with the U.S Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100
(202) 245-6800; 1-800-421-3481
Facsimile: (202) 245-6840
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Student Privacy

Under the provisions of the federal law known as the Family Education Rights and Privacy Act of 1974 (FERPA), eligible students, or where applicable, the parents of the students, are afforded certain rights pertaining to MJTI records and personally identifiable information on file with the institution. An eligible student is defined as any person who is currently enrolled or has been enrolled in the institution's programs. It is the policy of the institution to treat all student information, both personal and academic, as strictly confidential. Student information will only be released after appropriate written permission has been obtained (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

Exceptions to Prior Consent

The following list includes situations where information in a student's Educational Record may be released to a third party without consent of the student.

- MJTI officials, including attorney/s, who have a legitimate educational interest.
- Institutions where a student seeks or intends to enroll.
- Parents of dependent students. (Appropriate IRS forms are required and generally students are notified of the request.)

- In response to Subpoenas/Court orders.
- Information considered "Directory information".
- Notification of judicial outcome to victims of a crime of violence violation.
- Records of deceased former students may be released or disclosed at the request of a parent, personal representative or other qualified representative of the student's estate, or pursuant to a court order to subpoena.
- Authorized individuals or organizations conducting studies for or on behalf of MJTI for the purpose of developing, validating, or administering predictive tests; for administering student aid programs; and for improving instruction. These studies must be conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of the School or such organizations. This information is to be destroyed when it is no longer needed for the purpose for which it was collected. Authorization for such activities will come from the appropriate MJTI administrator.
- If a parent or student initiates legal action against MJTI.

If educational records are released in situations where prior consent is not needed, and a student may not be aware of the release, a reasonable attempt will be made to notify a student of what information was released and to whom it was released.

Nondiscrimination Policy

MJTI admits students of any race, gender, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, gender, color, nationality or ethnic origin in the administration of its educational policies and programs.

Students with Disabilities

MJTI will maintain compliance with the Americans with Disabilities Act (ADA) of 1990, as amended (<http://www.dol.gov/dol/topic/disability/ada.htm>), and Section 504 of the Rehabilitation Act of 1973, as amended (<http://www.dol.gov/oasam/regs/statutes/sec504.htm>).

Record Retention

Student records are retained and disposed of by MJTI according to the following schedule:

Record Category	Retention Schedule
Admissions records	10 years
Grade records	Permanent
Other academic records	5 years
Class Schedule	Permanent
MJTI Catalog	Permanent
Degree audit records	5 years after date of last attendance

Disciplinary action records	5 year after graduation or date of last incident
Enrollment statistics	Permanent
Faculty Grade Books	5 years after conclusion of class
Financial aid records	5 years after annual audit
Request and Disclosure of personally identifiable information	Permanent
Student academic files (departmental)	5 years
Student Exams and Papers	1 month after end of term
Transcript requests	1 year
Tuition fees and schedules	Permanent
Waivers for Rights to Access	Permanent or until terminated by student
Withdrawal Authorization	2 years after graduation or date of last attendance

Transcripts

An official transcript is a comprehensive record of all courses completed at MJTI. An unofficial transcript may be viewed and printed on Orbund at any time. All official transcripts will be issued by the Registrar's Office for any MJTI student whose financial account is clear. If there is a past due balance on your account, no transcripts will be issued. A request for transcripts may be submitted through Orbund or via mail. MJTI will send official transcripts to the student or sent to a third party.

Official transcripts are printed on security paper and are embossed with MJTI seal and signature of the Registrar. One official transcript will be issued for no fee. Additional official transcripts will incur a \$20.00 fee. Fees can be paid through Orbund or by check or PayPal. Contact the Registrar for further information. It is a violation of the law for MJTI to release a copy of the transcript without the student's specific authorization.

Student Orientation

How to Contact the Institution

For more information about MJTI, its programs or admissions into MJTI, log on to the MJTI web site at www.mjti.org or contact the following MJTI personnel:

Registrar: Eva Franklin, admin@mjti.org
 Academic Dean: Dr. Vered Hillel (Rabbi), drvered@mjti.org
 Dean of Students: Rabbi Paul Saal, rabbisaal@gmail.com
 President: Rabbi Rich Nichol, rnichol@mjti.com
 CFO: Elliot Klayman, eklay@aol.com

Academic Resources

See MJTI web site for a complete list of resources available to students.

The Course Week

The class week runs from Sunday through Thursday. The instructor will post all materials needed for a given Unit online on or before Sunday morning EST. Students should begin to post their responses to the lecture and questions according to the instructor's instructions. Instructors will respond to student comments and questions briefly on Sunday evening and more extensively by early Monday evening.

At the beginning of the term, instructors will have the materials required for the first week's discussions available to the students one week prior to the start of class.

Academic Calendar

MJTI operates on a quarter system beginning in the fall of each year, following the High Holy Days. The Winter quarter begins each year in early January, the Spring quarter in late March and the Summer quarter in June. Please consult the MJTI web site for the current calendar year.

Course Scheduling

An effective course schedule is one that facilitates learning, maximizes access for students within the constraints of technical and human resources and the number of instructional hours available.

- Classes should be scheduled to make the best possible use of teaching resources.
- Students should be able to take courses needed to graduate in their program in a timely manner.
- Classes should be scheduled to allow students as much choice as possible and to avoid as many course conflicts as possible.
- Instructors should be able to obtain schedules that permit them to integrate their professional duties of teaching, research and service in a reasonable way.

Technology Requirements

Each instructor will provide in their syllabus the technical requirements specific to their course. In general, students should possess and be able to effectively utilize the following items and services:

- A personal computer or laptop with an updated browser, a sound card, speakers and microphone.
- A personal email address
- A PDF reading utility
- A basic word processing program
- A broadband internet connection
- Optional yet helpful technology includes:

- A printer
- A Skype account (<http://www.skype.com>) for overseas students to more easily communicate with instructors.
- Students with audio or visual impairments should contact the instructor for ways to assist the student with their disabilities.

Utilizing the Learning Management System

MJTI courses are taught via the internet utilizing web-based classrooms through video conferencing, audio lectures, and asynchronous online class discussions (blogs). All class material, as well as assignments and assessments are distributed online. After registering for a class and paying the fees, students will be able to access all course material on Orbund. Syllabi will be posted on Orbund, as well as on the web-site one month before the beginning of each Quarter.

Financial Assistance & Scholarships

Resource Types and Availability

The MJTI General Scholarship Fund offers scholarships to newly admitted and current students residing in the United States. Awards are granted for graduate course tuition based on a composite score of the following five factors as evaluated by the Scholarship Committee:

1. Acceptance into the Master of Jewish Studies or Rabbinic Studies program
2. The number of courses taken per quarter
3. Commitment to complete an MJTI Program
4. Personal Essay
5. Academic promise (as determined by college transcripts and information on the MJTI Application and the Scholarship Application)
6. Available funds.

Financial Assistance

The MJTI Israel Scholarship Fund offers an equivalent scholarship to newly admitted and current students residing in Israel. A new scholarship application must be submitted each quarter. Interested persons may apply by completing the MJTI General or Israel scholarship form, [available online](#). Along with the scholarship request form, as student is to submit the following:

- a. Acknowledgment that the student has read and agreed to the scholarships rules contained in the application
- b. Submit a 1,000-word essay that respond to the following paragraph:
 “Messianic Judaism is a movement of Jewish congregations and groups committed

to Yeshua the Messiah that embrace the covenantal responsibility of Jewish life and identity rooted in Torah, expressed in tradition, and renewed and applied in the context of the New Covenant. Messianic Jewish groups may also include those from non-Jewish backgrounds who have a confirmed call to participate fully in the life and destiny of the Jewish people (UMJC Defining Messianic Judaism Statement).”

1. What are your thoughts about this paragraph?
2. How will you use your MJTI education to support this vision of Messianic Judaism?

Terms of Eligibility

US Applicants: Applicants for this scholarship must be graduates of an accredited college and accepted into the MJTI Master of Jewish Studies program. Applicants must plan to take at least 3 courses in the upcoming academic year. Preference in awarding scholarship funds will be given to students who take 2 courses per quarter.

Israeli Applicants: Applicants for this scholarship must be graduates of an accredited college and accepted into the MJTI Master of Jewish Studies program. Preference will be given to students who take at least 2 courses per quarter.

To maintain eligibility, student must complete the required number of courses and maintain a 3.0 GPA. Awards may be received for a maximum of twelve quarters or their equivalent.

Key Dates

The Selection Committee must receive all scholarship requests and related material no later than 30 days before the beginning of each Quarter. Awards will be made at least ten days prior to the beginning of each quarter.

Satisfactory Academic Progress

Awardees shall make satisfactory academic progress in order to be considered for renewal or reinstatement. Each renewal candidate must complete the MJTI General or Israel scholarship form and submit all materials related to the application at least one month prior to the beginning of the quarter for which the student is re-applying.

Awards may be received for up to twelve quarters (or their equivalent) by meeting the following requirements: a) maintaining the academic standards mentioned above in “Terms of Eligibility”; b) maintaining satisfactory academic progress as mentioned above. The Selection Committee will send notification of renewal awards.

Outside Assistance

Students with non-MJTI Scholarships should provide their funding institution with the tuition and fee schedule and payment information contained in this Student Handbook. All financial obligations issued by MJTI remain the responsibility of the student and all payment deadlines apply. Payments submitted by any third party should clearly indicate the name of the student on whose behalf the payment is being made.

Academic Advising

Programs & Objectives

The following programs are available from MJTI:

Master of Rabbinic Studies

The MJTI Rabbinic Studies Program (RSP) prepares Jewish men and women to serve as rabbis in the maturing Messianic Jewish movement. The program offers a Master of Rabbinic Studies (MRS) leading to smicha (ordination) as a rabbi. As a custodian of Israel's revelation and holy tradition, and a disciple of Messiah Yeshua, a Messianic Jewish rabbi teaches and models the ways of God for the Messianic Jewish community in the power and wisdom of the Spirit of God. Program faculty draw on their rich experience and knowledge to prepare men and women for this holy work.

Rabbis should, first of all, be uncompromising disciples of Messiah Yeshua. Therefore, the Rabbinic Studies Program seeks to establish our students ever more deeply in the character and practices that should mark the life of all who cleave to God through Messiah. We strive to teach them how to walk in the reality of the Spirit, to experience healing, and to grow both spiritually and in their ability to form healthy relationships in every sphere of life.

Upon this foundation, the faculty teaches and mentors students in the necessary perspectives, attitudes, and skills of the effective rabbi. These include the ability to nurture their communities by preaching, teaching, and leading Jewish liturgical services in ways that exalt the Messiah and honor Jewish tradition, build leadership and administrative teams, and care for individuals as they experience the seasons and challenges of life. Also included are skills essential for any rabbi: being knowledgeable about Messianic Jewish halakhah and knowing how to apply it sensitively in congregational life. The program is relevant for rabbis who serve as congregational leaders or in other roles.

Three unique elements of our Rabbinic Studies Program are its Mentoring Program, Residential Intensive and Humanitarian Service Project. These three constituents add valuable face-to-face contact and practical experience. The Mentoring Program relates to Congregational Life and Leadership courses and the Residential Intensive consist of interactive seminars in Midrash text study, the activity of God's Spirit, and discerning one's particular calling as a rabbi. Participants get the opportunity to know experienced rabbi/scholars face-to-face and develop personal and professional relationships with their fellow students. Candidates for the Master of Rabbinic Studies degree attend at least two residencies as well as the Humanitarian Service Project.

The faculty and staff of the Rabbinic Studies Program believe that the preparation of men and women to serve as rabbis is essential for the continued growth and maturation of the Messianic Jewish movement. We are honored to be part of the process by which students are prepared to serve as rabbis.

Requirements

1. Core – 12 courses (36 credit hours; see page 9 above)

2. Congregational Life and Leadership – 10 courses (30 credit hours)
 3. Rabbinic Writings – 2 courses (6 credit hours)
 4. Residential Intensive — 2 courses (6 credit hours)
 5. Humanitarian Service Project (3 credit hours)
 6. Electives – 3 courses (9 credit hours)
- Total – 30 courses (*90 quarter credit hours*)

Master of Jewish Studies Degree

The MJS program is designed to give the student a broad exposure to Jewish Studies in a Messianic Jewish context. The MJS degree consists of fifty-four credit hours.

- Twelve Core Courses (see page 22) (36 credits)
- Six electives (18 credits)

Note on Course prerequisites:

Students who register for any course(s) requiring prerequisite study will be denied entry if their transcripts do not reflect the appropriate prerequisite(s). Prerequisite(s) may be waived only with written permission from the course instructor delivered directly to the registrar's office.

Program Objectives

Students who complete the requirements of this program will be able to:

- Understand the historical development of Jewish religious thought and practice in the light of God's enduring covenantal commitment to the Jewish people and the mission and teaching of Yeshua the Messiah;
- Articulate how traditional formulations of Yeshua-faith are challenged and reshaped by such an understanding of the historical development of Jewish religious thought and practice;
- Study classic Jewish writings in their original languages, to understand their historical context and relevance to Jewish faith and practice, and how they can be engaged appreciatively by Messianic Jews as our own heritage;
- Comprehend the Apostolic Writings as Jewish writings essential for interpreting the history of Jewish life, thought, and practice, and which themselves are rightly interpreted in the light of that history;
- Communicate astutely the meaning and significance of Messianic Judaism for the Jewish people and the Christian Church in the 21st century.

Certificate in Biblical Hebrew

Students may earn a certificate in biblical Hebrew by successfully completing the MJTI one-year Biblical Hebrew Series (BH501-BH503), which consists of three quarter-courses, with a grade of 80% or higher and the recommendation of the instructor.

Panim el Panim

Panim el Panim is MJTI's new live online short-courses. These four-week courses are offered to the general public who would like to continue learning but are unable to join one of our graduate programs. Panim el Panim courses require NO reading, preparation, homework, or exams. For more information on the classes being offered this year or for registration go to <https://www.mjti.org/panim-el-panim/>

Courses

Core Courses

Students who register for any course(s) requiring prerequisite study will be denied entry if their transcripts do not reflect the appropriate prerequisite(s). Prerequisite(s) may be waived only with written permission from the course instructor delivered directly to the registrar's office. All courses are 3-quarter credit hour classes.

- S501 Tanakh: The Beginnings of Judaism and the Jewish People
- S502 Apostolic Writings: The Early Messianic Jewish Community
- T501 The Shape of Messianic Jewish Theology
- T601 God and Messiah
- R501 Early Rabbinic Judaism 1
- R502 Early Rabbinic Judaism 2
- H502 Jewish History
- H504 Modern Judaism
- H510 Jewish-Christian Relations in Historical Context
- SL501 Messianic Jewish Spirituality
- SL502 Jewish Practices in Messianic Context
- SL504 Toward a Messianic Jewish Communal Ethic

Electives

See the current MJTI Catalog for examples of electives.

General Course Overview

See the current [MJTI catalog](#) for an overview of each course currently offered by MJTI.

Required Materials

In addition to the technology requirements outlined in the Technology Requirements section (page 17), students are required to obtain at their own expense all materials specified in the syllabus to complete a given class.

Student Assignments

Each MJTI course requires students to complete and submit to their instructor assignments designed to test the principles of the course. All assignments must be uploaded to the specific assignment on Orbund no later than the date indicated on the syllabus. This will enable instructors to evaluate the assignments and return them by the next contact session. All assignments are mandatory – you must do all the assignments satisfactorily in order to complete the course. Requirements listed in the syllabus are the minimum for a C grade. If a student desires an A, they must do over and beyond the minimum requirement. Grading Rubrics are provided in every syllabus. Students are strongly advised to keep copies of all assignments and exams. Items go astray in transit from time to time, and students are responsible for resubmitting anything not received by their instructor. Note that a student will receive an automated notification of submission for any anything submitted via Orbund. Please take careful note of any constructive criticism or other comments included in your instructor's response.

Failed assignments may be rewritten with the instructor's permission, but all assignments must be successfully completed before writing the final exam.

Student Asynchronous Online Discussions

Students taking online courses that include asynchronous discussion are required to participate in these discussions via Orbund. The analysis of the students' online participation translates into a grade for each online session. These grades are then averaged for the 8 units. Be aware that the required participation listed in the syllabus is the minimum requirement for a C grade. See the rubric included on the syllabus for clear instructions on grading discussion threads.

Student Examinations

MJTI examinations for graduate-level courses are usually given as "open book" exams testing for in-depth engagement with and synthesis of course materials, and grasp of the course objectives. All final exams are given during the 9th week of the quarter. Instructors may require a different final assessment method, i.e. project, research paper, or closed book exam. The requirements will be clearly written in the syllabus.

In the case of student inability to complete an exam during the last week of the quarter, the instructor may, at his or her sole discretion, provide for a makeup exam. In such cases, an incomplete must be filed with the Registrar to ensure that a failing grade is not issued (See Incomplete Grade Request, page 27 below).

Course Completion

To receive credit for an MJTI course, all course work and examinations must be completed by 5:00 pm EST time on the date indicated on the course syllabus.

Distance Learning Success¹

- **Familiarize yourself with the course design.** Check the MJTI catalog to view description and requirements of the course(s) you are considering. Decide if you can be a successful self-directed learner in this particular study content.
- **Read the entire course syllabus.** The course syllabus contains all of the information the student needs to progress through a distance learning course. This includes information about the course description, objectives and requirements, course meetings, assignments and testing, media and technology used, a course calendar assignment schedule, and support contact information.
- **Access the course blog as soon as it is available.** You will want to obtain the first reading assignments and lecture before the first day of class.
- **Be realistic.** You will not have to keep a class attendance schedule, but you will have to do regular academic work. Remember you should be spending at least three study hours each week for every credit you are taking. If there is insufficient time in your personal schedule to do the work of the course, you will be frustrated.
- **Set interim goals and deadlines for yourself and stick to them.** Keep a calendar showing the number of weeks in the quarter and mark it off with the amount of work you need to do each week. Mark in the days when you will expect to take tests, submit projects, contact the instructor. Don't fall behind in your work!
- **Organize your goals in a study schedule.** Identify study times when you are fresh and attentive and stick to those times every week. Think of the study times as "reserved time." If you miss too many study times, revise your schedule.
- **Avoid interruptions.** Avoid all interruptions and distractions while you are listening to an audio lecture, reading the textbook, working on the computer, or studying. Turn your phone on silent if there is no one available to answer it but you.
- **Know where to study.** Find a place that is free from distractions. You might consider work--before or after hours and on your lunch hour--a public library, or a separate room in your home.

¹ Adapted from Caldwell Community College and Technical Institute web site (www.cccti.edu/).

- **Prepare for assignments and tests.** In distance learning, course assignments could involve the use from different mediums: print, videos, audios, and the Internet. Remember you are not just watching or listening. You are learning from the information on those various mediums. Take notes. Imagine questions that might be on a test from your study guide, from your textbook, from digital audio or video files, or from the Internet course assignments.
- **Use good communication skills.** Pay careful attention to instructions and be certain that you understand what is being asked when submitting assignments. It often helps to develop a brief outline before responding to questions whether they are submitted in writing, via e-mail, orally or in digital form.
- **Evaluate your own progress regularly.** Re-read the course objectives and standards often to see how you are progressing with them.
- **Time your tests wisely.** Before you take a test, make sure you understand the information covered in the course assignments that will be the basis for a particular test.
- **Join a Hevurta.** If you feel the need to study with other students from the class, ask your instructor for help in identifying other students who may want to work with you.
- **Discuss your progress.** Ask your instructor at various points in the quarter how your progress is going. Also ask for help and point out any areas that you think are difficult or unclear.

Academic Integrity

All alleged violations of academic integrity and basic religious convictions and values must be substantiated before a committee consisting of the Academic Dean, who serves as chair, the Dean of Students and a faculty member. If the allegations are substantiated, the committee will have the discretion to determine whether probation or dismissal is appropriate.

Violations of academic integrity constitute grounds for probation or dismissal from MJTI. Academic integrity is a personal responsibility of students to represent as their own work in reports, papers, or examinations only what they are entitled to honestly so present. Conduct regarded as violating academic integrity includes:

- ***Intellectual Property***

Intellectual properties are to be defined as the traditional results of academic scholarship, i.e. textbooks, literary works, artistic creations and artifacts. These items are considered to make their full contribution to the benefit of MJTI by their creation and by continued use by the school in teaching, further development, and enhancement of the school's academic stature; the presumption of ownership is to the author(s). Thus, unless there is explicit evidence that the work was specifically commissioned by MJTI, the intellectual property rights remain with the author(s) and the rights afforded

to the school are limited to free (no cost) use in teaching, research, extension, etc. in perpetuity.

- ***Copyright Guidelines***

MJTI students must consider copyright law and the principle of “fair use” when including print, video, audio, web-based and/or digital materials in their assignments. MJTI requires that all students adhere to practices consistent with the U.S. Copyright Law (Title 17, United States Code, Sec. 101). This precludes copying activities not specifically allowed by copyright law, fair use guidelines, or legitimate licenses. If in doubt, do not reproduce copyright material. Contact the Registrar’s office for further information.

Students who violate the copyright law do so at their own risk and assume all liability. For detailed information on copyright law, the following resources may be helpful:

- The Copyright Clearance Center:
<http://www.copyright.com/Services/copyrighthoncampus/>
- The University of Maryland Department of Information and Library Services:
<https://www.umuc.edu/library/libhow/copyright.cfm>
- The Electronic Frontier Foundation: https://w2.eff.org/IP/eff_fair_use_faq.php

- ***Dishonesty –and Plagiarism***

Any form of dishonesty (copying from another student’s work or allowing your work to be copied) or plagiarism (passing off another's work as your own, not giving appropriate credit to another's ideas) will not be tolerated. Such misconduct will result in an automatic “F” grade for the class and a permanent notice placed in the student's academic record. Quoting from or using an idea peculiar to a published work in blog answers, final exams, projects or research papers without citing the source is another form of plagiarism. If you are unsure whether an action is permissible or not, please check with the instructor.

Grading Policies

Grading System

Grades have been assigned the following numerical values for the purpose of computing the grade point average:

A 4.0 | A- 3.7 | B+ 3.3 | B 3.0 | B- 2.7 | C+ 2.3 | C 2.0 | C- 1.7 | F 0.0

The basic letter grades have the following significance:

- A Exemplary
- B Adequate
- C Passing, but requiring substantial improvement
- F Failed (The student who receives an F has not successfully completed, and will not receive credit for, the course.)

Letter to Percentage Conversion

Percent	Letter Grade
94 - 100	A
90 - 93	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
78-79	C+
76-77	C
75	C-
≤ 74	F

Incomplete Grade Requests

A student whose work is not completed by the submission deadline at the end of the quarter may request a grade of *Incomplete* from the instructor. Incompletes are granted only when the student's work in the course has not been completed due to extenuating circumstances, such as personal illness of more than a brief duration; illness in the family that has required the student's attention; death in the family; personal or family crisis of a traumatic nature; or an unexpected increase in job responsibilities.

To request an incomplete, a student must complete and submit a "Request for Incomplete" form to the course Instructor for approval. If the Instructor rejects the request, he/she will inform the student of the decision. If the Instructor supports the request, he/she will sign and date the "Request for Incomplete" form, send it to the Registrar, who will refer the matter to the Academic Dean final approval.

If the Incomplete grade is granted, the completed course work is due to the Instructor no later than six weeks from the final assignment due date for the quarter the class occurred. If the work is not completed within this time, the Instructor determines whether a reduced grade or a grade of F is warranted, based on the amount and quality of the work that has been completed. Further extensions of time, justified by extreme circumstances, can only be granted by the Academic Dean.

Retaking Courses for a Different Grade

If a student wishes to retake a course for a different grade, the student can register for the course again as a replacement course. The replacement course grade will be the grade that appears on the transcript and that is used to calculate the student's CGPA. The student receives

credits for the course only once. Full tuition will be paid for each course. Students are required to meet with the Academic Dean before pursuing a replacement grade.

Conditions and Restrictions:

1. A student must complete the Replacement Course Form available from the MJTI Office to indicate that the course is intended to be a replacement course. This form must be completed prior to the first day of the quarter; otherwise, both the new grade and the old grade will be calculated into the GPA.
2. Once a course is designated a replacement course, the new grade received will replace the previous grade, regardless of whether it is higher or lower than the old grade.
3. The replacement course grade cannot be undone, other than by withdrawing from the course before it is over. If the student withdraws, there is no option to register for the same replacement course a second time, and the original letter grade will be calculated for CGPA purposes, not the W.
4. The replacement course option can only be pursued for a total of 9 credits.
5. The replacement course option applies only to students who have not graduated.
6. If a course taken as a W is retaken without a W designation, the new grade will still replace the previous grade for GPA purposes.

Appeals and Grievances

Students are encouraged to contact their instructor when there are questions concerning their assignment or course grades. It is desirable that grade disputes be settled by the student and the instructor who gave the grade, and that the instructor and student reach a satisfactory resolution through meaningful and respectful dialogue. However, in cases where a satisfactory resolution cannot be achieved, and a formal appeal is warranted, final grades will be reviewed based on the following allegations:

- The instructor deviated from written grading policies outlined in the course syllabus.
- The mathematical means by which a final course grade was calculated was not consistent with policies outlined in the course syllabus (including factual and calculation errors).
- Deviation from MJTI policies pertaining to grading.
- The final course grade was influenced by factors other than published criteria (i.e. the decision was discriminatory).
- Factual errors or errors in judgment regarding the academic quality of a student's work.
- An academic sanction for academic dishonesty was inequitable, improper or unwarranted. Student grievances should be presented to the Academic Dean in writing, utilizing explicit detail and include any support materials related to the list of possible issues above. All grievances will be processed expeditiously and reviewed by the

Academic Dean. Such students will be advised in writing of the final decision. All grievances submitted will be permanently archived by MJTI.

Academic Probation & Termination

Minimal Standards

To remain in good academic standing, students must have a cumulative grade point average (GPA) of 3.0 for all course work at the end of every academic year. In the event that a student fails to maintain this standard for good academic standing, he or she will be placed on academic probation until the end of the following academic year. Students who have not raised their GPA to 3.0 may be subject to academic dismissal. Students who have taken all the coursework for their degree but do not have a cumulative 3.0 GPA will be ineligible to graduate.

Interim Suspension

If the Academic Dean or his/her designee determines that a student presents a risk to the orderly operation of the school or to the safety and welfare of member(s) of MJTI the student may be immediately suspended.

Appeal Process

In the event of academic probation, suspension or dismissal, students in such circumstances may request reconsideration by presenting a written description of their extenuating circumstances and their plan for establishing a good academic standing to be reviewed by the Academic Dean. Such students will be advised in writing of the final decision.

In the event of probation or dismissal for improper conduct, the decision of the Appeals Committee is final.

Student Life/Activities

Awards

In support of the MJTI goal of preparing leaders and laity to function in today's Messianic Judaism various awards of distinction are available to those students who excel in general rabbinic scholarship, biblical languages, research leading towards publication and community service.

Leadership Opportunities

MJTI is developing two specific opportunities for students to learn and practice leadership:

1. Volunteering for the Peer Adviser program which matches new MJTI students with a more experienced student mentor who can assist with acclimation to the program as well as the unique form of education found in a distance learning program.

2. Appointment by the Academic Dean to the Student Advisory Council. Those students appointed to the SAC may serve MJTI by working on special committees and providing input from a student's perspective regarding all aspects of MJTI program development and pedagogy.

For more information, contact the Academic Dean drvered@mjti.org.

Career Planning

As the programs at MJTI are designed for those who want to learn about Messianic Jewish theology, practice and history, most of our current students are men and women functioning in lay leadership areas in their congregations. They want to increase their knowledge in order to enhance their abilities to serve in those roles or to assume more responsible positions. MJTI helps this group of students to receive the education they need and to meet standards of lay leadership training established by their congregations and national organizations. MJTI provides the 12 core courses for the Master of Jewish Studies and for the Master of Rabbinic Studies degree which is designed to fulfill the academic requirements for ordination by the UMJC and MJRC.

MJTI also attracts students who desire to grow academically and spiritually but who are not presently serving in a rabbinical or lay leadership role in their congregation. We welcome these students and encourage them to consider how they can use what they learn in MJTI to grow intellectually, spiritually and professionally, including serving in the Messianic Jewish community and the wider ecclesia.

Beyond the virtual classroom, we assign a faculty adviser to every student. The adviser helps students clarify their goals and shape their MJTI experience to help meet these goals, whether vocational or avocational.

All applicants and current students should be aware that MJTI is not designed to prepare students for doctoral studies.